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**Minutes of the Meeting of Southbourne Parish Council's
Greenspace & Community Services Committee
held 31st May 2022**

Present: Cllrs: James (Chair) Bangert, Green, Hicks, Redman, Riddoch, Tait and Thorne

In Attendance: S. Hodgson - Clerk and RFO
M. Carvajal-Neal – Deputy Clerk
1 member of the public

The meeting opened at 6.30pm

1. ELECTION OF CHAIR AND VICE CHAIR FOR THE GREENSPACE & COMMUNITY SERVICES COMMITTEE

Cllrs. James and Tait were both nominated for the position of Chair. Following a vote, it was **AGREED** that Cllr. James be duly appointed Chair of the Greenspace & Community Services Committee. It was further **AGREED** that Cllr. Tait be appointed Vice Chair of the Greenspace & Community Services Committee.

2. CHAIRMANS WELCOME AND INTRODUCTIONS

Cllr. James took the Chair and welcomed everyone to the meeting.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence

4. DECLARATIONS OF INTEREST.

There were no Declaration of Interests

5. ADJOURNMENT FOR OPEN FORUM

The Chairman adjourned the meeting at 18.33 for the open forum

The member of the public present did not wish to speak at that time.

It was commented that the member of the public would be able to give some valuable input to Agenda Items 11 and 13 as she had been involved with the projects as a volunteer and had contributed to the previously circulated report. Cllrs therefore asked that she be able to comment at the relevant time with the Chairs discretion.

Members were reminded that any comments made by a non-elected Member would not form part of the Minutes and that the member of the public would not be able to take part in any of the decision making discussions.

The Chairman reconvened the meeting at 18.37

6. TO AGREE THE TERMS OF REFERENCE AS ADOPTED BY FULL COUNCIL AT THEIR MEETING 10th MAY 2022 FOR CONSIDERATION AND TO MAKE RECOMMENDATION BACK TO COUNCIL OF PROPOSED CHANGES.

Members reviewed the Terms of Reference as previously circulated. The following amendments were proposed:

- Frequency of Meeting – it was proposed that the wording be amended from bi-monthly to every other month
- Public Realm and Facilities – it was proposed to remove Green Ring from the list and add Parish Owned Street Lights
- Community Services – to amend the wording to read:
To regularly assess the effectiveness of engagement with the community.
Review available resources to achieve desired aims

Members unanimously **AGREED** to proposed amendments and to make recommendation to Council.

7. BUDGET – TO NOTE THE YEAR TO DATE EXPENDITURE AND CONSIDERATION OF ANY REQUIREMENTS OR RECOMMENDATION TO FINANCE & POLICY COMMITTEE

The Clerk had not previously circulated reports as there were some adjustments that were still to be made to the coding and processing. The Clerk further reported that she was concerned that some of the budgets would not be sufficient to cover the costs for the year.

Members noted the following costs year to date:

INVOICES APRIL

Longmeadows	£40.00	Reseeding areas adjacent to new pathway
Jelvis	£22200.00	2 nd Payment Pavilion Refurbishment (CIL fund)
Longmeadows	£570.00	Bench installation

INVOICES MAY

Longmeadows	£935.00	Grass cutting
Elite Playgrounds	£56.70	Playground Inspection
Fisher Lane Nurseries	£3,781.30	Grass maintenance Pitch

Total £4773.00

Members **Noted** the payments and asked that The Clerk prepare a detailed financial report for the next meeting to include any EMRs, budgeted expenditure and identify any potential high cost items or services. The Committee will then undertake a comprehensive review of the budget.

8. TO RECEIVE ANY REPORTS FROM THE CLERK AND DEPUTY CLERK REGARDING CONTINUING/ONGOING PROJECTS ON THEIR PROGRESS AND CONSIDERATION OF ANY REQUIREMENTS OR RECOMMENDATIONS INCLUDING:

- **LANDSCAPING**
- **THE PAVILION**
- **BIKE RACK**
- **PLAY EQUIPMENT**
- **RESURFACING AT PLAY PARK**
- **FENCING AT THE RECREATION GROUND**
- **RE-SITING OF PICNIC BENCH IN PLAYPARK**
- **PATHWAY**
- **BENCHES AT THE RECREATION GROUND**

The Clerk and Deputy Clerk's reports were **Noted**.

Landscaping:

The Tesco and Holm Oak areas are now completed.

The Pavilion:

With reference to soffits that cannot be completed until the nesting birds have gone, it was suggested next year consideration be given to installing some bird boxes. Another Member commented on the high standard of work of the contractors.

Members had received a request for an organisation to use The Pavilion and the recreation ground for an end of year gathering. The provisional dates are 7th or 21st August. The activities would take place on the recreation ground but a request had been made to use The Pavilion for its toilet facilities and possibly to serve teas and coffees

It was **AGREED** that The Pavilion should be hired to the community for use but a charge would be applied. The Clerk was asked to research other local parish councils with similar facilities as to see how they manage the hiring of their premises and the associated charges. Members also requested that an online booking system be set up.

Following further discussion, it was **AGREED** that delegation be handed to the Clerk to draw up an appropriate contract, along the same lines as the AFC Southbourne Licence. The Clerk was also asked to liaise with AFC to ensure that the dates did not clash with their training programme.

The Clerk asked Members to consider installing a coded key box so hirers could access the building without the need to collect keys from the office or the caretaker. There would also need to be some instruction available to hirers operating the alarm system.

Members **AGREED** to purchase a secure key system and asked Officers to undertake some research and make the necessary arrangements.

Bike Rack

Members Noted that the project is on hold whilst investigations are underway by Southern Rail due to works causing disruption at the signal box.

Play Equipment and resurfacing at the Play Park

It was **Noted** that at the Projects Working Groups meeting on the 10th December 2021 - Min 6.1 refers, that the group recommended groundworks be deferred to the spring.

Members further **Noted** that a member of the public had contacted the office regarding some damage to the playground gates. (Copies of photos had been previously circulated). There were also some repairs highlighted in the quarterly playground inspection report.

A Member reported that the gate required urgent attention as it was liable to break completely if left and there were also safety implications to consider.

Following discussion, it was **AGREED** that Officers would make arrangements for remedial repairs to the gate and further **AGREED** for quotations to be obtained for remaining repairs.

Fencing at the Recreation Ground

The caretaker continues to carry out minor repairs but reported that some sections are severely damaged and in need of replacement. There are two open sections with no gate or barrier that also need attention. A Member queried if WSCC could be approached to install a barrier on the pavement to prevent anyone running into the road.

Members **AGREED** for Officers to obtain quotations for different types of replacement fencing to include gates and at the same time liaise with WSCC to see if they will install barriers.

Re-siting of picnic bench in playpark.

Residents have asked for one of the picnic benches to be moved as its current location under a tree is unsuitable. Members **AGREED** for this to be included within quotations.

Pathway

A proposal has been made for a pathway round the edge of the park to join up the play equipment that could also be used as a running track. Officers are in the process of establishing if Section 106 money would be available for this purpose.

Members supported this proposal and **AGREED** that quotations for design and installation be obtained.

Members acknowledged that there were no budgetary resources in place for these projects other than Section 106 if they met the criteria. A Member suggested that there may be funding available from CDC for the replacement fence an approach could be made to WSCC. It was **AGREED** for Officers to investigate possible funding streams for the intended works.

Benches

Members **Noted** that the benches had been installed.

9. TO RECEIVE AND NOTE THE NOTES FROM THE TASK& FINISH GROUP (PRINSTED AREA) HELD ON 25th MAY 2022, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **Noted** the notes from the Task & Finish Groups meeting held on the 25th May 2022 and further **Noted** that there were no recommendations for consideration.

10. TO RECEIVE AND NOTE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD ON 26th MAY 2022, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **Noted** that the Notes from the Southbourne Environment Group Meeting had not been received but confirmation had been received that there were to be no recommendations to the Committee.

11. TO RECEIVE AND NOTE A REPORT ON THE TRIANGLE REGARDING THE PLANTS IN SITU AND RECOMMENDATIONS FOR ADDITIONAL PLANTING. MEMBERS ARE REQUIRED TO CONSIDER HOW TO PROGRESS THE TRIANGLE PROJECT AND TO IDENTIFY ANY BUDGETARY REQUIREMENTS.

Members Noted the report as previously circulated which included some recommendations for additional planting in the area. It was established that the main problem is lack of soil. The area is on concrete covered with a membrane and bark chips. There had been some previous quotes to dig out the membrane but the quotations were very high and not cost effective. Advice was also not to turf as the chips would stray onto the grass which would render it unable to be mown. Planting around the patio with shallow rooted plants may be a solution. Prairie planting or graveling was also discussed.

Members acknowledged that there was no available budget to cover any expenditure and it was suggested that this project be re-visited when the review of the Committee's budget had been undertaken. Or, that it is deferred to next year and budgeted for accordingly. Cllr. Tait suggested that the Southbourne Environment Groups may be able to assist with some of the potential costs.

It was **AGREED** that Cllrs. Riddoch, Tait and Thorne survey the area and report back to the next meeting.

12. CONSIDERATION OF 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

Cllr. Bangert spoke about the real need for youth provision in Southbourne which is endorsed by other interested stakeholders such as the local schools, colleges, and family centres. A number of other organisations were also showing an interest in getting involved including the WSCC Cllr. Andres Kerry-Bedell. Cllr. Hicks mentioned that previously, SPC had initiated a survey in collaboration with the local school which was intended to find out what young people wanted and perhaps this could be re-visited. The Clerk confirmed that she had made initial contact with Sussex Clubs for Young People who are one of the key delivery partners of youth provision in West Sussex and who would be interested in working with the parish and others, to develop this project. Members were keen to support the project and agreed that it should be a collaborative venture that included all stakeholders and providers of youth provision as well as representation from young people.

Following discussion, it was **AGREED** that an initial meeting be arranged with Sussex Clubs for Young People and to invite Cllr. Kerry-Bedell. Cllrs Bangert and Hicks would be in attendance for SPC along with the Clerk.

The Clerk will confirm the date and time of meeting.

13. CONSIDERATION OF A PROPOSAL REGARDING THE BRAMLEY GARDENS AREA INCLUDING TO RECEIVE A REPORT AND RECOMMENDATIONS ON MAINTENANCE AND UPKEEP OF THE AREA AS WELL AS IDENTIFY ANY BUDGETARY REQUIREMENTS

A report produced by the member of the public in attendance, and previously circulated, was **Noted**. The Chairman asked her if there was anything she would like to add.

The report was a request to SPC to assist with the Bramley Gardens Project. Cllr. Bangert and CDC had previously helped in getting the area clear of rubble and debris following development of the area. There were some items within the report that SPC were asked to consider. The Chairman took each item in turn.

1. Would the Parish Council make contact with the landowners to seek permission for improvement to the area?

The Deputy Clerk was able to confirm that it had already been established that the area in question was not registered to anyone and considered to be "no-man's land"

Some Members were not keen to commit SPC to providing resources to an area that it did not own. Cllr. Bangert offered to undertake some research with the CDC legal dept regarding possible registering of the area. This was **AGREED**.

2. Would the Parish Council be willing to contact residents to offer the opportunity to become involved in any potential project?

Members recognised that the area, if left, could become a dumping ground and, if attended, could form part of the wildlife corridor. Some costings had been provided relating to potential costs for improvements but at this stage Members could not commit to providing any resources as this had not been provided for within the annual budget. It was thought that there could be potential funding streams available that would be investigated.

Following discussion, Members **AGREED** that they would write to residents to offer them an opportunity to become involved should SPC initiate a project for the area.

3. Would SPC apply to the CDC tree officer for trees

This was deferred

4. Would SPC agree to having signs made and erected to discourage fly tipping.

As SPC do not own the land they cannot enforce this. However, CDC provide posters and signs regarding fly tipping and they would be approached. The Rural Crime unit may also be able to assist,

Members **AGREED** for Officers to investigate

14. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for 26th July 2022 @ 6.30pm

The meeting closed at 8.21pm