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**Minutes of the Meeting of Southbourne Parish Council's
Greenspace & Community Services Committee
held 28th March 2023**

Present: Cllrs: Bangert, Hicks, Meredith and Redman

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

The meeting opened at 6.35pm

86. APPOINTMENT OF CHAIRMAN.

It was proposed and seconded that Cllr. Redman be nominated as Chairman. There being no other nominations, this was unanimously **AGREED**.

87. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chairman welcomed everyone and opened the meeting.

88.APOLOGIES FOR ABSENCE.

Apologies for absence had been received from Cllr. Green who had another engagement.

89.TO APPROVE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 31st JANUARY 2023 AND THE EXTRAORDINARY GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD ON 21st FEBRUARY 2023.

Members **AGREED** to **APPROVE** the Minutes of the Greenspace and Community Services Committee Meeting held on the 31st January 2023 and the Extraordinary Greenspace and Community Services Committee Meeting held on the 21st February 2023. The Chairman duly signed the minutes.

90.DECLARATIONS OF INTEREST.

There were no Declarations of Interest at this time.

91.ADJOURNMENT FOR OPEN FORUM.

There were no members of the public present.

Members **NOTED** correspondence received from a member of the public relating to banners for the Jubilee and a Programme of Events that had been produced for that occasion. Information was also provided informing Members that no official beacon lighting for the King's Coronation was due to take place.

However, the Southbourne Sea Scouts celebrate their 90th Anniversary on 13th May and are holding a celebration Family Day as part of the Coronation Volunteer^s Day on Monday May 8th from 1200 to 1800. All are welcome.

92. CLERK'S UPDATE.

Members **NOTED** the Clerks Report.

92.1 Football Foundation Grass Pitch Maintenance Fund.

The Clerk had attended a webinar regarding an opportunity for a grass root level pitch provider and possible funding towards pitch maintenance for their pitches.

The Clerk gave a brief overview of the content and advised that she would be following this up with further investigation to see if it was suitable for the SPC football pitch at the Recreation Ground. This was **NOTED**.

93. TO RECEIVE THE NOTES FROM THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD 23rd FEBRUARY 2023 (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS AND TO FURTHER NOTE THE MINUTES FROM THE MEETING HELD ON 26th JANUARY 2023 AS REQUESTED FROM THE LAST GREENSPACE AND COMMUNITY SERVICES MEETING MIN. 73. REFERS.

Members **NOTED** the Notes of the Southbourne Environment Group held on the 23rd February 2023.

Members further **NOTED** the Notes from the meeting held on 26th January 2023 as requested from the last Greenspace and Community Services meeting Min. 73 refers and were satisfied that the approved costings had been included within the Notes

94. RECREATION GROUND INCLUDING:

- **TO RE-CONSIDER AND AGREE THE DRAFT LICENCE FOR THE USE OF THE FOOTBALL PITCH AND PAVILION FOR THE SEASON 1ST AUGUST 2023 – 31ST MAY 2024**
- **TO NOTE THE DECISIONS ON THE RECOMMENDATIONS TO THE FINANCE AND POLICY COMMITTEE REGARDING, PLAYGROUND GATE, TRAMPOLINE, NO OVERNIGHT CAMPING SIGNS AND PURCHASE OF LAWNMOWER**
- **UPDATE ON PLAYGROUND REPAIRS AND ALL-INCLUSIVE SWING**
- **FURTHER CONSIDERATION OF POSSIBLE PROJECTS/ENHANCEMENTS IN RELATION TO UTILISATION OF SECTION 106 FUNDING INCLUDING REVIEW OF PRELIMINARY DESIGNS**
- **TO NOTE REPORT ON FIRE ALARM PANEL AT THE PAVILION**
- **CONSIDERATION OF MOLE INFESTATION AT THE RECREATION GROUND**
- **TO RECEIVE AND NOTE THE QUARTERLY PLAYGROUND INSPECTION REPORT**
- **TO NOTE REPORT ON CONTAINER BREAK IN**
- **UPDATE ON GENERIC SIGNS FOR RECREATION GROUND MIN.42 REFERS**

94.1 To re-consider and Agree the Draft Licence for the use of the football pitch and pavilion for the season 1st August 2023 – 31st May 2024.

The Clerk reported that since the circulation of the redrafted agreement there were some additional factors that Members needed to take into consideration.

With the imminent delivery of the lawnmower and following some discord as a result of the break-in, Members were asked to re-consider the provision of storage facilities at the container.

The lawnmower will take up quite a bit of space within the container and the Clerk is concerned moving equipment around on match days could be difficult and she wanted to avoid a situation arising that could cause any accidental damage. There was also the insurance liability to consider.

Following discussion, it was **AGREED** to remove the inclusion of storage facilities from the licence and reduce the overall cost to reflect this. Members further **AGREED** that the licence fee for 2023/24 to be £1250.00 per annum. The Clerk will make any necessary amendments to the agreement to reflect this and to finalise the agreement with Southbourne FC.

94.2 To Note the decisions on the recommendations to the Finance and Policy Committee regarding, playground gate, trampoline, no overnight camping signs and purchase of lawnmower.

94.2.1 Members **NOTED** the decision from the Finance and Policy Committee to approve the recommendations made to them regarding the costs for the provision of a new playground gate, repairs to the trampoline and the purchase of No Overnight Camping signs for the Prinsted Area.

94.2.2 Members **NOTED** the decision from the Finance and Policy Committee to approve the costs for a lawnmower, and further **NOTED** that this had now been purchased and was awaiting delivery.

As a result, it will be necessary to provide some additional products such as a ramp for entry in and out of the container, a more secure padlock for the container for added security, a petrol can and ongoing petrol costs. Following discussion, Members unanimously **AGREED** for the Clerk to purchase any additional requirements and to use her discretion in respect of the costs. It was further **AGREED** that the costs would be met from the Greenspace and Community Services Maintenance budget.

The Clerk also reported that the Contract/Caretaker was able to store any surplus petrol whilst the Clerk undertakes some research on COSH approved storage facilities and to check with the insurers regarding liability for storage on site. This was **NOTED**.

94.3 Update on playground repairs and all-inclusive swing.

94.3.1 Members **NOTED** that the gate and the trampoline are scheduled to be installed week beginning 10th April 2023.

94.3.2 Members also **NOTED** that the Clerk had been exploring funding opportunities for the purchase of an inclusive swing. An application had been submitted for an Awards for All grant.

94.4 Further consideration of possible projects/enhancements in relation to utilisation of Section 106 funding including review of preliminary designs.

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

The Clerk advised that the circulated designs were purely to give some idea of the scope of the area and was based the inclusion of a running track and an additional football pitch as previously suggested.

During discussion some of the comments included:

- Too much ground given over to football, what about other users and activities
- Additional pitch too near to the children's play area
- A training pitch may be more size appropriate
- A 9-a-Side Pitch would be ideal
- A skate park might be a good idea
- What would residents like to see?
- What is the primary use of the Recreation Ground at the moment?

Following discussion, it was proposed that before proceeding any further a simple survey should be undertaken to gather the views, opinions and suggestions of the community.

Members unanimously **AGREED** that an online questionnaire be drafted by Officers and circulated to Members prior to distribution.

94.5 To Note report on fire alarm panel at the pavilion

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

94.6 Consideration of Mole infestation at the Recreation Ground

Members **Noted** the Clerk's report and the accompanying information as previously circulated.

Members **NOTED** that the moles originated from within the school grounds but the moles are tunnelling under the fence and straying onto the Recreation Ground. The only real issue is the encroachment of the football pitch which Southbourne FC have also raised some concerns over. The reports provided suggest that there is in general a reluctance to deal with moles as some species are endangered and it is increasingly difficult to find organisations who will treat mole infestations. It was also **NOTED** that as previously proven, if the moles are not treated at source there is little point taking remedial action. The School have stated they are reluctant to deal with the problem.

Following discussion, it was unanimously **AGREED** that no action be taken. In respect of the football pitch the best and least harmful solution is to flatten the mounds prior to a game. The contract caretaker will be asked to do this on a regular basis.

94.7 To Receive and Note the quarterly playground inspection report

Members **NOTED** the quarterly inspection report.

This was the first report received from the new contractor and Members were impressed with the quality and detail of the report. The Clerk was asked to pass this feedback to the contractors.

94.8 To Note report on container break in

Members **NOTED** the Clerk's report and further **NOTED** that the recommendation to purchase a new padlock to replace the temporary locks had been addressed under Min. 94.2.2.

94.9 Update on generic signs for Recreation Ground Min.42 refers.

Members **NOTED** the Clerks report.

Following discussion Members unanimously **AGREED** to defer this item to a future agenda until the new branding and logo designs had been approved.

95.UPDATE ON PRINSTED AREA INCLUDING:

- **UPDATE ON MEETING WITH SEA SCOUTS HELD 2nd FEBRUARY 2023 MIN. 76.1 REFERS**
- **UPDATE OF LEGAL ADVICE REGARDING CHANGE OF PERMISSIONS, ADVERSE POSSESSION CLAIM AND INDEPENDENT ASSESSMENT FOR BOUNDARIES**
- **COMPLAINT FROM RESIDENT REGARDING HEDGE ADJACENT TO PROPERTY**
- **REVIEW OF ESTIMATED COSTS FOR GROUNDWORK MAINTENANCE**

95.1 Update on meeting with Sea Scouts held 2nd February 2023 Min. 76.1 refers

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

Members spoke of their disappointment that the Sea Scouts had sought adverse possession for the piece of land that they have been using and hoped they would reconsider and withdraw their application. The Clerk reported that the Sea Scout Committee would be making a decision that evening and she would ask for an update. However, as per the Clerk's report it is anticipated that the Sea Scouts are likely to proceed with the claim.

95.2 Update of legal advice regarding Change of Use Permissions, Adverse Possession Claim and independent assessment for boundaries.

95.2.1 Change of use permissions.

Members **NOTED** the Clerks report.

The Clerk reported that since the circulation of her report, a response had been received from CDC re the Change of Use permissions.

CDC have advised that in their opinion no permissions are required. Therefore, the Clerk has relayed this information to the SPC legal consultant for further guidance on how to proceed. This was **NOTED**.

95.2.2 Adverse Possession.

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

Following discussion Members felt that should the Sea Scouts continue with their application that SPC should take steps to challenge this. It was also suggested that the Sea Scouts should be made aware that if their application was approved, that the land had been gifted to the Parish in Trust and they will be bound by the Open Spaces Act in the same way as SPC.

Members unanimously **AGREED** that should the Sea Scouts confirm their intention to proceed with the Adverse Possession application that SPC seek a more detailed report from their legal consultants regarding SPC's position in challenging the application and

for them to advise on the legal requirements of the Sea Scouts in relation to the Open Spaces Act.

95.2.3 Independent Assessment of Boundaries.

There is no update at this time.

95.3 Complaint from resident regarding hedge adjacent to property.

Members **NOTED** the Clerks report.

The Clerk reported that the hedge as stated within the report, had been cut back at the end of December, as evidenced in the accompanying photograph. The resident is still unhappy with the height and the back section of the hedge. The Clerk further reported that SPC do not own the required PPE or working at height equipment for the contract caretaker to undertake this work in accordance with required regulations. Therefore, quotations for this type of maintenance would have to be sought.

Following discussion Members unanimously **AGREED** for the Clerk to obtain three quotations for consideration at the next meeting.

95.4 Review of estimated costs for groundwork maintenance.

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

Members were surprised at the costs for the groundwork maintenance and some concerns were raised about the potential impact this amount of expenditure would have on the CIL reserves.

The Clerk reported that as per the Financial Regulations, there was a requirement to use the Contracts Finder website to advertise contracts valued at £25,000 or more.

Members unanimously **AGREED** to use Contract Finder to obtain quotes based on the same brief as previously proposed and would reconsider further based on the results.

96. UPDATE ON BUS SHELTERS INCLUDING REPAIRS TO BUS SHELTER AT MAIN ROAD PARHAM PLACE MIN. 77 REFERS.

Members **NOTED** the Clerks report.

The Clerk reported that the insurance company had made the decision to write off the bus shelter at Parham rather than repair. The insurance settlement due to excess and depreciation has created a shortfall in relation to replacement costs.

As there is no budget provision for bus shelters, Members unanimously **AGREED** to **RECOMMEND** to the Finance and Policy Committee to identify a budget for the shortfall for a replacement shelter.

Members further **AGREED** for some reflective strip to be applied to the Parham Place shelter and to the west side of the St John's shelter.

97. UPDATE ON ANY OUTSTANDING PROJECTS INCLUDING VILLAGE SIGNS AND BIKE RACKS.

Members **NOTED** the Clerks report.

97.1 The Clerk reiterated the comments within her report that due to the size of this project and the fact that outside agencies are to be involved Officers need to be sure that they have sufficient time to deliver this from start to finish before proceeding any further. WSCC have raised concerns that previous meetings with the parish were not constructive and are unwilling to meet again until they are assured that everything is in order and the project can proceed without further delay.

97.2 The Clerk also drew Members attention to the number of ongoing projects but appreciated the need for Members to be kept informed of their progress. Therefore, she proposed that Project Updates become a standing agenda item for this Committee.

This was **AGREED** and the Clerk was further asked to "RAG" the projects.

98. FURTHER CONSIDERATION OF A PROPOSAL TO HOST A SUMMER FETE FOR 2023 INCLUDING UPDATE FROM THE WORKING GROUP MIN.78 REFERS.

Cllr. Hicks gave a further update on the progress of arrangements. She also raised her concerns that this event now requires a project manager or coordinator to oversee and take the lead on the organisation and budget as well as to lead on the actual day of the event.

Following discussion, it was unanimously **AGREED** to **RECOMMEND** to Council that a Member be appointed to undertake this role.

99. YOUTH - TO RECEIVE AND NOTE THE REPORT ON THE NEW LIFE CHURCH WINTERFEST EVENT AND ANY UPDATE FOLLOWING A MEETING WITH NEW LIFE CHURCH YOUTH LEADERS HELD ON 7th FEBRUARY 2023.

Members **NOTED** the accompanying reports.

Cllr. Bangert reported that Chichester District Council had also had a meeting with the New Life Church and were now working with them as they too had been impressed.

Cllr. Hicks suggested that as there will be a new Head at the Bourne Community College, there is a new Vicar at St John's and potentially a new Parish Council in May, perhaps it would be appropriate to delay any further action as there are potentially some new and exciting opportunities in relation to youth programmes and projects.

Following discussion Members unanimously **AGREED** to defer this item until the new administration is in place.

100. TO NOTE THE DATE AND TIME OF NEXT MEETING.

The next meeting is scheduled for the 30th May 2023. This was **NOTED**.