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**Minutes of the Meeting of Southbourne Parish Council's  
Greenspace & Community Services Committee  
held 26<sup>th</sup> July 2022**

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

**In Attendance:** S. Hodgson - Clerk and RFO

*The meeting opened at 6.32pm*

**15. CHAIRMANS WELCOME AND INTRODUCTIONS**

Cllr. James welcomed everyone to the meeting and asked everyone to be mindful that it was a long agenda and the importance of focusing to make sure all the required decisions were satisfied.

**16. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr. Hicks who was unwell.  
No apologies had been received from Cllr. Green.

**17. TO APPROVE AND SIGN THE MINUTES OF THE GREENSPACE AND  
COMMUNITY SERVICES MEETING HELD 31<sup>st</sup> MAY 2022**

The Chairman asked for an amendment to a typo in Minute 12, line 4 - text should read Andrew not Andres

The amendment was made in accordance with procedure and Members **RESOLVED** to **APPROVE** the Minutes of the meeting held on the 31<sup>st</sup> May 2022 as amended and they were duly signed by the Chairman.

**18. DECLARATIONS OF INTEREST.**

There were no Declaration of Interests

**19. ADJOURNMENT FOR OPEN FORUM**

There were no members of the public in attendance

## 20. CLERKS UPDATE

The Clerk gave an update as follows:

- All noticeboards are now installed
- NHB Tesco project complete
- Bike Rack – arrangements in place for installation including sign
- Flanders Fencing underway
- Village signs – Deputy Clerk liaising with Highways, installation arrangements in place when required
- Repair to gate – the gate has been temporarily closed and a sign erected to say, “not in use”. A welder will be making the repairs on site asap.
- Quotes for fencing, repositioning of the picnic bench pathway and resurfacing still ongoing

Members were asked to advise if they wished to add ongoing maintenance of the NHB Tesco Project to a future agenda for discussion. The Chairman responded that this area would form part of the discussion during agenda item 13 whilst considering the requirements for the caretaker role.

The Clerk reported on an item not previously circulated relating to correspondence received from a member of the public regarding “No Golfing” signs at the recreation ground that no longer seem to be in place. The member of the public who lives adjacent to the park has reported golfers recently practising, which is a hazard to other users of the area and neighbouring properties. He requested the signs be re-installed. As there is an associated cost this will be an agenda item for the next meeting. However, the Clerk will arrange for some temporary signs to be put up in the interim period.

## 21. TO RECEIVE AND NOTE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD ON 30<sup>th</sup> JUNE 2022, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **Noted** that the Notes from the Southbourne Environment Group (SEG) Meeting held on the 30<sup>th</sup> June 2022

Members were asked to consider a proposal from SEG to consider installing a new planter outside the pharmacy and for SPC to obtain the appropriate licences from WSCC Highways.

Members **AGREED** that due to current Officer workload, this item would be deferred to the spring and would be placed on a future agenda for further consideration.

Members were asked to ratify the expenditure for the purchase of two new watering cans funded from the SEG budget.

Member **REOLVED** to **APPROVE** the expenditure of £15.90 for two new watering cans funded from the SEG budget.

## 22. TO NOTE THE CANCELLATION OF THE TASK& FINISH GROUP (PRINSTED AREA) WHICH WAS SCHEDULED FOR THE 20<sup>th</sup> JULY 2022

Members **NOTED** that due to illness and staff availability the Task & Finish Group meeting scheduled for the 20<sup>th</sup> July was postponed.

Members further **NOTED** that due to holidays the meeting may not be until late August early September

**23. TO RECEIVE AND NOTE THE NOTES FROM THE FOCUS ON YOUTH INITIAL MEETING HELD ON THE 20<sup>th</sup> JUNE 2022 AND THE FOCUS ON YOUTH SCOPING MEETING HELD ON THE 21<sup>st</sup> JULY 2022 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.**

**23.1** Members **NOTED** the Notes of the initial Focus on Youth meeting held on the 20<sup>th</sup> June 2022 as previously circulated.

**23.2** Members **NOTED** the Notes of the Focus on Youth Scoping meeting held on the 21<sup>st</sup> July 2022 which were tabled at the meeting.

Cllr. Thorne referred to a reference within the notes from the scoping meeting suggesting that Parishes may wish to include provision for youth when considering their next years budget. She felt other avenues of funding should also be sought rather than just ask the Parish to finance the project.

Cllr. Thorne also hoped that young people would be invited to attend the next Focus on Youth meeting.

**24. TO UNDERTAKE A COMPREHENSIVE REVIEW OF THE GREENSPACE AND COMMUNITY SERVICES BUDGET INCLUDING RECOMMENDATION TO THE FINANCE & POLICY COMMITTEE IF REQUIRED MIN. 7 REFERS**

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

There was some confusion regarding the rialtas reports and the way general reserves are presented. The Chairman also thought that an underspend from the previous year, was to be carried over to the current year. The Clerk explained that any underspend would automatically be transferred to general reserves but as shown in the year end Income & Expenditure report there was in fact a deficit.

There was also a query regarding the EMR transfers relating to the CIL monies for the Pavilion refurbishment.

Following discussion, it was **AGREED** for the Chairman and Cllr. Thorne, to meet with the Clerk to go through the process in detail so that a clear understanding and accurate assessment of the budget could be achieved. Members further **AGREED** for the outcome and subsequent report generated from that meeting be presented to the Finance & Policy Committee for their consideration.

**25. UPDATE ON THE TRIANGLE AREA INCLUDING CONSIDERATION OF REPORT FROM CLLRS. RIDDOCH, TAIT AND THORNE FOLLOWING THEIR SURVEY MIN. 11 REFERS**

Members **NOTED** the report from Cllrs. Riddoch, Tait and Thorne

During the discussion that followed some of comments and suggestions raised were:

- Area difficult to maintain and prone to vandalism
- The area should be sold nothing to be gained from keeping it
- Not enough SEG volunteers to keep tending the area
- Not enough soil to grow anything
- Hard landscaping and raised beds a possibility
- Memorial area

- Quiet area for reflection
- Art garden
- Shingle the easy option
- Wildlife garden not viable
- Mares tail needs treating
- Green waste difficult to dispose of
- Possible compost area
- No budget this year

Following discussion, the following proposals were **AGREED**:

1. Cllr. Riddoch to treat the mares tail
2. Cllr. Tait to approach SEG to continue to keep the area tidy this year
3. Cllrs: Bangert, James and Thorne to put together a proposal for an art garden
4. Cllr. James to draft a note for consideration to go to residents to advise them of plans
5. Cllr. Riddoch to investigate possible composting area.

The Clerk was asked to see if there were any grants available from Chichester District Council.

## **26. UPDATE ON THE PROPOSAL REGARDING THE BRAMLEY GARDENS AREA MIN. 13 REFERS**

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

Following discussion, it was **AGREED** that due to objections, possible challenges and the prospect of resulting legal complexities, not to proceed with this project and leave the management of the area to the residents and community groups.

## **27. CONSIDERATION OF THE REQUIREMENTS OF THE CARETAKER ROLE AS REFERRED TO THIS COMMITTEE BY THE STAFFING CONSULTATIVE GROUP AT THEIR MEETING HELD 30<sup>TH</sup> JUNE 2022 - MIN. 3.4 REFERS INCLUDING: THE POSSIBILITY OF RESTRUCTURING THE ROLE TO INCORPORATE LITTER PICKING AND OTHER TASKS, AND A REVIEW OF THE PROPOSED "ROLES AND RESPONSIBILITIES" AS DRAFTED BY MEMBERS**

Members **NOTED** the Clerks report as previously circulated and the job description examples provided by Cllr. Thorne. Members further **NOTED** the report from the CDC Properties Officer.

During the discussion that followed all Members acknowledged that some sort of provision for the Recreation Ground and Pavilion was required as soon as possible. However, this was an opportunity to restructure the role so that it incorporated not only the recreation ground and pavilion but also include other areas that required ongoing maintenance such as the Tesco area, the Triangle, bus shelters, allotments maintenance and Prinsted. The process for such a change would take time as any decision would need to be made in association with the Staffing Consultative Group and the Finance and Policy Committee. It was therefore proposed that a short term solution be put in place to allow greater discussion and consideration.

It was proposed that in the short term:

1. SEG be asked to assist with litter picking at the Recreation Ground. Cllr. James also volunteered to help
2. To employ the temporary services of a cleaner on an invoiced based arrangement

3. To draft a job description and person specification for recommendation the Staffing Consultative Group
4. To recommend to the Finance and Policy Committee that consideration be given to budgetary provision for personnel associated costs
5. To invite the CDC Properties Manager to the next meeting for further advice
6. To continue with the current arrangements for maintenance

Member **AGREED** to the proposals as listed.

## **28. CONSIDERATION OF QUOTES FOR; THE INSTALLATION OF CCTV AT THE PAVILION, ALARM DOOR CONTACTS, NEW SHUTTER LOCK AND KEY AND IDENTIFICATION OF ANY BUDGETARY REQUIREMENTS**

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

### **28.1 Installation of CCTV at the Pavilion**

Members discussed the benefits of installing CCTV at the Pavilion. With the absence of a caretaker, CCTV will allow Officers to remotely monitor who is entering the premises and at what times and manage accordingly. Following discussion and consideration of the quotations it was **AGREED** that a single camera solution be installed at a cost of £1,168.35 with a 36 monthly service contract @ £7.38 per month. The costs will be met from the remaining refurbishment budget.

### **28.2 New Shutter Lock and Keys**

Members **AGREED** for a new shutter lock and keys to be installed at cost of £192.00. The cost will be met from the remaining refurbishment budget.

### **28.3 New Alarm Door Contacts**

Members **AGREED** for the new Alarm Door Contacts to be installed at a cost of £147.00. The costs will be met from the remaining refurbishment budget

## **29. TO NOTE THAT THE OVERGROWN VEGETATION OBSCURING THE STREETLIGHT IN PRINSTED HAS BEEN REMOVED AND TO CONSIDER ANY RESPONSE**

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

Cllr. Tait proposed that a letter of thanks be sent to the residents for taking the time and trouble to remove the overgrown vegetation obscuring the streetlight. This was **AGREED** and the Clerk will send a letter on behalf of the Committee.

The Clerk will further contact SSE regarding the maintenance issue.

## **30. TO CONSIDER THE ONGOING MAINTENANCE IN RELATION TO THE PETER POND AND SLIPPER MILL AREAS INCLUDING ANY BUDGETARY REQUIREMENTS FOR ASSOCIATED COSTS**

Members confirmed that both Peter Pond and Slipper Mill are on private land and therefore do not fall under the authority of Southbourne Parish Council. Members **AGREED** there was no need for any further action.

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

Cllr. Bangert gave an overview of a new initiative which has developed following the commissioning of a statue of P.G. Wodehouse in Emsworth by Philip Jackson. It is intended that adjacent to the project a heritage walking trail will be developed through

neighbouring parishes that will include places/people of interest linked to the area. There is no formal list for Southbourne yet and Cllr. Bangert asked Members to put forward any appropriate sites. She also suggested that the historical facts incorporated within the Southbourne Neighbourhood Plan could be included.

Members were supportive of the initiative and asked Cllr. Bangert to keep the Committee updated.

### **32. CONSIDERATION OF PROPOSAL TO CLEAN THE BUS SHELTERS**

Following a proposal from a Member of the Committee for the Bus Shelters to be cleaned, Members were asked to consider a quotation of £170.00 for 3 shelters

The bus shelter locations are:

Gordon Road x 1

Bramley Gardens x 1

Main Road by the Church x 2

Jubilee Mews x1

Main Road by Travellers Joy x 2

It was noted that the bus shelter at Jubilee Mews was damaged and would either need to be repaired or replaced. It was **AGREED** that repairs would be considered at the next meeting.

As there is no related budget for bus shelters it was further proposed that a recommendation be made to the Finance and Policy Committee for the cost of cleaning six shelters to be met from General Reserves.

Members **AGREED** to **RECOMMEND** to the Finance & Policy Committee that six\* bus shelters be cleaned at a cost of £340.00 to be met from General Reserves.

\*As the Jubilee Mews shelter needs repairing this will not be included.

### **33. NOTE THE DATE AND TIME OF NEXT MEETING**

The next meeting is scheduled for Tuesday 27<sup>th</sup> September 2022 @ 6.30pm

*The meeting closed at 8.34pm*