



## Southbourne Parish Council

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### Minutes of the Meeting of Southbourne Parish Council's Greenspace & Community Services Committee held 27<sup>th</sup> September 2022

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

**In Attendance:** S. Hodgson - Clerk and RFO  
M. Carvajal-Neal – Deputy Clerk

*The meeting opened at 6.32pm*

#### **34. CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chairman welcomed everyone and opened the meeting

#### **35. APOLOGIES FOR ABSENCE.**

Apologies had been received from Cllr Bangert due to a District Council Meeting and Cllr. Green due to a previously arranged appointment

#### **36. TO APPROVE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 26<sup>th</sup> JULY 2022**

Members **AGREED** to **APPROVE** the Minutes of the Greenspace and Community Services Committee on the 26<sup>th</sup> July 2022 and they were duly signed by the Chairman

#### **37. DECLARATIONS OF INTEREST.**

There were no Declarations of Interest

#### **38. ADJOURNMENT FOR OPEN FORUM**

There were no members of the public in attendance

#### **39. CLERKS' UPDATE**

Members **NOTED** the Clerks Report

##### **39.1 CCTV, Alarm Contacts and Shutter lock**

The CCTV and new alarm contacts have been installed.

There was a problem with the installation of the new shutter lock. Due to the direction of the door opening it was not possible to install a new lock without removing the door. The engineer also arrived with the wrong lock. After deliberation with the Chairman of the Council, this Committee and the Clerk it was agreed that a key coded lock be installed on the pavilion wall and the alarm key be left in there.

### **39.2 Decision of F&P re Southbourne AFC**

The Finance & Policy Committee resolved to allow Southbourne AFC a 14 day extension to make full payment. (F&P 7<sup>th</sup> Sept -Min 25 refers). Members **NOTED** the decision

### **39.3 Focus On Youth**

Members are asked to Note that there is no update as the last meeting of the Focus on Youth group agreed to meet in October. This is still to be arranged.

The Clerk further reported that a meeting would be arranged following the Councillor Drop In Surgery which is being held at the Bourne College and will focus on Youth. Cllr. Redman had produced a draft questionnaire for the event which will be incorporated with a questionnaire previously prepared in consultation with Bourne College. Cllr Hicks will liaise with Bourne College.

### **39.4 Update on streetlight in Prinsted.**

The fault has been reported to SSE.

A letter of thanks has been sent to the resident as requested.

### **39.5 Playground Inspection report**

Members are asked to Note that the quarterly playground inspection report has been received and there are no immediate actions required. The report is available if any Member wishes to view.

The Chairman advised that the hinges on the gate were still split following the repair. Officers will investigate.

The Chairman asked if there was any update on the plans for a running track and funding for a swing seat. The Clerk reported that this was still an action point

## **40. TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD 28<sup>TH</sup> JULY 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS**

Members **NOTED** the Notes of the Southbourne Environment Group with the following points of clarification:

**40.1** The first paragraph refers to an appointment of a Parish Warden. Members would like to Minute that as yet there has not been a decision on this role or the title.

**40.2** The Clerk reported that she has asked for clarification on purchase of the banner following an email from the SEG Chairman requesting SPC set up an account with a third party. She had advised that this would need approval of Council and requested further details. Cllr. Tait who is a representative of the SEG said she would look into this.

## **41. TO RECEIVE THE NOTES FROM THE TASK& FINISH GROUP (PRINSTED AREA) HELD ON THE 21<sup>ST</sup> SEPTEMBER 2022**

Members **NOTED** the Notes from the Task & Finish Group meeting held on 21<sup>st</sup> September 2022

The Chairman advised that there was to be an informal meeting with two members of the public who had sent apologies for the meeting who had some queries relating to the legal requirements.

**42. CONSIDERATION OF A REQUEST BY A MEMBER OF THE PUBLIC TO ERECT NO GOLFING SIGNS AT THE RECREATION GROUND AS REFERRED FROM THIS COMMITTEE. MIN. 20 REFERS**

Members **NOTED** the Clerk's report

Cllr. Thorne was concerned that by erecting the signs it would start the ball rolling for requests for other restrictions. There was also the matter of enforcement. The Chairman felt any message should be more positive and urge consideration of all users.

During the discussion that followed a suggestion was made for a more comprehensive message that incorporated all restrictions and guidelines.

It was **AGREED** that the Chairman would draft some suitable wording for a sign and once agreed the Clerk would investigate associated costs for reconsideration at the next meeting.

**43. UPDATE ON THE OVERVIEW OF THE BUDGET FOR THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE AND FURTHER CONSIDERATION OF ANY ADDITIONAL BUDGETARY REQUIREMENTS. MIN. 24 REFERS**

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

The Chairman raised concern that it was clear there was going to be an overspend on the grass cutting budget. Discussion turned to the prospect of employing a caretaker/ranger to undertake this task going forward and the impact that would have on the budget. The Clerk advised that the contract was due for renewal at the end of October.

It was **AGREED** for the Clerk to obtain renewal quotes for an annual contract as well as a month by month basis. It was further **AGREED** for the Clerk to obtain similar quotes from other contractors as per the Parish Councils financial regulations.

Members further **AGREED** for quotes to be obtained for the leasing and/or purchase of a suitable lawnmower and strimmer.

The Chairman asked for an update on income that is being generated from the hire of the pitch and pavilion. The Clerk confirmed that there had been some income generated which was noted at the Finance & Policy meeting. However, the charges for the hire did require consideration. It was **AGREED** that the current arrangements would continue until the next financial year:

Senior Matches £50 including pavilion

Junior Matches £30 including pavilion

Training Fees £25

Pavilion hire only £50

Members further **AGREED** to continue to employ the service of a cleaning company for the pavilion to be funded from the improvements budget. It was **NOTED** that the income generated from the hire of the facilities could be used going forward to offset some of these costs.

**44. FURTHER CONSIDERATION OF THE TRIANGLE AREA INCLUDING:**

- **UPDATE FROM CLLR RIDDOCH ON THE TREATMENT OF THE MARES TAIL AND THE POSSIBLE COMPOSTING AREA**

- **UPDATE FROM CLLRS. BANGERT AND THORNE ON THEIR PROPOSAL FOR AN ART GARDEN**
- **UPDATE FROM CLERK ON AVAILABLE GRANTS FROM CDC MIN. 25 REFERS**

#### **44.1 Update from Cllr Riddoch on the treatment of the mares tail and the possible composting area**

Cllr. Riddoch reported that the area had been treated twice and it appeared to have solved the problem. There is an area that could be set aside for composting but the need to have one would be dependent on the type of landscaping for the area.

The Chairman thank Cllr. Riddoch for his help.

#### **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 bought back to the Committee for consideration and budgeting. .

#### **44.3 Update from Clerk on available Grants from CDC**

The Clerk reported that there were limited funding opportunities available that the Parish would meet the criteria for. It was suggested that the project may be suitable for the Priors Orchard 106 Art installation funding and this will be investigated further.

#### **45. FURTHER CONSIDERATION OF THE CARETAKER'S ROLE INCLUDING REVIEW OF DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION FOR RECOMMENDATION TO THE STAFFING CONSULTATIVE MEETING. MIN. 27 REFERS**

Members **NOTED** the Clerk's report

Members reviewed the draft job description for the proposed caretaker/ranger role. Following some amendments Members **AGREED** to **RECOMMEND** the draft job description to the Staffing Consultative Group for consideration.

Discussion turned to the preferred title for the role as there had been a number of suggestions. It was **AGREED** that the two most popular choices of either Parish

Ranger or Parish Groundsman/Caretaker be recommended to the Staffing Consultative Committee Group for them to make the decision.

#### **46. UPDATE FROM CLLR. BANGERT ON A NEW INITIATIVE FOR A HISTORY TRAIL AND PLACES OF INTEREST PROJECT WHICH WILL INCLUDE A ROUTE THROUGH SOUTHBOURNE. MIN. 31 REFERS.**

As Cllr. Bangert was absent from the meeting it was **AGREED** to defer this item to a future agenda.

**47. UPDATE ON THE CLEANING OF THE BUS SHELTERS AND RESPONSE FROM THE FINANCE & POLICY COMMITTEE FOLLOWING THE RECOMMENDATION TO THEM FOR A BUDGET TO ASSIST WITH MAINTENANCE AND REPAIRS. MIN. 32 REFERS.**

Members **NOTED** the Clerk's report

**47.1** The Clerk confirmed that the Finance & Policy Committee had approved the cost for the cleaning of the bus shelters and arrangements had been made for this to be undertaken.

**47.2** The Finance & Policy Committee had further approved that an assessment of the state of the bus shelters be undertaken to see if the repairs could be covered by the SPC Insurance . Members **AGREED** to proceed with repairs on this basis and asked the Clerk to make any necessary arrangements.

**48. CONSIDERATION OF A PROPOSAL TO HOST A SUMMER FETE FOR 2023 AS REFERRED TO THIS COMMITTEE FROM COUNCIL AT THEIR MEETING - 12<sup>th</sup> JULY 2022 - MIN. 55 REFERS**

Members **NOTED** the Clerk's report

Members discussed if they wished to host a summer fete for 2023. Some of the initial ideas included:

- Linking the event to Sussex Day
- Combined picnic
- A staged event such as stalls in the morning, picnic lunchtime, fun and games in the afternoon, hog roast in the evening
- Bringing in vendors such as ice cream vans, food vans etc.

The Chairman felt the detail would be determined later but at this stage Members were only required to consider if they wish to host an event and if so make recommendation to Finance & Policy to make provision within the budget for next year.

Members **AGREED** to host a Summer Fete for 2023 and further **AGREED** to **RECOMMEND** to the Finance & Policy Committee to make budgetary provision when setting the 2023/24 budget.

**49. CONSIDERATION OF THE PURCHASE OF NETS AND FLAGS FOR THE FOOTBALL PITCH TO ENABLE OTHER TEAMS TO HIRE THE PITCH AND PAVILION**

Members **NOTED** the Clerk's report

A local football team had advised that likely costs for the purchase of nets and flags for the recreation ground was likely to be in the region of £120.00 depending on size.

Members felt that the purchase of the equipment was necessary in order to attract more use of the pitch and pavilion. Cllr. Redman said he would be able to give the Clerk details of suppliers. Members **AGREED** to proceed with the purchase of the nets and flags and further **AGREED** for the Clerk to proceed with the purchase up to the value £200.00 to be funded from the improvements budget.

Members were also updated with a new booking system that the Deputy Clerk had produced for hiring the pavilion. Members thanked the Deputy Clerk and asked for this to be implemented.

**50. CONSIDERATION OF A REQUEST FROM A MEMBER OF THE PUBLIC REGARDING REPAIRS TO A MEMORIAL BENCH AT PRINSTED FORESHORE.**

Members **NOTED** the Clerk's report

Following discussion Members **AGREED** that a quote for the repairs be obtained and referred to the Policy & Finance Committee for a budget to cover the associated costs. If approved the Clerk was instructed to proceed with the repairs.

**51. TO NOTE THE DATE AND TIME OF NEXT MEETING**

The date of the next meeting will be Tuesday 29<sup>th</sup> November 2022

It was **NOTED** that St Johns would not be able to accommodate a Tuesday meeting going forward so an alternative venue would need to be found. The Clerk will make the necessary arrangements and advise accordingly.

*The meeting closed at 8.15pm*