



## Southbourne Parish Council

The Village Hall  
First Avenue, Southbourne  
PO10 8HN  
Telephone (01243) 373667

Clerk to the Council  
Sheila Hodgson  
[clerk@southbourne-pc.gov.uk](mailto:clerk@southbourne-pc.gov.uk)

[www.southbourne-pc.gov.uk](http://www.southbourne-pc.gov.uk)

---

### Minutes of the Meeting of Southbourne Parish Council's Greenspace & Community Services Committee held 31<sup>st</sup> January 2023

**Present:** Cllrs: James (Chair) Bangert (from Min. 74), Hicks, Meredith and Redman

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

*The meeting opened at 6.33pm*

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

The Chairman welcomed everyone and opened the meeting.

#### **68.APOLOGIES FOR ABSENCE.**

No apologies had been received from Cllrs. Green and Riddoch.

#### **69.TO APPROVE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 30<sup>th</sup> NOVEMBER 2022**

Members **AGREED** to **APPROVE** the Minutes of the Greenspace and Community Services Committee on the 30<sup>th</sup> November 2022 with minor amendments to typos which were made in accordance with procedure. The Chairman duly signed the minutes.

#### **70.DECLARATIONS OF INTEREST.**

There were no Declarations of Interest at this time.

#### **71.ADJOURNMENT FOR OPEN FORUM**

*The Chairman adjourned the meeting at 18.36.*

Members **NOTED** the written statement received from the parent representative for Southbourne FC U15 team as previously circulated in relation to Agenda Item 9

The Chairman asked Members to take the comments into consideration when discussing the agenda item 9.

*The Chairman reconvened the meeting at 18.37.*

**72. CLERK'S UPDATE**

Members **NOTED** the Clerks Report

**72.1** Members **NOTED** that the recommendations from this Committee to Council in relation to the Prinsted area were approved. The ongoing actions will revert back to this Committee for monitoring and further consideration if required.

**72.2** Members **NOTED** that the recommendations to the Finance & Policy Committee had been approved.

**72.3** Members **NOTED** the response from the Chichester Harbour Conservancy (CHC) regarding Lifebuoys for Prinsted and Peter Pond.

The Clerk will continue to liaise with the relative partners to ensure all the correct permissions are obtained to satisfy the CHC criteria.

**73. TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD 26<sup>th</sup> JANUARY 2023 (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

The Clerk reported that the Notes of the meeting of the Southbourne Environment Group (SEG) held on the 26<sup>th</sup> January 2023 were not available. However, the Chair of SEG had provided a list of recommendations for expenditure of budget as follows:

**Southbourne Environment Group**

Recommendations to the Green Spaces Committee, Southbourne Parish Council, regarding spending from their budget.

1	One Echo Meter Touch 2 Bat detector	£210
	Two Bat Detector Starter Kits	£220
2	Sampling apparatus (nets, trays, bug boxes, magnifiers etc)	£150
3	Materials and labour for making two planters	£200
4	Plants to fill the gaps in the Tesco flower bed	£50
5	Gardening gloves and hand tools	£50
6	Postage and miscellaneous expenses	£30
Total proposed expenditure		£910

**Notes**

1 Bat detectors will be used for monitoring bats particularly in the strategic wildlife corridors in Southbourne, and for educational purposes. Four bat meets are being organised in May.

2 The sampling apparatus will be used during wildlife walks. A walk by the river Ems is being arranged for July.

3 Other items will be used for gardening in the community.

Members considered the recommendations and **AGREED** in principle subject to the item being included within the formal **NOTES** of the meeting and will be ratified at the next meeting.

Members were concerned that there had not been Council representation at the last two SEG meetings due to various reasons and **AGREED** to **RECOMMEND** to Council that when the Committees are revised in May that arrangements be made for either two representatives to be appointed to SEG or a reserve be in place.

*Cllr. Bangert joined the meeting at 18.44.*

#### **74. TO RATIFY THE PURCHASE OF A MANUAL PITCH MARKER AS AUTHORISED UNDER THE SOUTHBOURNE PARISH COUNCIL'S FINANCIAL REGULATIONS 4.1**

Members **RESOLVED** to **RATIFY** the payment of £309.99 for the purchase of a new line maker as authorised under the SPC Financial Regulations 4.1

Members discussed what to do with the old line marker as apart from the requirement for a new battery, it was believed to be in working order. It was **AGREED** that the Clerk would ask the contract/caretaker to clean/overhaul the marker and then she would make arrangements to put it up for sale at a future date and advertised via the Facebook page.

#### **75. RECREATION GROUND INCLUDING:**

- To consider and Agree the Draft Licence for the use of the football pitch and pavilion for the season 1<sup>st</sup> August 2023 –31<sup>st</sup> May 2024
- Update on replacement shutter
- Consideration of quotations for repair of playground trampoline, all-inclusive swing
- Consideration of quotation re quarterly playground inspections
- Consideration of No Overnight Camping signs
- Consideration of possible projects/enhancements in relation to utilisation of Section 106 funding

##### **75.1 To Consider and Agree the Draft Licence for the use of the football pitch and pavilion for the season 1<sup>st</sup> August 2023 –31<sup>st</sup> May 2024**

Members **NOTED** the draft licence as previously circulated.

Members discussed the following points:

- Who should be granted the Licence?

Members **NOTED** that Southbourne FC were to date the only team to submit a formal expression of interest. Members also felt that as the local team it would be appropriate to grant the licence to them.

Members **AGREED** to grant the licence to Southbourne FC

- Exclusivity of use of pitch and schedule.

Discussion took place as to how to manage use of the pitch in relation to the granting of a licence. It was **AGREED** that should Southbourne FC accept the Licence they would be given exclusive use of the pitch for one designated training day plus all day Sunday. Should any additional days be required they would be separately charged.

Other users would be given the opportunity to hire the pitch but this would be pitch condition dependent.

- Charges

Following discussion, it was **AGREED** that a one off fee of £1,500.00 be charged that included the costs of all articles listed under 2.2.1 of the agreement.

It was **AGREED** that the Clerk would make the agreed changes/additions to the licence.

It was further **AGREED** for the Clerk to invite Southbourne FC to a meeting to negotiate and agree the terms of the proposed Licence which would also be attended by the Chairman.

## **75.2 Update on replacement shutter**

Members **NOTED** that the replacement shutter lock had been installed.

## **75.3 Consideration of quotations for repair of playground, trampoline, all-inclusive swing:**

### **75.3.1 playground repairs - gate:**

Members all **AGREED** that the gate needed to be repaired as a matter of safety.

Having considered the quotations Members asked for clarification regarding Option 2 and how it would sit in line with the fence as there were concerns it would be angled.

It was **AGREED** that should the gate, as quoted in Option 2, sit in line with the fence and not angled and with no pinch points, to proceed with this option. It was further **AGREED** that Clerk would make the necessary enquiries relating to this point, and if satisfied to proceed with the installation at a cost of £1,618.30 + VAT. However, should the gate sit at an angle, then Members **AGREED** that Option 1 should be installed at a cost of £2,378.06 + VAT.

It was further **AGREED** that as the gate was a safety issued it was a priority cost and therefore Members **AGREED** to **RECOMMEND** to the Finance and Policy Committee for the costs for the replacement gate to be funded from the Capital Budget as per costs above.

### **75.3.2 Jet wash**

Members **AGREED** not to proceed with this due to budgetary restraints.

### **75.3.3 Trampoline.**

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

Members all **AGREED** that the repairs to the trampoline were a matter of safety given that all attempts to restrict its use being obstructed. It was also **NOTED** that to remove the trampoline and make good the hole would cost more than a repair.

Following discussion Members unanimously **AGREED** to proceed with the quotation as detailed within the Clerk's report at a cost of £413.32 plus VAT to be funded from the Maintenance Budget subject to available funds. Should this not be possible, Members **AGREED** to **RECOMMEND** the expenditure to the Finance and Policy Committee to identify an appropriate budget.

#### **75.3.4 All-inclusive swing**

Members **NOTED** the quotations and further **NOTED** a third option that had been received by the Clerk that day and tabled at the meeting.

During the discussion that followed Members were mindful of the lack of budget but also acknowledged that the swing would be a much needed enhancement to the playground area.

It was queried if the quotations for the installation included a suitable base as this was not listed.

A Member mentioned that CDC has a funding stream available and the installation of an all-inclusive swing may match the criteria.

Following discussion, it was **AGREED** for the Clerk to confirm if the installation included a suitable base and if so, submit an application on behalf of SPC to seek funding from the relevant CDC Grant for the purchase and installation.

Members further **AGREED** to Option 3 at a cost of £4,798.28 plus VAT.

#### **75.4 Consideration of quotation re quarterly playground inspections**

Members **NOTED** the Clerks Report.

During discussion Members **NOTED** that the new quotation for quarterly inspections was slightly higher than the current provider but further **NOTED** that the additional inclusions gave best value for money in the long term.

Members unanimously **AGREED** to appoint Vita Play Ltd as the preferred contractors to undertake the quarterly playground operational inspections and further **AGREED** to the costs of £64.50 per quarter plus VAT.

#### **75.5 Consideration of No Overnight Camping signs**

Members considered the three quotations as detailed in the Clerks report.

Members **AGREED** to proceed with Option 2 at a cost of £38.20 plus VAT.

As this Committee does not have a budget for the Prinsted Area, Members **AGREED** to **RECOMMEND** to the Finance and Policy Committee for identification of a budget.

#### **75.6 Consideration of possible projects/enhancements in relation to utilisation of Section 106 funding**

Members **NOTED** the Clerks Report.

The Chairman summarised previous discussions which included the possibility of adding an additional football pitch, and a multi-purpose track that would be suitable for cyclists, runners and provide easier access to all areas of the recreation ground for chair users.

Some Members were opposed to additional pitch as it was felt that all amenities should be catered for not just football.

Another Member felt there was still an opportunity and need for an all-purpose 3g pitch. Though it was acknowledged the available funds would not be sufficient to cover the cost other funding streams could be sought. A small pump track for younger users that could be installed by the adult equipment was also suggested.

It was further recommended for a public consultation to be undertaken to see what users of the park wanted.

Following discussion, the Chairman asked Members to consider and agree some options so that a feasibility study could be undertaken along with public consultation.

Members **AGREED** for the Clerk to make enquiries to source possible candidates to undertake a feasibility study for the installation of an additional football pitch and a multi-purpose track prior to consultation.

## **76. UPDATE ON PRINSTED AREA INCLUDING MEETING WITH SEA SCOUTS, LEGAL ADVICE REGARDING CHANGE OF LAND USE AND UPDATE ON INDEPENDENT ASSESSMENT OF BOUNDARIES.**

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

### **76.1 Sea Scouts**

Members **NOTED** a meeting had been arranged for Thursday 2<sup>nd</sup> February 2023 which will be attended by Cllrs. James and Hicks, the Clerk and Committee Members of the Sea Scouts.

### **10.2 Legal advice regarding change of land use**

Members **NOTED** that the Clerk had contacted the SPC Legal advisor for Prinsted who advised that the first step is to make enquiries with the relevant authority whether any planning permissions are required. The Clerk will follow this up as soon as possible.

### **10.3 Update on Independent Assessment of boundaries**

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

## **77. UPDATE ON REPAIRS TO BUS SHELTERS**

Members **NOTED** the Clerk's report and the update on the progress to the repairs.

Cllr. Bangert questioned whether more action was required in relation to the Parham Place bus shelter as it was being continually damaged due to parking near the bay which obstructed buses approach. It was **AGREED** for this to be made an agenda item for a future meeting.

## **78. 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 Clerk's report.

Members unanimously **AGREED** to set the date for the event as the 17<sup>th</sup> June 2023.

The Chairman proposed that as the content for the event would require a considerable amount of detail and discussion, to appoint a Sub-committee Working Group to discuss at length and make recommendation back to the Committee.

Members **AGREED** to appoint a Sub-committee working group and further **AGREED** that Cllrs. James, Bangert, Hicks and Redman would be appointed to the group. Cllr. James will make the arrangements for the first meeting.

#### **79. UPDATE ON GENERIC SIGNS FOR RECREATION GROUND MIN.42 REFERS**

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

Members considered the proposal for the content of a generic sign for the recreation ground and following discussion **AGREED** to **APPROVE** the following wording:

**Managed by Southbourne Parish Council for the enjoyment of all.  
Please be considerate of other users.**

Members further **AGREED** for quotations to be obtained for 2 signs. Cllr. Bangert asked Members to consider using a local supplier and this was **AGREED**. The quotes would be brought back to a future meeting for approval and identification of a budget.

Members **NOTED** the request for permanent No Golfing signs but as the temporary signage appeared to be having the desired effect did not feel it necessary to incur further expenditure and **AGREED** to monitor the situation.

#### **80. TO NOTE THE DATE AND TIME OF NEXT MEETING**

The date of the next meeting will be Tuesday 28<sup>th</sup> March 2023. Venue to be advised.

*The meeting closed at 20.17.*