

SOUTHBOURNE PARISH COUNCIL

Robin Davison
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First Avenue
Southbourne
Emsworth
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3 September 2020

Dear Sir / Madam,

You are hereby summoned to a Meeting of Southbourne Parish Council on **Tuesday 8 September 2020** at **7.30 p.m.** The meeting is being held in accordance with the Coronavirus Act 2020*

Robin Davison
Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. [Minutes](#) – of the meeting held on 8 August 2020.
4. [Chairman's Report & Council Update](#)

To receive the Chairman's report, the Council update (attached).

5. **Open Forum**
6. **County Councillor's Report**
7. [Residents' Survey - Prinsted](#)

To approve the questions for the residents' survey regarding Prinsted (attached).

8. **Neighbourhood Plan**

The Regulation 14 consultation on the Draft Pre-submission Neighbourhood Plan commenced on 17 August 2020 and ends at 5 p.m. on 12 October 2020 .

9. **Finance**

To note the expenditure since the last meeting.

10. **West Sussex Association of Local Councils (WSALC)**

To consider a communique (attached) from WSALC regarding a review of its membership of the Surrey and Sussex Association of Local Councils (SSALC).

11. **Staffing Committee - Terms of Reference**

To approve the Terms of Reference for the Staffing Committee (attached).

12. **District Councillors' Report**

To receive the report (attached) of the District Councillors.

13. **Southbourne Environment Group**

To receive a report on the last meeting.

14. **Items for Future meetings**

15. **Date of Next Meeting - Tuesday 13 October 2020.**

16. **Exclusion of the Press and Public**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

17. **Westbourne and Southbourne Joint Burial Committee (JBC)**

To receive a report from the Clerk to the JBC regarding the costs and funding of Phase II of the extension. The report will be circulated for Members of the Council only following the JBC meeting on 3 September 2020.

18. **Master Planning Workshop**

To consider a quote for a Master Planning Workshop

19. **Triangle of Land at the Recreation Ground**

To consider quotes for improvements to the triangle of land.

TO: All Members of Southbourne Parish Council

***Coronavirus Act 2020**

The Coronavirus Act 2020 enables parish councils to meet 'remotely' (i.e. by video or teleconference or by live streaming amongst other means) and provides for the press and public to also attend the meeting 'remotely'. If you wish to do so, please email the Clerk at least 20 minutes before the meeting starts so that you can be sent a link to join the meeting. Members of the press and public are advised to email the Clerk as far in advance as possible as if technical issues prevent them from joining the meeting it will not be possible to provide technical support once the meeting has started. As with normal meetings, you will only be

permitted to speak at the Chairman's discretion and you are therefore requested to ensure your device is muted at all times unless invited to speak.

The Clerk's e mail address is clerk@southbourne-pc.gov.uk or scan this code:



Filming and use of social media

During this meeting the public are permitted to film the Council or use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

For a copy of Council agendas and publicly available papers please scan this code:



Southbourne Parish Council

Minutes of the remote meeting held on 11 August 2020 at 7.30 p.m. in accordance with the Coronavirus Act 2020.

Present: Mr Brown* (Chairman), Mrs Bangert*, Mr C Bulbeck, Mrs M Bulbeck, Mr Hayes, Mr G Hicks, Mrs L Hicks, Mr Jennings, Mr Redman, Miss Tait, Mr Taylor and Mrs Thorne.

*Also District Councillors for Southbourne

8 members of the public.

Apologies for Absence

99. Apologies were received from Mr C Bulbeck, Mrs M Bulbeck and Mr Jennings.

100. Members wished Mr and Mrs Bulbeck a very happy 58th wedding anniversary.

Declaration of Disposable Pecuniary Interest

101. None.

Minutes

102. Minutes of 14 July 2020 – Resolved – That the minutes be approved as a correct record and signed by the Chairman subject to the addition at minute 65 of "...police using 101."

103. The Clerk would contact the Friends of Bourne regarding the use of Government grant for funding laptops for school pupils prior to the grant being provided.

104. Minutes of 23 July 2020 – Resolved – That the minutes be approved as a correct record and signed by the Chairman.

Chairman's Report and Council Update

105. There were no matters to report.

Open Forum

106. Members noted that a landowner was opening up his field, south of Prinsted Lane, as a car park. Planning law permitted it to be opened for 28 days without planning permission. The views of residents would be sought by the landowner before any planning permission was sought for the car park to be available over the summer months during daylight hours and would be available for everyone.

County Councillor's Report

107. The report was received and taken as read. In addition it was reported that there had been some problems for residents trying to dispose of their waste at the Havant Household Waste and Recycling Centre but these had now been resolved and it could still be used by Southbourne residents. The gate at the Farm Shop had now been reopened and the footpath accessible to the public. Highways were pursuing the return of ownership of land from the resident so the Public Right of Way could be correctly aligned. Members thanked Mr Magill for pursuing this action.

Neighbourhood Plan

108. The Council Chairman and the Chairman of the Neighbourhood Plan Steering Group thanked the volunteers for all their effort in getting the Neighbourhood Plan ready for the Regulation 14 consultation. It had taken many hours of hard work and would give the Parish what it needed. All being well the Draft Pre-submission Plan would be published on 17 August 2020. Responses would be required by 5 p.m. on 12 October 2020. Copies of the plan would be emailed to statutory consultees and community bodies and hard copies would be available for those who needed them.

109. Members noted that the Government had just published a Planning White Paper but it was hoped that the Neighbourhood Plan would be in place before any proposed new legislation became enacted.

Finance

110. Members noted the expenditure since the last meeting:

RCOH	Invoice 882	£5,610.00
Rialtas	Invoice 28166	£478.80
Sussex Wildlife Trust	Invoice BR53287	£120.00
Emsworth Corp. Planning	ECP43 - July 2020	£180.00
Streets Electrical	Invoice 00484	£703.20
VisionICT	Invoice 11702	£21.60
SLCC	Prof Sub	£227.00
MMO	Internal audit	£484.50
W/brne & S/brne JBC	Payment Apr - Sept	£10,607.50
HMRC	Q1 20/21 Tax & NI	£2,544.25
	Total	£20,976.85

Bournes Forum

111. The report was received and taken as read. If members were interested in any of the working groups of the Forum, they should let the Council's Vice Chairman know.

ChEm Route

112. The report was received and taken as read. It was noted that the County Council was asking Highways England to review its recent proposals for the A259 as they did not meet the Government's new standards. The County Council wanted to ensure that the proposals overall were not dropped from the Highways England programme.

Planning Support (Employment/Retainer)

113. Members considered a proposal to retain the services of a planning consultant post the Neighbourhood Plan and master planning of the 1250 houses. Their purpose would be to advise the Council on development control matters relating to major planning applications so that the Council could take an objective view of those applications.
114. Resolved – That the Clerk, the Planning Committee Chairman and NPSG Chairman consider what was needed and put a proposal to the Council in due course.
115. Members agreed that those who were not on the Planning Committee should receive copies of the agendas in future. If there were any significant matters arising from a meeting the Planning Committee Chairman would report them as part of the Chairman and Council Update item at the following Council meeting.

Community Connections

116. The report was received and taken as read.

Prinsted Foreshore

117. Members noted that there had been a very positive meeting with the Chichester Harbour Conservancy (CHC). There were no special by-laws affecting specifically Prinsted. The CHC wanted to balance the enjoyment of the Harbour by all with the needs of the wildlife. The CHC had taken on board the suggestions for improved signage around Prinsted. The Clerk would obtain quotes for the delineation of the car park
118. Mr Magill advised that a resident had submitted a traffic regulation order (TRO) for double yellow lines on Prinsted Lane. This was being held by County officers at his request pending sufficient community support which was necessary for it score highly enough in order to progress. The application would also need the support of the Parish Council and the District Council Ward Members.

119. Members agreed that a survey of residents would be undertaken to ascertain their views on options for the village. Mrs Thorne, Mr Taylor and Mrs Bangert would prepare a draft.

District Councillors' Report

120. The report was received and taken as read.

Items for Future Meetings

121. Business plan.

Date of Next Meeting

122. 8 September 2020

Chairman

The meeting closed at 8.55 p.m.

8 September 2020

Chairman's Report and Council Update

Chairman's Report

Cllr Amanda Tait will represent the Parish Council at a rescheduled 16th September All Parishes meeting to receive a briefing on new government rules on Permitted Development Rights and on other, major proposed changes to the Planning System.

There has been a flurry of meetings around the Chichester to Emswroth (Chemroute) cycle way and proposals to mix cyclists in with pedestrians. Cllr Lyn Hicks has been very ably representing the Parish Council as we seek to engage positively with Highways England in the interest of securing important changes rather than see the idea of improved cycle routes killed off altogether.

In an attempt to get ahead of the curve, the Clerk will put a note in the Village Magazine reminding residents of their responsibility to keep hedges looked after and not blocking pavements.

On Friday 28th I met with Maggie Haynes at Tuppenny Barn to have a look around the site, hear about their plans for the future and to review collaboration - particularly during the COVID-19 lockdown. The charity has been doing amazing work with and for vulnerable people and has plans to scale up their programmes in anticipation of greater demand, particularly from those with mental ill health. They are very grateful for the grant received from the Parish Council and look forward to further working together in future.

Thanks to the several councillors who took part in a meeting with representatives of the Sea Scouts on 18th August. Lockdown has been very tough on them but again, they're another amazing local organisation, very oversubscribed, who do an awful lot for local young people, and completely run by volunteers. It was a very wide-ranging discussion, taking in current issues as well as future plans.

Council Update

Southbourne Fields – Acquisition of Allotments

Miller Homes has given notice of completion of the allotments at Southbourne Fields. The Clerk, two Members and a Co-opted Member of the Allotments Working Group visited the site on 2 September and were impressed with the location and layout of the site. Fencing, 14 sheds and two standpipes have been provided. Parking for the allotment holders is available immediately adjacent to

the allotments. There is potentially space for two further allotments and enquiries are being made as to whether any further permission is required.

Recommended – that the Clerk be authorised to complete the contract with Miller Homes for the acquisition of the Southbourne Field allotments.



Photo 1. Southbourne Fields Allotments looking North



Photo 2 Southbourne Fields Allotments looking South



Photo 3 Southbourne Fields Allotments looking from the road

Replacement Bus Shelter – Westbound, Stein Road

The insurance company has now approved the replacement of the two-bay bus shelter, westbound, Stein Road, opposite St John's Church and it is currently being manufactured by Ace Shelters. Installation is expected sometime in October and the replacement glass for the bus shelter adjacent to Bramley Gardens will be replaced at the same time.

8 September 2020

Questionnaire: Access to the Prinsted Foreshore and Car Parking

Southbourne Parish Council is working hard to find solutions to improve the situation at Prinsted foreshore. Issues concerning traffic and parking have grown since the beginning of lockdown and have been brought to our attention by a number of Prinsted residents. We have prepared this questionnaire for all Prinsted residents to gauge support or opposition to various ideas which have been suggested.

Although every effort will be made to take account of the views of Prinsted residents, the Parish Council has a duty to work for the benefit of the Southbourne community as a whole. In particular, the car park was a gift to the Parish of Westbourne as a whole (including what is now Southbourne Parish), so there are limitations to how it may be used and managed.

The results of the survey will be reported to a future Parish Council meeting. Any actions arising from the survey, whether they can be taken quickly or will have to feed into the Business Plan for longer term delivery, will likewise be brought to the Parish Council.

Please complete one of the five boxes for each of the questions (strongly favour, favour, neither favour nor against, against or strongly against).

At the end, please feel free to add comments in the box.

If you return the form by e mail the Parish Council will of course receive your e mail address. Personal data will not be shared outside the Council and will be held in accordance with the Parish Council's [General Privacy Notice](#). Completion of the questionnaire on line is via Survey Monkey (see Survey Monkey [Privacy Notice](#)) and will be deleted once the results of the survey have been downloaded. Collated responses to the questionnaire may be made public but will be anonymous.

Collection:

1. post the completed questionnaire to the Parish Office at Southbourne Village Hall, First Avenue, Southbourne PO10 8HN; or
2. post a scanned version to admin@southbourne-pc.gov.uk; or
3. complete the questionnaire online.

Topic	ID	What is your opinion regarding.....	Strongly Favour	Favour	Neither Favour nor Against	Against	Strongly Against
Car Parking	1	Marking a 'keep clear for access at all times' area on the slipway?					
	2	The introduction of a barrier with keys on the slipway?					
	3	Marking or designating parking bays in the current car park?					
	4	Resurfacing the current car park?					
	5	The introduction of a bylaw forbidding overnight parking?					
	6	The introduction of a new car park in Prinsted in addition to the current one?					
	7	The introduction of a charge for parking?					
	8	Closing the current car park altogether?					
	9	Making the car park for residents only?					
Prinsted Lane	10	The installation of "Respect residents' driveways" signs?					
	11	The use of cones on residents' drives?					
	12	The painting of white 'H' markings to delineate residents' driveways?					
	13	The introduction of double yellow lines on the southern part of Prinsted Lane?					
	14	The introduction of seasonal (single) yellow lines on Prinsted Lane?					
	15	The introduction of a one way system through Prinsted?					
	16	The introduction of a 20 mph speed limit in Prinsted?					

Comments Box

[Link to Survey Monkey online](#)

8 September 2020

West Sussex Association of Local Councils
[West Sussex ALC Limited]

The West Sussex Association of Local Councils (WSALC) was established (as a Private Company Limited by Guarantee, on 23rd April 2013) to protect and promote the interests, rights, functions and privileges of Member Councils, to assist Members in the performance of their functions, to promote and develop the social, economic, environmental, cultural and recreational life of Parishes, and to promote a widespread and well-informed interest in local government, good local government, and governance (Articles of Association, 13th March 2013). WSALC also liaises with a range of organisations including WSCC, Sussex Police, Health & Social care providers and Voluntary Sector organisations on numerous issues. It also lobbies and puts forward the collective views of its Town and Parish Council Members – and the annual WSALC/WSCC joint conference provides a forum for the exchange of views. There are currently 138 Members,

WSALC is a Member of the Surrey and Sussex Association of Local Councils (SSALC Limited), the other Members being East Sussex (East Sussex ALC Limited) and Surrey (Surrey ALC Limited). WSALC (West Sussex ALC Limited) acquires services from SSALC (SSALC Limited) on behalf of WSALC's Member Councils – the original objective being the benefits of scale. Those services are currently costing WSALC Members some £91,000 per annum (2020 – 2021). As part of its function, WSALC is concerned to see that value for money is obtained from the contributions that Member Councils pay to it and with which it, in turn, buys member services from SSALC.

The board of WSALC is currently undertaking a “Value-for-Money” Review of how Member Councils' subscriptions to WSALC are spent on the member services and other options, if any, which are available to deliver better value than that currently provided to Members by SSALC. The Review is being led by Professor Colin Copus, a respected and well-known expert in local government and author of the national review “The Voice of the Councillor”. This exercise reflects the expectation that is incumbent upon all Councils – to check on expenditure and service-delivery to ensure that the public money for which they are responsible and accountable is being well spent and to enhance local Council (or government) and Parish democratic services.

The findings of Colin Copus's Review will be published in a Report, which is expected by the end of the year – together with a Directors' Report that will consider all options available and make Recommendations that the Board considers would be in the best interests of all member councils.

Every Parish and Town Council that is a Member of WSALC will have an opportunity to make known its views on the content of the Report and any Recommendations made, at a series of District Association Q & A “Zoom” sessions in late 2020.

The decision as to how Member Councils wish to proceed for the year commencing April 2021 will be determined at an Extraordinary General Meeting of WSALC early in 2021.

Board of Directors

West Sussex ALC Limited

Enquiries *about this project* should be addressed to Joanna Cadman at admin@westsussexalc.org.uk

8 September 2020

Staffing Committee – Terms of Reference

Purpose: To consider all matters relating to the appointment and management of Council staff. *See appendix a*

To be able to respond to complaints from employees and ensure HR policies and guidance are followed. To review best practices so that we become more professional to our key stakeholders.

Schemes of Delegation: discuss with F&GP

Members: Phillippa Thorne, Robert Hayes, Tracie Bangert, Lyn Hicks & Amanda Tait

Employees: Robin Davison, Caroline Davison, Pam Roden (litter picker central Southbourne), Elisabeth Harrison (caretaker).

Volunteers – not to be included as part of staffing committee

Ground Rules:

- Committee Start & finish on time
- Sponsors own delivery of their tasks and projects
- Open, honest & confidential (where appropriate) conversation
- A supportive environment
- Celebrate success and share ideas
- Chairperson will circulate and review actions - ongoing

Frequency: quarterly unless concerns required attention – November 17th and February 23rd 2021.

Budget: £750pa legal advice on any complaints. Review at next Budget meeting

Training Budget: set by F&GP £250pa. Review at next budget meeting

Actions log: Chair to update actions log and circulate. If deadlines cannot be met, to liaise with Chair to agree new deadline.

Executive Committee: Public welcome to attend to listen and not entitled to speak. An agenda and minutes to made public in accordance with planning and monthly parish council meeting.

AT, TB, LH & PT agreed 10/8/20

Southbourne Parish Council Staffing Committee – Terms of Reference Appendix A

10 December 2019

Purpose of the Staffing Committee:

To consider all matters relating to the appointment and management of Council staff.

Functions of the Staffing Committee:

1. Develop, implement & review Employment Policies.
2. Manage the Council's compliance with Employment Legislation and best practice.
3. Review staffing structures to ensure they are sufficient to meet the aims of the Council.
 - a. Review Conditions of Employment, Contracts of Employment and Job Descriptions.
4. Manage the Terms and Conditions of the Clerk's Contract of Employment including hours of working, annual leave, and absences / sick leave.
 - a. Review employees' remuneration and make recommendations to the Council, as appropriate.
 - b. Ensure appropriate funds and arrangements are in place to support staff development and training.
5. Ensure appropriate Performance Management and Appraisal systems are in place and monitor their effectiveness. (Management of staff other than the Clerk(s) can be delegated to the Clerk.)
 - a. Conduct annual appraisals and set performance management targets / SMART objectives based on the aims and priorities of the Council.
 - b. Ensure that Members are appropriately trained to conduct Appraisals.
 - c. Monitor and manage hours of working, home working, annual / flexi / compassionate / time off in lieu leave and absences and sick leave.
 - d. Hold regular informal meetings with the Clerk to discuss and review employment matters.
6. Manage and conduct Disciplinary and Grievance hearings in accordance with the Council's agreed policies and processes.
 - a. Appoint Hearing / Appeals panels as necessary.
 - b. Agree appropriate action / recommend to Council appropriate action as necessary.
7. Manage recruitment including arranging and holding interviews.
 - a. Make recommendations to Council for approval as appropriate. (This applies mainly to the Clerk(s); different arrangements may be appropriate for other staff.)
8. Where appropriate, seek independent professional advice up to a value of £750.

Southbourne Parish Council – Tue 8th September 2020

District Councillors' Report
Tracie Bangert & Jonathan Brown

Economic Recovery

Pavement Licenses

CDC have begun issuing the council's first Pavement Licences under the new Business & Planning Act 2020 which came into effect in July. The new licensing regime sees free Pavement Licences being available to certain businesses as part of a wider scheme to help support our local businesses. Eligible hospitality businesses can now apply for a free temporary licence to enable them to place tables and seating outside of their buildings in suitable locations. Eligible businesses include: Pubs and bars; restaurants and cafes, snack bars, coffee shops and ice cream parlours. For more information please visit: www.chichester.gov.uk/pavementlicences

Recovery Plan Working Group report (TB):

We had our first meeting, which was very successful, and I think the group established a very good rapport with the officers, which bodes well for the future. Specifically

- a. We discussed the rough sleepers; there were initially 30 people staying at the Travelodge and 2 in privately owned dwellings. At present there are 7 in nightly paid accommodation and a quarter have been rehoused. One rough sleeper was reunited with his family back in Romania, and CDC received a photograph with him together with his brother, saying he was doing well. Sadly, because Chichester has done particularly well in solving the issues of rough sleepers, people are now coming to the city from other towns, including Brighton and Worthing, and there are now 16 new cases. There has also been a rise in numbers who require access to temporary accommodation, which is likely to be an ongoing situation with the recession. CDC is going to add another building – Freeland's Close - to accommodate people who find themselves in this situation, besides the current provision at Westwood House, which should become available sometime next year. Nobody could be evicted from their property before the end of August, but the Courts have a backlog, which will eventually have a knock-on effect in terms of a need for temporary accommodation.
- b. Two funds have been made available, of £250,000 each, one for community support and one for businesses. To be eligible for either of the grants the business must be in the following sectors:- retail in premises, hospitality, leisure, tourism, restaurant, hair and beauty,

gym, health and wellbeing and you must employ between 1.5 – 30 full time equivalent employees. These have now been open for three weeks and we anticipate a great deal of interest. Full details can be found here: www.chichester.gov.uk/covidrecoverygrants.

- c. 'Capturing' communities; officer Pam Bushby has compiled a map with details of all the organisations that were either formed, or helped, during the Covid-19 crisis. CDC are keen to retain a connection with these groups. She also stressed the importance of emergency planning for all Parishes.
- d. Mental health; from our discussions with the NHS, there is going to be an escalating need for help, not only for people who have had Covid-19, but for those affected by the economic results of the pandemic. We discussed the increased need for social prescribing and therapy groups, such as that which delivers horticultural therapy at Tuppenny Barn.
- e. Tiny eco houses; Cllr Roy Briscoe, Cllr Penny Plant and I went to look at the prototype 'tiny eco house' near Petworth, which is movable, off-grid and solar powered. The business hopes to sell these to councils to house rough sleepers, but it was decided in our case that it might be better purposed supporting agricultural workers.

Social Prescribing

Hyde Housing association have approved a funding application of £20,000 as a contribution to the Social Prescribing service in Chichester. Last year the team worked with 86 Hyde residents supporting them to access services and resolve often complex issues and this contribution is recognition of the value the service brings to their residents. The funding will be used to maintain current capacity within the team and to ensure we are able to work with Hyde residents from across the whole district.

The Future of Planning

We had a meeting at CDC where I raised the issue of extended working hours on construction sites, as they can legally work between 7am and 9pm on weekdays and 8am to 6pm on Saturdays. I raised Bob Taylor's concerns regarding lighting and generator noise as a result, which met with a dismissive attitude from the planning officers. Since then, I have spoke to the foreman on the Miller Homes construction site, and he said that he could not imagine any of his workforce working beyond 4pm to 5pm, and the cost of generators would preclude such activity. He also reassured me about the use of radios and said that he was very mindful of the wishes of local residents. (TB)

There are several different Planning changes coming through or being proposed. The White Paper which you will have read about in the new proposes some major changes. CDC has not formally responded yet, and there will further information provided to parishes at the All Parishes meeting.

Prinsted Foreshore

Prinsted Survey. In order to support the resolution of the ongoing saga of parking and access to Prinsted, Phillippa and I put together a questionnaire that can be both answered on paper and online. This will brought to the PC for approval, and we would also like to thank Bob Taylor for offering to deliver these, and his ongoing work making observations in Prinsted. (TB)

Prinsted Sea Scouts. Jonathan and I joined other members of the PC to talk with representatives of the Sea Scouts, which I believe was extremely successful and has hopefully opened up dialogue for the future. (TB)

Tuppenny Barn

Maggie Haynes is hoping to begin a Level 1 City and Guilds in horticulture and looking into the possibility of employing two apprentices. On this we have an online meeting with Brinsbury College later this month. (TB)