



Southbourne Parish Council

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Minutes of the Meeting of Southbourne Parish Council's Greenspace & Community Services Committee held 30th November 2022

Present: Cllrs: James (Chair) Bangert, Hicks, 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

52. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting

53. APOLOGIES FOR ABSENCE.

Apologies had been received from Cllr Redman due to Covid
No apologies had been received from Cllr Green

54. TO APPROVE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 27th SEPTEMBER 2022

Members **AGREED** to **APPROVE** the Minutes of the Greenspace and Community Services Committee on the 27th September 2022 with minor amendments to typos which were made in accordance with procedure. The Chairman duly signed the minutes.

55. DECLARATIONS OF INTEREST.

There were no Declarations of Interest at this time

56. ADJOURNMENT FOR OPEN FORUM

The Chairman adjourned the meeting at 18.32

Alison Pinkney asked to address the Committee on behalf of AFC Southbourne as the parent representative of the youth team and to submit an "Expression of Interest" for a Licence Agreement between AFC Southbourne and Southbourne Parish Council for the 2023/24 Football Season

Members were also asked if they would be willing to explore the possibility of having an additional pitch. There are concerns about the ability to maintain adequate playing conditions particularly during the winter months.

The Chairman reported this is being looked into and asked if the club had any thoughts on having a youth pitch or training pitch as that would be easier to accommodate than a full size pitch. This will be taken back by the representative to AFC Southbourne and a response will be sent to the Clerk along with any other information they can provide.

The Chairman reconvened the meeting at 18.36

57. CLERKS' UPDATE

Members **NOTED** the Clerks Report

57.1 Triangle Area

Member's **NOTED** that this will be an item for a future agenda.

57.2 Nets, Flag's and Paint

Member's **NOTED** that the nets, flags and corner posts have now been purchased. They further Noted the Clerks report regarding the line marker paint.

57.3 Memorial Bench

Member's **NOTED** that the contract/caretaker is undertaking the repair

57.4 Village Signs

Member's **NOTED** the Deputy Clerk's report.

A Member asked about possible time scales to complete the project. The Deputy Clerk confirmed that it is not possible to estimate this at the moment as all her time is being taken up resolving football bookings and queries. The Clerk also supported this and reminded Members that the Deputy Clerks workload is far heavier than original planned for which is why this project had not been progressed. There are also some outstanding requirements with WSCC relating to the licences. Due to previous difficulties as the result of two wasted site meetings, WSCC have made it clear that they would not be willing to meet again until everything is in order.

Members further **AGREED** to make a recommendation to Staffing to consider workloads.

57.5 Running Track and Disabled Swing

The Clerk gave a verbal update.

The Clerk reported that a site visit with Cllrs, SPC Officers and CDC Officers had taken place in October. The ideas regarding the possibility of installing an all-purpose track and/or an additional football pitch were considered viable and matched the criteria for section 106 funding.

The Clerk further advised that since that meeting an approach had been made from a consultant who specialises in this type of project and would be able to oversee tenders prepare briefs and documentation and project manage the delivery. The Clerk will set up an online meeting in the New Year with the consultant. It was **AGREED** that the meeting would be attended by Cllrs: James, Bangert, Hicks Tait and Officers.

58. TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD 29th SEPTEMBER 2022 AND 24th NOVEMBER (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Notes of the Southbourne Environment Group held on the 29th September 2022.

It was further **NOTED** that the meeting scheduled for the 27th October was not officially cancelled but no business had been conducted as the whole meeting had been given over to a presentation by the Chichester Harbour Conservancy Ecologist on the wetlands.

59.TO RECEIVE THE NOTES FROM THE TASK& FINISH GROUP (PRINSTED AREA) HELD ON THE 23RD NOVEMBER 2022

Members **NOTED** the Unconfirmed Notes from the Task & Finish Group meeting held on 23rd November 2022

Members considered Report as recommended by the Task & Finish Group and considered the recommendations as follows:

Recommendation 1.

SPC develop and submit to WSCC a TRO that would impose a speed restriction of 20 mph on both roads leading from the A259 through the square and on to Thorney Road. Based on the experience this summer, the group felt that additional parking restrictions on these roads would not be beneficial but that the issue should be reviewed in 2 – 3 years.

Comments included:

- Installing a SID
- Painting speed limits on road rather than installing signs
- Support of West Sussex County Councillor for TRO
- Who will coordinate the TRO
- Who will gather the evidence for a licence for a SID

Following discussion, it was **AGREED** that Cllr. Bangert would make the initial approach to the West Sussex County Councillor, Cllr. Andrew Kerry-Bedell regarding his support of a TRO.

It was further **AGREED** that if Cllr. Kerry-Bedell supported a TRO residents who were members of the Task & Finish Group would be approached to see if they would be willing to coordinate the application.

Recommendation 2. SPC hold in Trust the area in front of the Sea Scout hut and adjacent to the bank (flood defences) on the South side of the road. Many visitors park there and the T&FG believe this should continue but have some minimal controls.
(see recommendation 5 below)

Members **AGREED** the recommendation as presented with no further action required.

Recommendation 3. SPC enact a Bye Law that would prohibit overnight camping in the areas SPC hold in Trust.

Members **AGREED** the recommendation and further **AGREED** to refer to SPC with the additional recommendation to trial the installation of a sign and monitor its effectiveness before undertaking the expenses of enacting a byelaw.

Recommendation 4. SPC identify funding to smarten the area held in Trust. Access to the foreshore pathways by both the footpath and the slipway needs repair as both routes present trip hazards and are unsafe for wheelchair users. The gravel areas need to be refreshed, probably with some form of grid work underneath to hold the gravel in

place. Funding is also required to repair and possibly terrace the bank on the south side of the road. SPC should continue to liaise with CHC to keep the hedges trimmed outside of the bird nesting season.

Members **AGREED** the recommendation and further **AGREED** to refer to SPC for consideration and to further **RECOMMEND** consideration of funding from CIL.

Recommendation 5. Delineate 1 disabled parking spot next to the slipway. The remaining areas should continue to be used as at present (but with no overnight camping) at least until the legal status of the land is concluded (see recommendation 9).

Members **AGREED** the recommendation and further **AGREED** to refer to SPC in conjunction with recommendation 4

Recommendation 6. Design and instal the minimum signage required to control parking and access the foreshore safely.

Members **AGREED** the recommendation and further **AGREED** to defer to a future agenda of this Committee as the item is dependent on the outcome of recommendations 4 & 5

Recommendation 7. The triangular shaped area on the south side of the road should be maintained as wild habitat as it currently is but with vegetation trimmed back to give access to the footpath.

Members **AGREED** the recommendation

Recommendation 8. SPC to liaise with the Sea Scouts to tidy the boat park area and to dispose of boats and equipment that is no longer useable.

Members **AGREED** the recommendation. Members further **AGREED** for the Chairman to draft a letter to the Sea Scouts for approval by the Committee.

Recommendation 9. SPC commence the necessary legal proceedings to change the use of the land held in Trust so that it can continue to be used for controlled parking. This will minimise any adverse effects on the remainder of Prinsted and is the best use of the land for the vast majority of residents.

Members **AGREED** the recommendation and further **AGREED** to refer to SPC for consideration on how to progress.

Recommendation 10. SPC engage the recommended local company to determine the precise boundaries of the land held in Trust by SPC.

Following discussion, it was **AGREED** to proceed with the recommendation and further **AGREED** to recommend to the Finance & Policy Committee that the costs be met from the Legal Fees Budget

60. RECREATION GROUND INCLUDING:

- **TO AGREE TO RATIFY THE POSITION STATEMENT REGARDING AFC SOUTHBOURNE AS PREVIOUSLY CIRCULATED**
- **TO CONSIDER AND AGREE TERMS AND CONDITIONS FOR THE PITCH HIRE BOOKING SYSTEM INCLUDING CHARGES RELATING TO TRAINING SESSIONS (WITH NO USE OF PAVILION)**

- **CONSIDERATION OF MANAGEMENT OF BOOKING AND USE OF PAVILION AT WEEKENDS INCLUDING PITCH INSPECTIONS AND FACILITIES**
- **TO AGREE A PROCESS FOR APPLICATIONS FOR 2023/24 LICENCE AGREEMENTS RELATING TO PITCH HIRE**
- **CONSIDERATION OF QUOTATIONS FOR GRASS CUTTING FOR THE REMAINDER OF 2022/23 AND CONTRACT FOR 2023/24 AND PURCHASE/HIRE OF LAWNMOWERS**
- **CONSIDERATION OF REVISED QUOTATION FOR REPLACEMENT SHUTTER DOOR FOR THE PAVILION**
- **CONSIDERATION OF QUOTATIONS FOR REPAIR OF PLAYGROUND TRAMPOLINE**
- **UPDATE ON PRESENT ARRANGEMENTS FOR THE CARETAKER ROLE AND CONSIDERATIONS FOR WAY FORWARD**

60.1 To Agree to Ratify the Position Statement regarding AFC Southbourne as previously circulated

Members **AGREED** to **RATIFY**

60.2 To consider and Agree Terms and Conditions for the pitch hire booking system including charges relating to training sessions (with no use of pavilion)

Members **AGREED** to the Terms and Conditions with the following amendments:

No 3 -Change the word May to Will

No 12 -To reword to make clear if pitch is deemed unplayable by a match official

No 13 – Change wording from, works hard to take care of your information to read, SPC treats your information

60.3 Consideration of management of booking and use of pavilion at weekends including pitch inspections and facilities

Concerns were made regarding the need to monitor and check the facilities between booking as well as the need to provide an emergency contact during the weekend. Currently both the Clerk and the Deputy Clerk have received calls and it is not feasible to continue to do this.

Following discussion, Members **AGREED** to purchase a Pay as You Go phone and draw up a rota to manage weekend enquiries.

60.4 To Agree a process for applications for 2023/24 licence agreements relating to pitch hire

Members **NOTED** the Expression of Interest shown by AFC Southbourne. Members were asked to advise how they wished to manage the process as other teams may also wish to apply for a licence agreement.

Following discussion, Members **AGREED** for the Clerk to prepare a generic draft agreement in preparation for the January meeting and to open negotiations following the meeting for completion before the season starts in March 2023.

60.5 Consideration of quotations for grass cutting for the remainder of 2022/23 and contract for 2023/24 and purchase/hire of lawnmowers

Members considered the quotations and compared the costs with the purchase of a lawn mower for 2023/24. Taking into consideration cost, maintenance, storage and labour it was considered more cost effective to purchase a lawn mower rather than employ the services of a contractor. It was also noted that the mower could be used in other areas of the parish that required grass cutting such as Prinsted.

It was therefore proposed to continue with the current arrangements for the remainder of 2022/23 and to recommend to the Finance and Policy Committee that a budget be made available to cover the costs of the purchase of a sit on lawnmower for 2023/24 along with factoring in any maintenance or associated labour costs.

This was unanimously **AGREED**.

60.6 Consideration of revised quotation for replacement shutter door for the pavilion

Members **NOTED** the Clerks report and considered the revised quotation for a replacement shutter as previously circulated.

Members **AGREED** to proceed with the quotation for a replacement shutter at a cost of £780.80 excluding VAT. It was further **AGREED** to fund this from the remaining CIL pavilion refurbishment budget

60.7 Consideration of quotations for repair of playground trampoline

Members Noted the Clerks report and quotation as previously circulated.

The Clerk reported that she had met with a potential contractor whose company would be able to provide an inclusive service including to undertake quarterly inspections of the playground equipment, repairs and servicing and supply of new equipment including all accessible swings.

Following discussion, Members **AGREED** to defer consideration of the repair cost to the trampoline and await a quotation from this company.

The Clerk also reported that despite erecting Do Not Use sign on the trampoline, these were constantly being ripped off and she was concerned that an injury would occur.

Members further **AGREED** that the contractor/caretaker be asked to temporarily install a board to cover the trampoline to prevent further use.

60.8 Update on present arrangements for the caretaker role and considerations for way forward

The Clerk reported that the current arrangement in place with the contractor/caretaker was proving to be very successful. The contractor was managing the hours efficiently and was incorporating other tasks such as SIDs into the day effectively.

The Clerk asked Members to consider extending this arrangement for the next year when considering the budget. This was Noted and referred to the Staffing Consultative Group.

The Chairman adjourned the meeting at 20.08 for a short break

The Chairman reconvened the meeting at 20.12

61. CONSIDERATION OF THE BUDGET FOR THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE FOR 2023/24 INCLUDING: REVIEW OF THE RECOMMENDATIONS FROM THE FINANCE & POLICY COMMITTEE FOLLOWING THEIR MEETING ON THE 2nd NOVEMBER 2022 (MIN. 49 REFERS); BREAKDOWN AND EXPLANATION OF INCOME AND EXPENDITURE AS PROVIDED BY THE CLERK AND TO AGREE ANY RECOMMENDATIONS BACK TO THE FINANCE & POLICY COMMITTEE

Members Noted the Clerks reports as previously circulated.

It was proposed to look at costings in relation to the caretaker role for 2023/24. Members discussed doubling the hours to allow additional time to cut the grass and pitch and to trim the borders and parameter fences.

The Chairman asked Members to consider each item/code individually and to make recommendation to the Finance & Policy Committee.

Following discussion Members proposed the following:

		Budget 2021/22	Budget 2022/23	Estimate 2023/24 based on year to date costs and anticipated increases	Proposed Budget for Recommendation to Finance & Policy
220	Recreation Ground				
4300	Supply	£0.00	£1,000.00	£5,000.00	£5,000.00
4310	Maintenance	£7,000.00	£5,000.00	£4,000.00	£3,000.00
4320	Improvements	£4,000.00	£4,000.00	£3,000.00	£3,000.00
4400	Pavilion	£600.00	£650.00	£2,000.00	£3,000.00
4410	Grass Cutting	£6,100.00	£7,000.00	£7,000.00	£1,000.00
4430	Football/Paint	£0.00	£0.00	£1,000.00	£1,000.00
	Contract Caretaker				£12,500.00
	CCTV/ALARM			£750.00	£750.00
	Storage			£600.00	£600.00
		£17,700.00	£17,650.00	£23,350.00	£29,850.00

Members **AGREED to RECOMMEND** the proposed budget to the Finance & Policy Committee for 2023/24

62. UPDATE FROM CLLR. BANGERT ON HISTORY TRAIL INCLUDING CONSIDERATION OF PROPOSED EMBLEM FOR THE PROJECT FOR SOUTHBOURNE

Cllr, Bangert reported that there was very little to update at this stage as the emphasis has been on the Emsworth area as they are leading on the project. However, she could confirm the emblems for neighbouring parishes as follows:

Westbourne Parish - The Church
Emsworth Parish - Wyvern
Chidham and Hambrook - Ear of Corn

Members considered the proposed emblem for Southbourne as previously circulated and unanimously **AGREED** to proceed with the proposal.

63. CONSIDERATION OF QUOTATION FOR REPAIR TO BUS SHELTERS

Members **NOTED** the Clerk's report

Following discussion, it was proposed that the bus shelter 1 - Main Road after Bramley Gardens be repaired and recommendation made to the Finance & Policy Committee to fund the costs of £46.28 plus labour from General Reserves*

Members unanimously **AGREED** to the proposal.

It was further proposed that bus shelter 3 - Main Road Opposite Parham Place be repaired and the costs reclaimed from the SPC Insurance at a cost of £250.00 or the excess.

Members unanimously **AGREED** to the proposal.

64. FURTHER CONSIDERATION OF A PROPOSAL TO HOST A SUMMER FETE FOR 2023 AS REFERRED TO THIS COMMITTEE FROM COUNCIL AT THEIR MEETING MIN. 48 REFERS

Members **NOTED** the proposed budget as set by the Finance & Policy Committee for the event of £3,000. Members asked for this budget to be coded to the recreation cost centre of 220.

The Chairman proposed to defer this item until the January meeting to give Members the opportunity to consider a suitable day and put together some ideas for theme/content. The Chairman would circulate some initial thoughts ahead of the meeting for consideration.

Member **AGREED** to defer the item to the January meeting.

65. UPDATE ON GENERIC SIGNS FOR RECREATION GROUND MIN.42 REFERS

Member's **NOTED** the Clerk's report and further **NOTED** that there was no update. Members therefore **AGREED** to defer the item to a future meeting.

66. TO NOTE THE DATE AND TIME OF NEXT MEETING

The date of the next meeting will be Tuesday 31st January 2023. Venue to be advised.

The meeting closed at 20.45pm