



## Southbourne Parish Council

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### SOUTHBOURNE PARISH COUNCIL

Meeting held 9<sup>th</sup> July 2024

**PRESENT:** Councillors: A. Tait (Chair) T. Bangert, R. Humphrey, L. Meredith, J. Money, N. Redman, S. Rosenberg and R. Taylor

**IN ATTENDANCE:** S. Hodgson (Clerk and RFO)  
M. Banach (Admin Assistant)  
Cllr. A. Kerry-Bedell West Sussex County Councillor  
1 representative from Luken Beck  
1 representative from Elivia Homes

*The meeting opened at 7.00pm.*

#### 42. CHAIRMANS INTRODUCTION AND WELCOME

The Chair welcomed everyone to the meeting.

#### 43. APOLOGIES FOR ABSENCE

No apologies had been received from Cllr. Robinson-Kyle. All other Members were in attendance.

#### 44. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 11<sup>th</sup> JUNE 2024

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 11<sup>th</sup> June 2024 and they were duly signed by the Chairman.

#### 45. 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**

There were no Declarations of Interest

#### 46. ADJOURNMENT FOR OPEN FORUM

*The Chairman Adjourned the meeting at 19.02 and invited members of the public to speak.*

#### **46.1**

A representative from Elivia spoke in relation to Agenda Item 8. He wished to make some comments regarding their proposed planning application and to highlight the potential to incorporate zero energy buildings into their designs. He also reported that Elivia were seeking a pre-application consultation with Chichester District Council Planning.

The Chair allowed a number of questions from Councillors including the CDC and WSCC Cllrs in attendance.

#### **46.2**

CDC Cllr. Hickson spoke briefly about some of the projects she is working on and drew Members attention in particular to the work she had been doing regarding affordable housing and the related issues with developers and CIL charges. She was pleased to be able to report that she had successfully initiated a revision of the associated CDC policy.

Cllr. Hickson also reminded SPC Members that there are still spaces available if anyone wished to attend the visit to the Thornham Sewage Works.

#### **46.3**

WSCC Cllr. Andrew Kerry- Bedell, updated his report on AGE Concern, grass cutting, speed reduction signs and repairs to the sea wall.

The Chair thanked everyone for their comments and reports and turned to the written statements.

#### **46.4**

Members had received copies of correspondence relating to a number of comments and issues raised by Rev. Hider. Members would welcome the opportunity to discuss these in more detail and asked the Clerk to invite Rev. Hider to a meeting convenient for him to attend.

#### **46.5**

Members **NOTED** the correspondence from Mrs Moss regarding hedge trimming and would this consider under agenda item 16.

*The Chair readjourned the meeting at 8.28pm*

### **47. CLERK'S UPDATE**

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

#### **47.1 Update on migration of website Min.40 refers**

Members **NOTED** the update as circulated within the Clerks report.

#### **47.2 To Note repair to bus shelter at Bramley Gardens**

Members **NOTED** the repair to the bus shelter at the bottom of Bramley Gardens, Main road eastbound, is now complete.

#### **47.3 To Note Thank You letters**

Members to **NOTED** the letters of thanks from Tylers Trust and St Johns Ambulance for the kind grant donations.

#### **47.4 To Note Clerk report re General Power of Competence**

Members **NOTED** the comments as circulated within the Clerks report.

#### **47.5 Consideration of repairs to Bike Rack**

Members were asked to consider undertaking some maintenance to replace the broken panel on the bike rack and to further approve a budget for associated costs.

The Clerk reported she was in the process of gathering quotes, but as this is a specialist job there is limited contractor availability.

Following discussion, Members **AGREED** to **APPROVE** replacement panels and for the Clerk to proceed up to a budget of £2k. Members further **AGREED** for the funds to be met from CIL if confirmed with CDC, and if not, for the costs to be met from reserves.

#### **47.6**

Members **NOTED** that nominations for the Annual Community and Chairmans Awards are being invited. The application form for the Community Award is available online for members of the public to put forward their nominations. Nominations for the Chairmans Award are proposed by Councillors and the Clerk will distribute the nomination forms. Members are asked to return their nominations to the Clerk as soon as possible

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

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **CDALC**
- **INSPECTOR BI-MONTHLY MEETING**

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

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

##### **48.2 CDC Councillors report**

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

##### **48.3 CDALC Report**

The Chair gave a brief update on some of the items discussed at the meeting such as civility & respect and devolution.

Copies of the full set of minutes can be viewed via the office.

##### **48.4 Inspector Bi-Monthly Report**

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

#### **49. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 6<sup>th</sup> JUNE AND 27<sup>th</sup> JUNE 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

**49.1** There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 6<sup>th</sup> June 2024

**49.2** Members **NOTED** the Minutes of the Planning Meeting for the 27<sup>th</sup> June 2024 and considered the recommendation proposed as follows:

To **Agree in Principle** without prejudice:

Elivia submits a hybrid planning application consisting of a full application for the Green Ring and a full application for the footbridge and an outline application with reserved matters for the residential element. Including:

- Further consideration of the ownership of the land of the pads of the footbridge and the Greenring.
- Elivia to be responsible for the maintenance of the Greenring and footbridge via the estate management team.
- With the understanding that Elivia is fully responsible for the installation and funding of the footbridge and would ensure that there is a legal agreement in place that stipulates that the Footbridge and Greenring are completed before the first occupation of any dwelling.
- That the housing element conforms to the NP3.

Following discussion Members **AGREED** to **APPROVE** the recommendation as proposed.

**50. TO RECEIVE AND NOTE THE MINUTES OF THE JBC MEETING HELD ON THE 3<sup>rd</sup> JUNE 2024 INCLUDING CONSIDERATIONS OF ANY RECOMMENDATIONS.**

There were no recommendations and Members **NOTED** the minutes of the JBC meeting held on the 3<sup>rd</sup> June 2024

**51. TO RECEIVE AND NOTE THE NOTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 13<sup>th</sup> JUNE INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

There were no recommendations and Members **NOTED** the minutes of the Allotments Committee meeting held on the 13<sup>th</sup> June 2024

**52. TO RECEIVE AND NOTE THE NOTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD ON 9<sup>th</sup> MAY AND 13<sup>th</sup> JUNE 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

**52.1** There were no recommendations and Members **NOTED** the minutes of the Southbourne Environment Group meeting held on the 9<sup>th</sup> May 2024

**52.2** Members **NOTED** the Minutes of the Southbourne Environment Group meeting held of the 13<sup>th</sup> June 2024 and considered the recommendation to donate £50.00 to Men's Shed for their contribution toward the building of the planters on the grass verge outside Boots.

Following considerations Members **AGREED** to **APPROVE** the recommendation to donate £50.00 to Men's Shed

**53. FINANCIAL REPORTS - MONTH END  
TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF MAY 2024 AND JUNE 2024 AS FOLLOWS:**

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT, NATIONWIDE ACCOUNT AND REDWOOD ACCOUNT FOR THE MONTHS OF MAY AND JUNE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1<sup>st</sup> APRIL 2024 - 30<sup>th</sup> JUNE 2024**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT**

Members **NOTED** the reports as previously circulated which were duly signed by the Chair.

#### **54. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED**

**54.1** Members unanimously **AGREED** to **RATIFY** the Payments as previously circulated

**54.2** The Clerk drew Members attention to the pending payment for Surrey Hills solicitor for £1500.00 and reported that the invoice was in excess of the original quotation from Surrey Hills. This was due to the additional work undertaken by them in relation to the adverse possession application lodged by the Sea Scouts. The Clerk also informed that the Surrey Hills charges were being increased.

Members unanimously **AGREED** to **APPROVE** the Pending payments and **NOTED** the increase to the Surrey Hills invoice and further **NOTED** the increase to their charges going forward.

#### **55. CONSIDERATION OF GRANT APPLICATIONS FROM SOUTHBOURNE INFANT SCHOOL FOR A DONATION TOWARDS FENCING TO SECURE THE QUIET AREA**

Members **NOTED** the Clerks report and the accompanying confidential reports as previously circulated.

The Clerk confirmed that CDC had confirmed that it was possible to fund this request from CIL monies.

Following consideration Members unanimously **AGREED** to **APPROVE** a donation to Southbourne School of £5000 towards fencing for a secure area to be funded from CIL funds.

#### **56. RECREATION GROUND INCLUDING:**

- **UPDATE AND FURTHER CONSIDERATION OF THE REVIEW OF LICENCE FEE AND AGREEMENT FOR THE FOOTBALL PITCH AND PAVILION FOR 2024/25 SEASON INCLUDING TO NOTE THE OUTCOME OF THE MEETING HELD WITH SOUTHBOURNE FC ON THE 25<sup>TH</sup> JUNE 2024**
- **CONSIDERATION OF A PROPOSAL TO PURCHASE A HAND PROPELLED LAWMOWER FOR THE PLAY AREA, PRINSTED AND OTHER AREAS**
- **CONSIDERATION OF SOME ADDITIONAL HOURS FOR THE CONTRACT CARETAKER DUE TO THE INCREASED WORKLOAD**

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

##### **56.1 Update and further consideration of the review of licence fee and agreement for the football pitch and pavilion for 2024/25 season including to Note the outcome of the meeting held with Southbourne FC (SFC) on the 25<sup>th</sup> June 2024**

As reported within the Clerks report at the end of the meeting on the 25<sup>th</sup> June Southbourne FC stated they wished to visit the rec ground that evening to mark the pitch with cones in various ways and send photos to the Clerk. SFC also would advise the Clerk of their decision on the Licence before the July Council meeting as they acknowledged that another club was interested in having an agreement. During the meeting SFC mentioned that they may wish to consider the option of booking the pitch on a weekly first come first come booking basis. Despite a number of calls, texts and

emails, the Clerk had not received any response from Southbourne FC or an indication of their position.

Therefore, Members unanimously **AGREED** to withdraw the offer to Southbourne FC and afford other interested clubs the opportunity to have a licence for the 2024/25 season. It was **AGREED** that the terms would remain the same if offered on a like for like basis. However, due to the timescales and the fact that there is no August meeting, should there be any variance then the Chair and Vice Chair in liaison with the Clerk would negotiate a suitable package.

#### **56.2 Consideration of a proposal to purchase a hand propelled lawnmower for the play area, Prinsted and other areas**

Having considered the suggested lawn mower and associated costs as detailed within the Clerks report, Members **AGREED** to **APPROVE** the purchase of a hand propelled lawnmower at a cost of £399.00 to be funded from reserves.

#### **56.3 Consideration of some additional hours for the Contract Caretaker due to the increased workload**

Having considered the recommendation within the Clerks report and following discussion, Members unanimously **AGREED** to **APPROVE** additional hours to enable the Contract Caretaker to undertake the additional tasks.

Members further **AGREED** for the costs to be funded from reserves to a maximum of £660.00

### **57. UPDATE ON PRINSTED AREA INCLUDING**

- **RESPONSE FROM LATEST CORRESPONDENCE TO THE SEA SCOUTS**
- **CONSIDERATION OF ARRANGEMENTS FOR HEDGE MAINTENANCE AT PRINSTED TO BE UNDERTAKEN IN SEPTEMBER/OCTOBER AND IDENTIFICATION OF BUDGET FOR ASSOCIATED COSTS**

#### **57.1 Response from latest correspondence to the Sea Scouts**

The Clerk reported that since her report there had not been any response from the Sea Scouts regarding the draft Heads of Terms or any indication of proposed dates to meet.

Surrey Hills have reported that the Sea Scouts have advised them that they have proof of ownership of the area and that it is not SPC's but have not yet shared any supporting documentation.

The Sea Scouts also reported to Surrey Hills that a direct approach was made by a Councillor to a member of the Sea Scouts Committee. It was confirmed that the Councillor had in fact bumped into a member of the Sea Scouts Committee while out walking. The only conversation that took place was that both parties agreed the situation needed to be resolved quickly for the benefit of all the community. Until then no further enhancements can be actioned. This was **NOTED**.

Members asked the Clerk to instruct Surrey Hills to continue to chase the Sea Scouts for a decision as to whether they would or would not be willing to withdraw their application for adverse possession and negotiate the heads of terms.

#### **57.2 Consideration of arrangements for hedge maintenance at Prinsted to be undertaken in September/October and identification of budget for associated costs.**

Members unanimously **AGREED** for the Clerk to proceed with obtaining quotes for the maintenance of the hedge at Prinsted for consideration at the September meeting.

**58. TO NOTE CORRESPONDENCE FROM LYONS DAVIDSON SOLICITORS IN RESPECT OF A CLAIM FOR A PERSONAL INJURY COMPENSATION INCLUDING TO NOTE ADVICE FROM THE PARISH COUNCILS INSURANCE COMPANY AND SOLICITORS AND CONSIDERATION OF HOW TO PROCEED.**

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

The Clerk advised Members that further instruction from the Insurance Claims dept is for SPC not to enter into any correspondence with any other party to ensure the position is not prejudiced should the matter escalate. This was **NOTED**.

**59. CONSIDERATION OF A PROPOSAL FOR A BOURNES PARISH MEETING TO RESOLVE FOOTPATH REPAIR IN THORNEY, SOUTHBOURNE, NUTBOURNE AND BOSHAM INCLUDING APPOINTMENT OF A REPRESENTATIVE FROM SPC TO ATTEND.**

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

Following discussion, it was **AGREED** that Cllr. Money would attend the online meeting to represent SPC and report back to Council.

**60. CONSIDERATION OF ADDITIONAL REPRESENTATION AT THE BOURNES FORUM MEETINGS**

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

Following consideration Members **AGREED** that Cllrs. Money and Redman would remain as the appointed representatives to the Bournes Forum and report back to Council as required but any other Councillor would be welcome to attend the meetings.

**61. CONSIDERATION OF A PROPOSAL TO INSTALL A FLAGPOLE ON THE LAND OUTSIDE BOOTS AS REFERRED FROM SPC MEETING 11<sup>th</sup> JUNE 2024 MIN. 26.3 REFERS**

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

Cllr. Bangert reported that Moore's funeral Directors who are located on Main Road opposite Boots had offered to erect and maintain a flagpole on their premises and undertake the management of flying flags as appropriate.

Following discussions, Member unanimously **AGREED** to accept this offer and further **AGREED** not to pursue the proposed option.

**62. CONSIDERATION OF A PROPOSAL TO SUPPORT THE PLANTING OF A TREE IN PRIORS CLOSE AS PER WSCC TREE PLANTING APPLICATION FORM AND REFERRED FROM SPC MEETING 11<sup>th</sup> JUNE 2024 MIN. 26.4 REFERS AND FURTHER CONSIDERATION OF PROPOSAL TO PLANT A TREE IN COMMEMORATION OF THE D-DAY 80<sup>th</sup> ANNIVERSARY.**

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

Following discussion, Members unanimously **AGREED** to **APPROVE** supporting the application to WSCC to plant a tree in Priors Close and further **AGREED** that if the application is approved by WSCC to fund the tree under the Donate a Tree initiative. This will be funded from the SPC Tree Budget.

Members further discussed the request to plant a tree at the recreation ground to commemorate the 80<sup>th</sup> D-Day anniversary. Members unanimously **AGREED** to plant

a tree at the recreation ground once the designs for the enhancement work were agreed to ensure there were no conflicts.

### **63. CONSIDERATION OF QUOTATIONS FOR INSTALLATION OF VILLAGE SIGNS AS PREVIOUS APPROVED CONTRACTOR HAS NOT BEEN TO COMPLETE THE PROJECT.**

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

As reported there have been various delays and lack of communication from the previously appointed contractor. The village signs are currently in the storage container and are at risk of damage and deterioration. Officers have managed to obtain a further 2 installation quotes with a third pending and would recommend appointing a new contractor to enable the project to be completed as soon as possible. Members were also reminded that the new benches are due to be delivered in September and if the village signs are not installed there will be nowhere to store them.

Following discussion, Members unanimously **AGREED** for Officers to obtain another quote and delegate authority to the Clerk to appoint a suitable contractor with the proviso that the 3<sup>rd</sup> quote was no higher than the 2 already received.

### **64. D-DAY EVENT INCLUDING:**

- **WASH UP OF THE EVENT**
- **TO NOTE THE FINAL RAFFLE RECEIPT AND CONSIDERATION OF ROUNDING UP**
- **CONSIDERATION OF HOLDING A SIMILAR EVENT IN 2025**

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

#### **64.1 Wash up of the event**

Members all felt the event was a huge success and wished to thank all those who had taken part and for the positive feedback from the vendors and stallholders. Cllr. Bangert reported that Thorney Island military have already expressed interest in attending another event and Skyline Events are keen to work with SPC to help build on the success of the D-Day event.

#### **64.2 To Note the final raffle receipt and consideration of rounding up**

Members **NOTED** the amount raised from the raffle and additional donations totalled £426.45. Following discussion Members **AGREED** to **APPROVE** that the amount be rounded up to £500 to be funded from the remaining event budget. The Clerk will arrange for the funds to be transferred.

Members further **AGREED** for a representative from the Army Benevolent Fund Charity to attend the September meeting for a formal presentation. A representative for Thorney Island Barracks will also be invited to attend.

#### **64.3 Consideration of holding a similar event in 2025**

Members unanimously **AGREED** to hold a Picnic in the Park to celebrate Sussex Day 2025. The event to be held on the 14<sup>th</sup> June 2025. Members further **AGREED** for Officers to begin initial scoping for the event.

### **65. DATE AND TIME OF NEXT MEETING**

Members **NOTED** that there is no meeting scheduled for August and therefore the next meeting of Southbourne Parish Council will be **10<sup>th</sup> September 2024**

The meeting closed at 8.47pm