

GREENSPACE AND COMMUNITY SERVICES COMMITTEE
27th JULY 2023
REPORTS

AGENDA ITEMS 1 & 2

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 3

TO APPROVE AND SIGN THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES MEETING 30th MAY 2023

Members are asked to **AGREE** to **APPROVE** the Minutes of the Greenspace and Community Services committee meeting held on 30th May 2023 as circulated

**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

86. 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.

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 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 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 Prinstead 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**.

AGENDA ITEM 4 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 5

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.

AGENDA ITEM 6

CLERKS UPATE

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

6.1 Manhole Cover

Members are asked to Note that there was an issue with a manhole cover at the recreation ground. The cover had been ripped off which led to a child falling in. The Clerk in association with the Chair took immediate action to get the cover resecured and is now pretty much impossible to remove.

The associated costs will be reported and ratified at the next meeting.

6.2 Love Parks

Love Parks Week from 28th July to 6th August.

Please **NOTE** statement from organisers:

As part of the Safer Parks Consortium, we've been supporting researchers at Leeds University as they produce guidance on how to make parks safer for women and girls.

But we know that funding remains a barrier for many local authorities and land managers to implement the changes needed to uplift these vital green spaces.

That's why we're calling on the government to improve funding for parks safety from the current allocation of £5 million (amounting to just £185 per park), and to ensure that it is sensitive to the accessibility needs of women and girls.

6.2 Replacement Bus Shelter – Parham Place

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

AGENDA ITEM 7

TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD 13th JULY 2023

Members are required to **NOTE** the minutes from the Southbourne Environment Group meetings held on the 13th July 2023 including consideration of any recommendations

Minutes of the meeting held on Thursday 13 July 2023, 7.30pm at St John's Church Centre

Present: Lyn Davies (Chair), Amanda Tait, Lyn Hicks, Alison Barker, Anne Rowlands, Paul Metcalfe (part of meeting), Libby Flanagan Elizabeth Medler

Apologies for Absence: Margaret Melhuish, Roy Seabrook, John Auric, Richard Cobb, Elizabeth Rosoman.

1) **Minutes** of the meeting held on 8th June were approved and Anne Rowlands was welcomed.

2) **Bat Walk.** Paul Metcalfe updated the group. 15 people came to the first bat walk. 25 came to the most recent walk. There was not much walking but people appreciated the evening. PM felt that another walk could be arranged in August/September when dark earlier. ACTION: PM see point 14 below. He would use the same model with a few tweaks. The three bat detectors would stay with Paul until then. He reported that the dead hedge put in this year was thriving.

3) **Planters.** Materials have been bought and the Men's Shed has made them. PM confirmed that he was happy to house these for the time being. ACTION: LD to pass on Paul's contact details to John Auric. LH reported that in order to install the planters outside Boots, a licence from West Sussex CC would be needed. **RECOMMENDATION:** 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. **Noted:** This application needs to be with the Parish Council Office by 25th July.

4) **Climate change initiative.** LD had circulated details of this initiative by Sara Osman, CDC's Environment Officer. It included climate literacy training. Richard Cobb had expressed an interest in going to their initial meeting. EM suggested that Richard report back to the group. ACTION: LD to reply to Sara Osman

5) **Budget:** It was reported that recent photocopying expenses had been expensive and that a sum would be deducted for the ink cartridge from SEG's annual allowance. Amanda Tait reported that the most cost effective way of photocopying was through Arun DC who were both cheap and quick.

6) **Tools:** Margaret Melhuish had reported back to LD with a detailed breakdown of costs for various tools. See email 11 July 2023. This was much appreciated. It was agreed that a ladies' border fork should be purchased and long handled lawn shears. It is estimated the cost would be about £80. AT suggested the summer sale at Keydell. LD mentioned that SPC had an account with B&Q. **Noted:** LD has made an inventory of all the items in the SEG's storage shed.

7) **Autumn planting:** It was agreed that bulbs could be planted on the bank opposite 'Chopsticks' on the Main Road/Prinsted Lane corner bordering Prinsted Corner Cottage as the owner, Gill Skidmore, had invited us to do. Regarding MM's email, she had spoken to David James at Priors Orchard who had suggested contacting Deborah O'Connell of the management team regarding planting bulbs. ACTION: LD to contact Deborah and Gill to investigate what landowners would like planted, and to price bulbs.

8) **Reports:** AB reported that 15 people had attended the Ems Wildlife Corridor Walk. On this occasion, no families attended although a family watched the river dipping. Neil Botterill, who is involved with Brook Meadow, led a tour of the meadow. Sarah Hughes is now working for the Arun and Rother Rivers

Trust(ARRT) on enhancing the Ems, a rare chalk river, and its Wildlife Corridor and shared her huge knowledge of it with the group. Anne Rowlands, Simon Bizley, David Barnes and Neil Botterill had signed up to be added to the SEG email list.

9) Tree Stall at Summer Fair: It was agreed that LD's picture quiz and AB's tree trail were a great success and should be used in future.

10) Discussion ensued on TPOs. LH wondered if some of the trees at the Rec could be TPO'd. AT reported that as they were on Parish Council ground, they were in a good position and unlikely to need protecting. There was general discussion about other trees in Southbourne that may profit from TPO's and LF raised the question of whether TPOs could be placed on trees in private gardens.

11) Gardening outside Tesco: LD reported that two new gardeners were on board: Lyn Hicks and Liz Rozoman. LD reported that the corner of the larger bed was vulnerable to people walking over it and there was an empty space. It agreed that perhaps a spiky shrub could be planted: Berberis/Mahonia?

12) Triangular plot (north of Recreation Ground). Following the 8 June SEG meeting LH had contacted the SPC Clerk. Sheila had agreed to include plans for the plot on the Agenda for the next Greenspace and Community Services Committee (to be held on 25 July). **Recommendation:** SEG would like to be involved in the planning process for the land and 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

13) The litter pick on 15th July was discussed and it was noted that bin bags would be left at any public bins around Southbourne, particularly perhaps Boots. It was reported that in the summer it wasn't easy to see litter because of undergrowth. LH raised the question of where litter picking was most needed. **ACTION:** It was agreed that the forthcoming pick should be used as a survey to see where most litter was. Possibly: corner of South Lane and Stein Road, Lumley Road, laybys on A259, top of Stein Road at junction with Farm Lane.

ACTION: LD to see if the Army were keeping the road south of Thornham Lane clear of litter as asked by Tracie Bangert (SPC liaison with the Army)

14) Events: LD to update calendar. **Next gardening session at Tesco:** 26th July 10.30/11.00, to be followed by a visit to the Triangle to see what was doing well and assess other perennials which would be suitable for planting there. **ACTION:** LD will put a message on WhatsApp if watering needed at Tesco.

August: no formal meeting. Gardening session: 23rd August.

September: proposed bat meet. **ACTION:** PM to pick a date. Tesco gardening 27 September.

October: bulb planting. **ACTION:** LD to order bulbs and pick a planting date

November: Talk by Mark McManus on 9th November: **ACTION:** Elizabeth to suggest to M McManus that he could talk about KNEPP rewilding and possibly do a walk next year. **ACTION:** LD to do a poster for the event and piece for Village magazine. Michelle at SPC able to post on Facebook.

December social: **ACTION:** AT agreed to get in touch with Village Hall and see if a room was available for Christmas Social on 14th December, 7-9pm.

ACTION: Jonathan Brown is to be invited.

15)Date and Place of next meeting: Thursday September 14th 2023, 7.30pm at St John's Church Centre, Main Road, Southbourne PO10 8LB.

**** Too late for the minutes, but John Auric has arranged with Christine Iverson that she will give us an illustrated talk at the next meeting on September 14th. The title of the talk is to be confirmed, but she has written a number of books including 'The Hedgerow Apothecary Forager's Handbook' to give you an idea of her area of expertise.

RECOMMENDATIONS - Members are asked to consider the following recommendations from SEG:

7.1

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.

Background

SEG have had some planters built for the area which are currently being stored by members of the group. SEG would like SPC to apply for a license from WSCC Highways which would enable the planters to be sited on the verge.

Should Members approve this recommendation it should be noted that the exact dimensions of the planters are required along with precise details of the proposed location and a declaration that all ongoing maintenance and repairs will be the responsibility of SEG.

Do Members **AGREE** for Officers to apply for licence from WSCC.

7.2

For SEG to be involved in the planning process for the land (Triangle) and 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.

Background

The Triangle area was last discussed at the GS&CS meeting held on 27th September 22 Min. 44.2 refers:

44.2 Update from Cllrs. Bangert and Thorne on their proposal for an art garden

There was some discussion as to whether the installation of an art garden had formally been approved and to the suitability. The Clerk confirmed that at the last meeting it was agreed for Cllrs: Bangert and Thorne to put together some proposals for an art garden and for the ideas to be presented to the Committee for further consideration. It would then be for the Committee to either agree or object on whether to proceed.

Cllr. Thorne reported that contact had been made with an artist to assist with the re-visioning process. The Chairman also advised that a meeting had been arranged with the Bourne College Art dept. Members wanted all ages of youth to have the opportunity to contribute.

*It was **AGREED** that when the proposal had been finalised it would be brought back to the Committee for consideration and budgeting. .*

Since that meeting there has been no further progress. Therefore, Members are asked to consider the Recommendation from SEG and advise how they wish to proceed.

AGENDA ITEM 8

REVIEW OF BUDGET AND TO NOTE INCOME & EXPENDITURE TO DATE

Reports detailing the I&E including a breakdown of the figures will be circulated separately due to the size of the documents.

AGENDA ITEM 9

RECREATION GROUND INCLUDING:

- **TO NOTE THE QUARTERLY PLAYGROUND INSPECTION REPORT**
- **FC SOUTHBOURNE 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.**

9.1 To Note the Quarterly Playground Inspection Report

Members are asked to Note the Report.

Due to the size of the report this will be circulated separately.

9.2 FC Southbourne Including update on arrangements for storage

The Storage container is now on site and Southbourne FC have signed an agreement for the key and use of the unit. The Licence Agreement for the use of the pitch for the 2023/24 season has also been finalised.



9.3 Update on all Inclusive swing

This is now fully installed. Members are asked to **AGREE** for arrangements to be made for an official opening in line with the funding criteria.



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

The survey closing date is Friday 21st July. Therefore, the responses will be collated and tabled at the meeting.

Members will be required to consider the responses and **AGREE** on how they wish to proceed.

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

At the meeting on the 28th March 2023, it was Members decision to defer this item until the new branding and logo sign had chosen.

Background

Following a request from a member of the public to have a No Golfing sign erected, Members felt that a more generic sign would be appropriate. It was agreed the wording would be:

**MANAGED BY SOUTHBOURNE PARISH COUNCIL FOR THE ENJOYMENT OF ALL.
PLEASE BE CONSIDERATE OF OTHER USERS**

In the interim period as a temporary measure laminated No Golfing Signs have been put up, but these are often ripped down. The member of public has again requested a more permanent sign.

Members now are asked to consider if they wish to progress the generic sign and to further identify a budget for associated costs.



9.6 Update on Contract/Caretaker activities

The contract/caretaker continues to undertake a number of activities throughout the Parish including grass cutting, strimming and line marking at the recreation ground, general maintenance and repairs, installation of Lifebuoy, strimming and tidying the Prinsted area and SIDs.

As Members will see there has been some damage to the gate post at the rec ground. There were 2 contractors on site on Monday but there is no evidence or way of identifying who is responsible for the damage.

Costings for repairs are in the process of being secured and will be reported at the meeting if available.

Members are asked to NOTE some strange markings that have just appeared all over the rec ground over the last few weeks. Initially it was thought that these may be caused by petrol leakage from the lawn mower. However, during a conversation with a member of the public, the contract caretaker has reported that the patches are old foundations that pop up every summer and that the Recreation Ground was previously the site of an old airfield. If Members can throw any additional light on this it would be appreciated as the patches as shown in the photos below, are also affecting the quality of the pitch.



9.7 Football Foundation Grass Pitch Maintenance Fund

The Clerk is awaiting some feedback from Southbourne FC and will give an update at the meeting if available.

AGENDA ITEM 10

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
- LIFEBOUOY

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

Awaiting further response from the Chairman of the Sea Scouts. A verbal update to be given by the Clerk if available

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

Members are asked to Note the latest update from Surrey Hills

"We have received nothing further as of yet, and you will note from the correspondence they await a response from the Sea Scouts as to their claim, before they are able to progress with our application. I can send another letter chasing the land registry for an update; however, I am not certain how helpful this will be considering they last advised that they needed to hear from the Sea Scouts as to their adverse possession claim first."

Members are also asked to **NOTE** that it has been advised that no further boundary inspection be undertaken until the dispute is resolved.

10.3 Lifebuoy

Members are asked to **NOTE** that the Lifebuoy has now been installed at Prinsted.



AGENDA ITEM 11

UPDATE ON ANY OUTSTANDING PROJECTS

Members are asked to **NOTE** the following updates and any individual accompanying reports:

Project Name	RAG	Details
Pavilion refurbishment		
Carousel		
Noticeboards		
NHB Holm Oak		
NHB Tesco Express		
NHB Bike Rack		Installation- all other works complete Report by Deputy Clerk
NHB Flanders Close allotments		
Printed Landscaping		On hold
Printed Parking Sign		
Village Signs		Report by Deputy Clerk
Bus shelters		Report by Clerk
Rebranding		approved by Council. Officers proceeding
Website		On hold
Rec Ground improvements		Survey complete. Spreadsheet to be circulated
Fire alarm system		Report by Deputy Clerk
Printed- Hedging		Complete
Printed change of permissions		Report by Clerk
Printed- adverse possession		Report by Clerk
Rec Ground groundworks		Ongoing- updated as required
Sussex Day Fete		Complete
Lifebuoys		Complete
Memorial Benches		Report by Clerk
Tree Maintenance		
PFI		Due to take place on 1st August

11.1 Bike Rack Installation – Report from Deputy Clerk

Report on the Bike rack installation from NHB for the Greenspace and Community Services Committee meeting 25th July 2023

- The Bike rack has been ordered and is awaiting installation by the contractor.
- Unfortunately, the contractor attended site 3 times but was unable to carry out the work for a number of reasons:
 1. It transpired that the former Clerk had not applied for a highways license for the work to be carried out.
 2. The bike rack that was first procured was not suitable for the project and although the contractor was able to source a bike rack, we could not agree to this until the previous company agreed to cancel our order. They claimed it was a custom order and could not be cancelled without full payment.
 3. The paperwork for Flanders close had not come through and we had to delay the project last minute. The contractor had hired tools to complete both projects in

tandem and as there was no start date and no safe place to leave the machinery, he had to cancel the hire and call his staff off site.

4. The ticket office staff at the station complained that the drilling was affecting equipment in the ticket office and he requested the contractors to stop work. We then had to seek permission from Network Rail and Southern rail for the work to continue. They had to carry out underground surveillance of lines which took a number of weeks.
5. Neighbours complained and were confrontational with the contractors.
6. The contractors had equipment stolen from the back of their van whilst waiting in traffic at the railway crossing.

Given that the Parish Council had to ask the contractor to stop work on a number of occasions including returning hired machinery we agreed that the contractor would complete the installation at his earliest opportunity around other work commitments. Since then, the Deputy Clerk has contacted the contractor on a number of occasions asking for a completion date and on the last occasion (16th June) he has not responded. The Deputy Clerk has now written to him (17th July) requesting either the completion of the work or a refund for the bike rack. However, the contractor had agreed to install the bike rack with no additional labour costs, therefore if the Parish Council were to seek an alternative contractor the cost of labour would need to be considered.

11.2 Village Signs -Report from Deputy Clerk

Report on the Village Signs Project for Greenspace Committee meeting 25th July

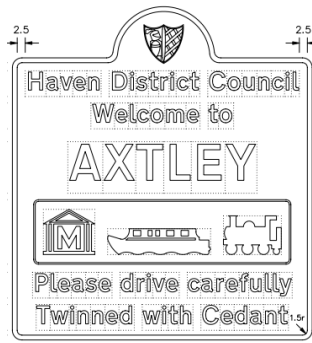
- Officers' availability means that we can now look to progress this project.
- Given the rebranding and new SPC logo Councillors may wish to reconsider the use of the West Sussex Logo on the Sign and consider using the new SPC logo instead.
- Given the length of time since the project was initiated Councillors may wish to revisit;
 1. The contractor for installation.
 2. The suppliers of the signs.

The Deputy Clerk now has the capacity to explore these details further and gain additional quotes, if available.

The following details have already been approved

Full Council 10th May Min. 22 refers.

- 7 locations in total are required and one existing location is to be removed.
- Proposed locations:
 1. Lumley. New location at Peter Pond.
 2. Hermitage. Existing sign to be replaced to match others.
 3. Hermitage/Southbourne. On the corner of Penny Lane. Existing sign to be changed and additional sign added on the reverse to indicate 'Southbourne'.
 4. Southbourne (Stein Rd). Existing sign to be replaced with new.
 5. Nutbourne/Southbourne. Opposite caravan park, before Priors Orchard. Both signs to be replaced.
 6. Nutbourne. New sign adjacent to Black Cat Cottage.
 7. Prinsted. Prinsted Lane adjacent to Jubilee Mews.
- Location to be removed: Southbourne A259, nr Garsons to be removed as does not indicate the Southbourne boundary.
- A total of 9 signs are required (7 locations, 2 of which are double sided).
- The design of the signs: (to fit with this standard design- this design allows a 'logo' to be used).



- To replace the signs and the posts, for uniformity.
- The wording of the sign:
Southbourne Parish Council
Welcome to
Hamlet Name
No safety message

Outstanding actions

- To determine which 'style' of sign is suitable for use with the above design. To contact sign suppliers and highways to confirm.
- Contact other parish councils for references.
- Gain quotes for signage- currently only 1 provider has been identified and as yet no quotes have been requested.
- Gain quotes for installation. The Council previously approved a volunteer group. However, they do not appear to have as much availability as was first understood.
- Apply for a license to WSCC Highways, including a site visit to each location. Produce a report to highways with exact site locations and details.
- Site visit with the installers.

Therefore, Members are asked to **AGREE** to consider the following recommendations:

RECOMMENDATIONS

1. To consider if the SPC logo should be used in replacement of the WSCC logo.
2. To consider gaining additional quotes for installation and/or suppliers of the signs.

11.3 Fire Alarm

Following a proposal to have a fire safety inspection carried out by WSCC Fire and Rescue Service the Deputy Clerk has made some enquiries into inspections.

The Fire and Rescue Service will complete a free check of our fire safety risk assessment on the Pavilion. However, a number of actions would need to be completed before the check can be carried out:

1. identify a responsible person to deal with fire safety.
If you feel that you do not have enough training or experience to make you a competent person, or you would prefer to have a professional advise you, you can find guidance on finding a fire risk assessor on the [National Fire Chief Council website](#).
2. The responsible person undertakes fire safety training.
3. Carry out a risk assessment.
4. Identify the fire hazards.
5. Identify people at risk.

6. Evaluate, remove or reduce the risks.
7. Record your findings, prepare an emergency plan and provide training.
8. Review and update the fire risk assessment regularly.
9. Reduce the risk of those hazards causing harm to as low as reasonably practicable.
10. Decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.
11. Tell staff or their representatives about the risks you've identified
12. Put in place, and maintain, appropriate fire safety measures
13. Plan for an emergency
14. Provide staff information, fire safety instruction and training
15. You must keep a written record of your fire risk assessment if your business has 5 or more people.
16. Your local fire and rescue authority might be able to give you advice if you're not sure your risk assessment's been carried out properly. However, they cannot carry out risk assessments for you.

Before starting your risk assessment you'll need to consider:

- emergency routes and exits
- fire detection and warning systems
- firefighting equipment
- the removal or safe storage of dangerous substances
- an emergency fire evacuation plan
- the needs of vulnerable people, for example the elderly, young children or those with disabilities
- providing information to employees and other people on the premises
- staff fire safety training

Once the above is complete you can then ask WSCC Fire and Rescue Service to carry out a check of your risk assessment and visit to your premises.

The check:

Your local fire and rescue authority visits premises to check the fire risk assessment and fire prevention measures are appropriate. Fire safety officers should help you understand the rules and comply with them.

- They can also take action if they think your fire safety measures are not adequate. For example, they might issue an informal notice suggesting safety measures.
- They could also give you a formal fire safety notice. They'll tell you how to fix the problems described in the notice.
- Alterations notice- You could get an alterations notice if your premises have high safety risks or will have high safety risks if the use of the premises changes.
- Enforcement notice- You could get an enforcement notice if the fire and rescue authority finds a serious risk that's not being managed. It will say what improvements are needed by when.
- Prohibition notice- These take effect immediately if the fire and rescue authority thinks the fire risk is so great that access to your premises needs to be prohibited or restricted.

Members should **NOTE** that there are no resources to appoint a dedicated Fire Safety Officer or fund any training. All reasonable steps are already in place to minimise any potential risk or hazard.

11.4 Memorial Benches

Members are asked to review the current Memorial Bench Policy as attached separately. The Clerk has highlighted some of the areas for review.

Members are asked to **NOTE** that there are already seven benches located at Prinsted. The only other land available that is SPC owned is the Recreation Ground. While there is capacity for some benches there the exact location for siting needs careful consideration especially as there are possibly going to be some new enhancements in the future.

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.

Members are asked to advise how they wish to proceed.

AGENDA ITEM 12

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

Members are asked to **AGREE** to **RATIFY** the remaining expenditure for the Summer Fete;

SUSSEX DAY FETE

BUDGET (Community Events)	£3,000.00
A.1 Portable Loo Hire	£525.00
Marquee & Bouncy Castle	787.5
Printing	51.36
Expenses	117.32 (Bunting, Gift Vouchers, Dog Treats)
Total Expenditure	£1,481.18

Some of the feedback has included comments such as; there were too many other events that clashed, members of the public should have been included in the organisation. Members are asked to Note these comments.

AGENDA ITEM 13

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

This item was referred to this Committee for consideration following Clerks Update as detailed below:

Clerks Report Agenda Item 8.2 SPC 11 July - Proposal for 80th Anniversary D-Day commemoration event

A Member has proposed that SPC consider holding a community event next year to commemorate the 80th Anniversary of the D-Day landings. Ideas so far include a themed event with people encouraged to dress in the era, a swing band, choir to sing wartime songs, wartime inspired picnics, stalls with a military or vintage connection and games. It has been suggested that members of the community and local community organisations are invited to work in collaboration with SPC to deliver a fitting event. St Johns have mentioned that they would like to hold a dedicated service of thanks.

The item was referred this Committee with the recommendation to progress the organisation of the event as soon as possible.

Do Members **AGREE** to hold a D-Day Commemorative Event

If so:-

Members are further asked to **AGREE** the following:

- Date and time of the event
- Recommended Budget for the event
- Who will lead/coordinate the event
- Recommendation of budget for the event
- Delegation of associated duties
- Will it be a free event

Some previous suggestions for the event content include:

- a themed event with people encouraged to dress in the era
- a swing band
- choir to sing wartime songs
- wartime inspired picnics
- stalls with a military or vintage connection
- era specific style games/competitions
- to work in collaboration with the community and local community organisations

Members are asked to advise how they wish to proceed.

AGENDA ITEM 14

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 attended a meeting with One Church on the 13th July 2023 to discuss SPC's offer to work in partnership with them for youth provision.

Cllrs Bangert and Redman will give a verbal update and Members will be required to consider and **AGREE** any Recommendations as a result of their meeting.

AGENDA ITEM 15

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

Members are asked to **NOTE** the SPC decision to disband the Greenspace and Community Service Committee from 31st July 2023. Going forward all business will be considered at the SPC meetings.