



Southbourne Parish Council

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SOUTHBOURNE PARISH COUNCIL **Meeting held 13th February 2024**

PRESENT: A. Tait (Chair), L. Meredith, J. Money, N. Redman, S. Rosenberg and J. Walker.

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
M. Carvajal-Neal (Deputy Clerk)
CDC Cllr. Oona Hickson
2 Members of the Public

The meeting opened at 7.02pm.

138. CHAIRMANS INTRODUCTION, WELCOME AND OPENING STATEMENT

The Chairman welcomed everyone to the meeting and invited Cllr. Rosenberg to speak who wished to say a few words.

Cllr. Rosenberg spoke about Bessie Soper a long standing resident of the Southbourne who recently sadly passed away. Bessie had lived in the same cottage in Prinsted for 91 years and was often seen cycling around the village. Members of the Council extend their sincere condolences.

139. APOLOGIES FOR ABSENCE.

Apologies for Absence were received from Cllr. Bangert due to a personal engagement.

140. TO APPROVE AND SIGN THE MINUTES 16th JANUARY 2023

Members **AGREED to APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 16th January 2024 and they were duly signed by the Chairman.

141. DECLARATIONS OF INTEREST.

MEMBERS AND OFFICERS ARE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY AND/OR ORDINARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THIS AGENDA AND ARE REMINDED THAT THEY SHOULD RE-DECLARE THEIR INTEREST BEFORE CONSIDERATION OF THE ITEM OR AS SOON AS THE INTEREST BECOMES APPARENT AND IF NOT PREVIOUSLY INCLUDED ON THEIR REGISTER OF INTERESTS TO NOTIFY THE MONITORING OFFICER WITHIN 28 DAYS

There were no Declarations at this time.

142. ADJOURNMENT FOR OPEN FORUM

The Chair adjourned the meeting at 7.07 for Open Forum

Cllrs. Meredith and Money asked to speak during Open Forum as members of the public.

The Chair invited members of the public to speak

142.1

Katie Jarvis, the Chair of the Sea Scouts Executive Committee wished to assure Members that the Sea Scouts wanted to work with SPC and reconcile their differences. She stated that SPC was made aware of the Adverse Possession claim in advance of submission, despite SPC disputing this. However, she hoped to find a solution to move forward. She further asked if going forward any deadline in respect to responses to correspondence from SPC's solicitor, could be extended to allow time for the executive committee to consider.

Cllr. Meredith responded by saying that all Members had children or knew of children that had attended the sea scouts. They recognised the need for the organisation and could not envisage it not being there. She also wished to highlight that the current Council has changed and is mostly new Councillors who have no knowledge or involvement with past difference and are keen to work and help the sea scouts not put obstacles in their way.

142.2 Mrs. Meredith wished to thank CDC Cllr. Hickson, who was in attendance, for raising with Chichester District Council the many issues relating to Southbourne Doctors Surgery. She said it is virtually impossible to get an appointment or see a Doctor and this problem will not be eased with the additional new houses in the village. She added that she found CDC's response to Cllr. Hickson perplexing.

CDC Cllr. Hickson asked through the Chair to be allowed to respond.

Cllr. Hickson reported that there was £450k within the CDC CIL allocation for Improvements at Southbourne Surgery. However, she has learned that this project has been delayed for 3-4 years as:

- 1) The costings are to be revisited
- 2) Not seeing demand as people are registering elsewhere
- 3) Putting money into a Triage System and want to see how that goes

Cllr. Hickson will be asking a number of questions as she feels the village is not being served well. She stated that CIL monies are for infrastructure so why is it not being spent and added this cannot be postponed.

142.3 Mr. Taylor added that there was not enough staff at the surgery.

The Chair responded that this concern is also being taken up through the SPC Planning Committee who are addressing related issues via planning applications.

142.4 Mr. Money reported that the Sewage Pumping Station had recently broken down spewing sewage everywhere. The incident was reported to WSCC by a number of people but there was an 8-9 hour delay in a response from them. Following the clear up WSCC reported that the cause of the backup was:

- 1) Rags blocking the pump
- 2) Volume of water

Cllr. Walker questioned whether the sewage system was fit for purpose.

142.5 CDC Cllr. Hickson reported that she had been approached by residents concerned by the increasing amount of “For Profit” running races that were taking place on public paths causing obstructions and chaos. She will be raising the issue at CDC.

The Chair thanked everyone for their comments and re-convened the meeting at 7.28

143. TO CONSIDER ANY APPLICATIONS FOR THE ROLE OF CO-OPTED MEMBER TO SOUTHBOURNE PARISH COUNCIL AND FURTHER CONSIDERATION OF RECRUITMENT

There were no applications to consider.

144. CLERK’S UPDATE

Members **NOTED** the Clerk’s report as previously circulated.

144.1 Neighbourhood Plan/CDC Local Plan next steps

At the request of Chichester District Council, a meeting was held on the 9th February between CDC and SPC in relation to the CDC Local Plan submission and the DPD allocation. CDC have asked SPC to consider making another Neighbourhood Plan and have followed up with a letter outlining their proposals. In view of the timescales required for a response the Chair proposed to call an Extraordinary meeting of the Southbourne Parish Council to be held on Thursday 22nd February, immediately following the planning committee meeting scheduled for that day. An agenda for the meeting will be published in due course

144.2 Streetlighting (Min.120 refers)

At the last meeting a member of the public spoke about poor streetlighting in some areas of Southbourne and Members asked for this to be placed on a future agenda. In order to bring the meetings back into line following the cancellation of the December Meeting, Members **NOTED** that this item will be on the March agenda.

144.3. Traffic Survey (Min123.1.6 refers)

During the last meeting WSCC Cllr. Kerry-Bedell asked for SPC to consider undertaking resident surveys to defray some obvious errors in developer traffic surveys. However, at a recent CDC Planning meeting it was stated by Officers that only surveys produced by statutory consultees would be considered.

The Clerk sought clarification from the WSCC Parish & Communities Highways Officer who reported the following:

“If the Parish Council wishes to undertake a traffic survey, to dispute information that a developer has submitted as part of their submission for planning permission, WSCC would consider the findings of the survey. The Parish Council should include details and the results of any traffic surveys, that they have undertaken or commissioned, as part of their representations on the planning application and submit these in writing to the Local Planning Authority. WSCC as Highway Authority will then consider this information as part of their own assessment of the application.”

The comments were **NOTED**.

145. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS :

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM**
- **WSALC BOARD AND CHAIR'S MEETING**
- **NETWORK RAIL MEETING**
- **ROAD SAFETY GROUP**

145.1 WSCC Councillor's Bourne Parishes Report

Members **NOTED** the Report as previously circulated.

145.2 CDC Councillors Report

Members **NOTED** the Report as previously circulated.

145.3 Bournes Forum

Members **NOTED** the Report by Cllr. Money as previously circulated.

Cllr. Money added that Portsmouth Water have a licence to extract around 30,000 cubic meters of water a year from the river Ems. In the summer months this extraction leads to very low water levels that can cause great damage to the river. He further explained that there were no plans or funds to build a reservoir which would save the river from this stress. There is a working group monitoring water levels and trying to mitigate the damage. This was **NOTED**.

145.4 WSALC Board and Chair's Meeting

Members **NOTED** the Report as tabled by the Chair as follows:

The Chair reported that the main emphasis from both meetings was Civility & Respect. SPC have already pledged to follow this initiative.

There is also a shortage of qualified Clerks and WSALC urged Councils to be proactive in keeping the Clerks they have.

145.5 Network Rail Meeting

Member **NOTED** the Report as previously circulated and further **NOTED** that a further meeting had been scheduled for 14th March. The Chair stated that she was encouraged that Network Rail now appear keen to get involved with the Parish and have more active engagement.

145.6 Road Safety Group

Member **NOTED** the Report as previously circulated and considered the following recommendations from the Road Safety Group:

145.6.1 – Members were asked to consider that SPC contact WSCC Highways Department and request that the TRO system needs updating to:

- improve communication with TRO originators
- change the application form to include **support** from WSCC Councillor
- change the scoring system for the speed limit applications as too many speed limit TROs are being turned down.

Following discussion, Members unanimously **AGREED** to **APPROVE** the recommendations as proposed.

145.6.2 - To circulate the questionnaire to the Road Group for further consideration as to how it relates to the Stein Road project and how to move forward.

Following discussion, Members unanimously **AGREED** to **APPROVE** the Recommendations as proposed.

145.6.3 - To make a request to the WSCC Highways Officer to find out if the response date can be extended in relation to the Stein Road Consultation and if it can ask the Road Group to provide SPC with a recommended reply.

Following discussion, Members unanimously **AGREED** to **APPROVE** the Recommendations as proposed.

146. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 1st FEBRUARY 2024, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the Minutes of the Planning Committee held on the 1st February 2024

147. TO RECEIVE AND NOTE THE NOTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD ON THE 11th JANUARY 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the Minutes of the Southbourne Environment Group Meeting held on the 11th January 2024

148. CONSIDERATION OF REQUEST FOR £1000 FUNDING BUS

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

Members were asked to consider a request for a contribution of £1,000 towards the Bourne Community Bus to be funded from CIL and further **NOTED** the contributions already made:

£5000 donated November 2021

£2000 donated August 2022

£2000 donated June 2023

As the administration for the running of the Community Bus has now changed from the Southbourne Community Land Trust to the Community Trust, Members felt this warranted a new application from the current provider and it prudent to invite the Community Trust to submit a new application if it wishes to secure further funding from SPC.

It was Proposed to Invite the Community Trust to submit a new application for funding and to confirm that the all the previous donations to the Community Land Trust had been fully utilised.

The proposal was unanimously **AGREED**.

149. FURTHER CONSIDERATION OF A STRATEGY FOR SOUTHBOURNE PARISH COUNCIL ON HOW TO MITIGATE FLOOD RISK TO IDENTIFIED AREAS WITHIN THE PARISH. INCLUDING:

- **TO RECEIVE AND CONSIDER THE REPORTS AND SPREADSHEETS PRODUCED BY CLLR. MONEY (SPC MINS. 114.1, 114.3, 114.7 AND 114.8 REFERS)**
- **UPDATE ON MEETING WITH VOLUNTEERS OF SLIPPER POND (MIN 129.3 REFERS)**
- **FURTHER CONSIDERATION OF OPERATION WATERSHED DEPENDANT ON RESPONSES FROM CDC AND WSCC**

149.1 To receive and consider the reports and spreadsheets produced by Cllr. Money (SPC Mins. 114.1, 114.3, 114.7 and 114.8 refers)

Cllr. Money reported that he was finding it difficult to gather the information from a number of sources who do not appear to keep the relevant information. He further questioned the validity of the process as on reflection, SPC have limited authority on what it can do. He felt that the focus should be to lobby WSCC, as the lead authority, to log the flooding reports as they receive them and make the information available to Parish Councils.

Cllr. Money reported he was still planning on creating a simple flowchart to highlight the process in the event of flooding.

Following discussion Members unanimously **AGREED** to contact WSCC Highways to request that all flood reports are logged and shared.

149.2 Update on meeting with volunteers of Slipper Pond (Min 129.3 refers)

The Clerk reported that she was in the process of setting up a meeting which was likely to be late February early March and would report back as required. This was **NOTED**.

149.3 Further Consideration of Operation Watershed dependant on responses from CDC and WSCC

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

As the responses from CDC and WSCC are still awaited it was unanimously **AGREED** to defer the item and asked the Clerk to chase the responses.

150. RECREATION GROUND INCLUDING:

- **FURTHER CONSIDERATION OF POSSIBLE PROJECTS/ENHANCEMENTS IN RELATION TO UTILISATION OF SECTION 106 FUNDING**
- **CONSIDERATION OF REPAIRS TO PAVILION ROOF**

Members **NOTED** the accompanying reports as previously circulated.

150.1 Further consideration of possible projects/enhancements in relation to utilisation of Section 106 funding

Members **NOTED** that the Deputy Clerk's report as previously circulated

The Deputy Clerk further reported that it had been necessary to contact eleven different contractors and suppliers of playground equipment as different companies provided different parts of the quote.

The quotations provided within her report gave a comprehensive understanding of what could be achieved along with expected associated costs.

The Clerk advised that at this stage Members did not need to make a final decision on the quotations as they were provided for Members to give some direction to Officers on the expected final content to allow them to progress the project to the next phase, which is to seek an agreement of variation from the developer to secure the Section 106 funding.

Following discussions, Members unanimously **AGREED** for Officers to submit a request of variation to CDC in respect of the Section 106 fund to include the following content:

- Multi-use track
- Children's Scooter Track
- Picnic Area

150.2 Consideration of repairs to pavilion roof

Members **NOTED** that the Clerk is still awaiting estimates and **AGREED** to defer to a future agenda.

151. UPDATE ON PRINSTED AREA INCLUDING:

- **UPDATE OF LEGAL ADVICE REGARDING CHANGE OF PERMISSIONS AND ADVERSE POSSESSION CLAIM**

Members **NOTED** the accompanying reports as previously circulated.

The Clerk asked Members to **NOTE** that the original deadline date for the sea scouts to reply to the initial letter had been changed by Surrey Hills and therefore their response had been received within the agreed timescale.

Members **NOTED** the comments made by the Chair of the Sea Scouts Executive Committee during the Open Forum and were encouraged that they were keen to expedite a mutually agreeable outcome and repair the relationship between both parties.

Members considered the response from the Sea Scouts to the initial letter sent in December and felt that greater assurance was required to convince the Sea Scouts that there was no intention to take anything away or to halt their use of the land. They also felt that a round table discussion facilitated by Surrey Hills would be beneficial.

Members turned their attention to the second letter drafted by Surrey Hills and following discussion unanimously **AGREED** to **APPROVE** with some minor amendments to typos. Members further **AGREED** to ask Surrey Hills to extend the deadline for response and to include an invitation to a meeting.

152. UPDATE ON ANY OUTSTANDING PROJECTS

Members **NOTED** the spreadsheet as previously circulated.

153. TO CONSIDER DRAFT POLICIES FOR ADOPTION:

- **BIODIVERSITY POLICY**
- **UPDATE TO LONE WORKER POLICY**

153.1 Biodiversity Policy

Members reviewed the Biodiversity Policy and **AGREED** to **ADOPT** the policy as proposed

153.2 Update to Lone Worker Policy

Members reviewed the updated Lone Worker Policy and **AGREED** to **ADOPT** the policy as proposed

154. CONSIDERATION OF PROPOSAL TO APPROACH WEST SUSSEX COUNTY COUNCIL WITH A VIEW TO TAKE OWNERSHIP OF PROPERTY IN NEW ROAD SOUTHBOURNE INCLUDING APPROVAL FOR OFFICERS TO UNDERTAKE SOME INITIAL FACT FINDING AND RESEARCH WITH FULL REPORT TO COUNCIL IN MARCH

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

Following discussion Members **AGREED** for Officers to undertake some research and prepare a full report to Council in March.

155. INVESTMENT INCLUDING – TO NOTE THAT THE SAVINGS ACCOUNT WITH THE NATIONWIDE IS NOW OPEN AND AN AMOUNT OF £100K HAS BEEN DEPOSITED INTO THE NEW ACCOUNT, AND CONSIDERATION OF A PROPOSAL TO INVEST AN AGREED AMOUNT OF RESERVES WITH THE CAMBRIDGE & COUNTY AND REDWOOD BANKS TO MITIGATE RISK

Members **NOTED** that savings account with Nationwide is now open and an amount of £100k has been deposited.

Members considered the proposal to open new accounts with the Cambridge & County and Redwood Banks to further mitigate the risk to reserves.

155.1 Members unanimously **AGREED** to open a 31 day Business Notice account with the Cambridge & County Bank with a deposit of £85k

155.2 Members unanimously **AGREED** to open a 35 day Business Savings Account with the Redwood Bank with a deposit of £85k

156. CIL THE 2024/2029 INFRASTRUCTURE BUSINESS PLAN (INCLUDING CIL SPENDING PLAN) AND CONSIDERATION OF ANY AMMENDMENTS

Members considered the Summary of Representations relating to Southbourne as previously circulated and following discussion unanimously **AGREED** to **APPROVE** as circulated.

157. UPDATE ON ARRANGEMENTS FOR THE OF D. DAY COMMEMORATIVE EVENT INCLUDING TO APPROVE ANY PAYMENTS OR COSTS.

The Clerk drew Members attention to a flyer for the event produced and circulated to them by the Admin Assistant for comment and approval. To date she has only received one reply.

A similar situation occurred with a previous flyer resulting in the flyer being distributed as proposed. This led to some criticism from Members. The Clerk wished to remind Members that if they do not give instruction then Officers cannot be held responsible for the content. This was **NOTED**.

157.1 The Deputy Clerk reported on some of the content for the event following an online meeting held on the 7th February and asked Members to consider expenditure from the event budget for the following:

- £150 donation to St Johns to support the BBQ
- The purchase of raffle ticket books
- Facebook boost

Members unanimously **AGREED** to **APPROVE** the expenditure

157.2 Following discussion Members unanimously **AGREED** the chosen charity for the donation of any generated profit to be ABF (Army Benevolent Fund) the Soldiers Charity.

157.3 Members unanimously **AGREED** to send a letter to residents in Park Road and Bourne View to give advance notice of the event

157.4 Member further **AGREED** to encourage people to wear red, white and blue to the event.

157.5 Members **NOTED** that the deposit for the Marquee of £687.50 had to be paid in advance and the expenditure for this had been met from this year's Events Budget.

158. DATE AND TIME OF THE NEXT MEETING TUESDAY 12TH MARCH 2024

Members **NOTED** the date and time of the next meeting.

Cllr. Meredith gave her apologies in advance as she will be unable to attend. This was **NOTED**.

The Meeting closed at 9.00pm