

SOUTHBOURNE PARISH COUNCIL

Robin Davison
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The Village Hall
First Avenue
Southbourne
Emsworth
PO10 8HN
Telephone (01243) 373667

3 December 2020

Dear Sir / Madam,

You are hereby summoned to a Meeting of Southbourne Parish Council on **Tuesday 8 December 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 meetings held on 13 October 2020 and 10 November 2020.
4. [Chairman's Report & Council Update](#)

To receive the report (attached).

5. **Open Forum**
6. **County Councillor's Report** (to follow)
7. **Parham Place – Operation Watershed**

Mr Magill and Mrs Bangert to report on possible improvements to prevent further flooding at Parham Place.

8. **Residents' Survey – Prinsted**

To note any further feedback from the results of the residents' survey.

9. **Report of the Finance and General Purposes Committee**

To consider the report of the Committee held on 3 December 2020 (to follow).

10. [Council Policies](#)

At its meeting on 17 November 2020, the Staffing Committee considered the following policies:

- Anti-bullying and Harassment
- Equality and Diversity
- Discipline
- Grievance
- Sickness absence

Recommended – that the above policies be approved.

11. **Southbourne Fields Allotments**

To receive the report and recommendations on the allotments.

12. **Finance** – to note the expenditure since the last meeting.

13. **Meeting with the Police Crime Commissioner’s (PCC) Office and the Chief Executive of SSALC**

To receive a report on a meeting with the PCC’s Office and the Chief Executive of SSALC.

14. **District Councillors' Report**

To receive the report of the District Councillors.

15. **Westbourne and Southbourne Joint Burial Committee**

To receive a report from the JBC (to follow).

16. **Committee Appointments**

To note that Miss Tait has resigned from the Recreation Committee and as a representative on CDALC. Mrs Bangert had previously expressed an interest in CDALC.

The Council is asked to appoint a member to the Recreation Committee and CDALC and to confirm Mrs Bangert as a member of the Finance and General Purposes Committee.

17. **Neighbourhood Plan**

Work continues on reviewing the feedback from residents, statutory consultees and land interests to the Reg. 14 consultation. We expect to be able to update residents in January. The 1st December Steering Group meeting was briefed by our consultants on the options and choices we will have to consider as part of the master planning process.

18. **Southbourne Environment Group**

To receive a report on recent activity.

19. **Items for Future meetings**

20. **Date of Next Meeting - Tuesday 12 January 2021.**

21. **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

- 22. **Staffing** (to follow)
- 23. **Adult Fitness Equipment and Goal End**
- 24. **Parish Lights**
- 25. **Flanders Close Allotments**

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 e mail 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 13 October 2020 at 7.30 p.m. held 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

County Councillor Magill and 5 members of the public.

Apologies for Absence

146. Apologies were received from Mr Feltham.

Declaration of Disposable Pecuniary Interest

147. Mr C Bulbeck, Mrs M Bulbeck and Mr Hayes as Trustees of the Southbourne Village Hall and Mr Hayes as a Trustee of 4 Sight.

Minutes

148. Resolved – that the minutes of the meeting held on 8 September 2020 be approved as a correct record and signed by the Chairman subject to showing Mr Brown as absent and Mrs L Hicks as Chairman.

Chairman's Report and Council Update

149. The report was received and noted. Regarding the campsite at Lumley, although a letter about it from the Chairman had been acknowledged no formal response had been received.

Open Forum

150. A resident asked about a risk assessment for the Council's car park at Prinsted. The Chairman advised that would consider it at the next opportunity.

151. A resident asked about progress with the Neighbourhood Plan. The Chairman replied that the Regulation 14 had closed on 12 October 2020 and at this stage there was not much to report.

152. A resident reported that he was awaiting an ecological report on the area of land south of Prinsted Lane that had been used as a temporary car park before submitting a planning application. As and when the application was submitted the Council's Planning Committee would consider it.

153. A member of the Southbourne Village Hall Management Committee (SHVMC) reported that it had received permission to use the S106 funds for improvements to the Hall including a new roof. Over the last 10 years it had careful with its finances but the current situation meant there was little money coming in and what had been received had been used for ongoing running costs. It also required

a new fire alarm and asked the Council to consider approving the SHVMC request for £1000 grant towards the £12000 cost.

County Councillor's Report

154. The report was received and taken as read. Mr Magill had requested a review of the speed limit on Stein Road and the area near the Junior School.

Neighbourhood Plan

155. Regulation 14 Consultation - The eight-week Regulation14 consultation on the Draft Pre-submission Neighbourhood Plan had closed on 12 October 2020. 145 responses had been received including 15 from statutory consultees and four developers.

156. Overall there was a positive response to the Neighbourhood Plan and its policies. Responses were evenly split regarding the need for a road bridge over the railway line.

157. Report of Last Meeting – The Chairman reported that Mr Hayes had stood down as Chairman of the Neighbourhood Plan Steering Group. He thanked Mr Hayes for the considerable time and effort he had invested in the development of both the previous and the current Neighbourhood Plans.

158. Members noted that the Steering Group had appointed Mr Brown as the interim Chairman to take the Plan to the submission stage, following which the Chairmanship would be reviewed.

159. The consultation responses would be reviewed by the Steering Group and if required modifications would be made to the Plan prior to submission to Chichester District Council.

Finance

160. New Homes Bonus 2020/21 – Members were pleased to note the grant for the adult fitness equipment had been agreed by Chichester District Council.

161. Resolved – that the Clerk be authorised to sign the terms and conditions for the New Homes Bonus 2020/21 grant from Chichester District Council.

162. Grants Applications – Mr C Bulbeck and Mrs M Bulbeck left the meeting during consideration of the grant application from SVHMC. Mr Hayes left the meeting during consideration of the grant applications from SVHMC and from 4Sight.

163. Resolved – that the application from the SVHMC for £1000 towards the cost of a new fire alarm be approved.

164. Mr C Bulbeck and Mrs M Bulbeck returned to the meeting. Members considered the grant application from 4Sight for outreach work for residents in Southbourne parish.

165. Resolved – that the application from 4Sight for £196 for outreach work for residents in Southbourne parish be approved.

166. Mr Hayes returned to the meeting.

167. Income and Expenditure - Members noted the income and expenditure since the last meeting:

Income		
CDC	Half year precept	£82,482.00
Groundwork UK	NP Grant NPG-11689	£10,000.00
	Total	£92,482.00
Expenditure		
Elite Playground Inspections	EPI 21-19A	£419.52
Southbourne VHMC	Half year office rental	£1,000.00
ACE Shelters	Invoice 1118	£300.00
SSE Southern Electric	Q2 Unmetered electric	£2,302.33
O'Neill Homer	Invoice 912	£10,890.00
Rialtas	Invoice 28027	£672.00
JDS	Invoice 3228	£195.00
SSE Southern Electric	Pavilion electric (DD)	£66.08
Burleys	Invoice 007114	£463.20
Burleys	Invoice 005126	£463.20
Burleys	Invoice 005613	£463.20
Burleys	Invoice 006451	£463.20
ECP	Invoice QINV1403	£180.00
Staff	Aggregate salary, pension (DD)	£3,605.19
Groundwork UK	Unspent NP grant NPG-11689	£373.00
	Total	£21,855.92

Residents' Survey - Prinsted

168. The residents' survey had closed on 1 October 2020 and the results would be presented to the Parish Council at its meeting in November 2020.

Prinsted Lane – Traffic Regulation Order

169. A request for Traffic Regulation Order (TRO) had been submitted for consideration by the South Chichester County Local Committee (CLC). The Parish Council supported the Chairman's informal comments about a TRO for Prinsted, but it was noted that there would be an opportunity for formal comments if the TRO was approved by the CLC for statutory consultation.

Village Signs

170. The locations had been agreed with the County Council Highways department. Members thanked Mr Magill for his assistance. The Council was asked to confirm their preferred location for the for the Nutbourne West sign on Inlands Road.

171. Resolved – that the Nutbourne West sign be located adjacent to School Lane.

Bournes Forum

172. The report on the Bournes Forum was received and taken as read.

Westbourne and Southbourne Joint Burial Committee

173. Members were pleased to note work had started on the cemetery extension and was expected to be completed in mid-December. A decision on the trees for the extension would be made at a later date and the Clerk was seeking advice on suitable species for a cemetery from the Institute of Cemetery and Crematorium Management. The Council thanked the JBC and its Clerk for the work on the extension.

Community Connections

174. The report was received and taken as read.

ChEm Route

175. The Council received the report on the engagement document for the proposed Chichester-Emsworth (ChEm Route). Members noted its purpose was to enable work to continue with Highways England (HE). Members agreed that it was essential to keep cyclist and pedestrian paths separated.

176. Members supported the engagement document.

Southbourne Environment Group (SEG)

177. The litter pick on 19 October 2020 had gone ahead with 11 volunteers who had collected 15 bags of rubbish around the parish. Members were disappointed to note that three trees at Garsons Road had been felled. It was hoped that new trees would be planted in their place, but no response had been received to a request to do so from Hyde Housing who owned the land.

Items for Future Meetings

178. Prinsted Survey, Signage quotes, proposal for 2 football pitches on the Recreation Ground

179. A Finance and General Purposes Committee would be held on 21 October to consider the draft business plan.

Date of Next Meeting

180. 10 November 2020

Chairman

The meeting closed at 9.40 p.m.

Southbourne Parish Council

Minutes of the remote meeting held on 10 November 2020 at 7.30 p.m. held 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

County Councillor Magill and 5 members of the public.

Apologies for Absence

181. None.

Declarations of Interest

182. None.

Minutes

183. Council agreed to defer approval of the minutes to the next meeting due to a problem with the version circulated with the agenda.

Council Etiquette

184. The Chairman reminded Members of the need to advise the Council of the reason for an apology for absence from any Council or Committee meeting. Only a limited number of reasons were normally considered acceptable. Some Councils delegated the acceptance of apologies to the Clerk where there were pre-agreed valid reasons for absence.

Resolved – That the Council delegate to the Clerk the acceptance of apologies for the following reasons:

- Bereavement
- Holiday
- Sickness/ill health
- Work event.

185. The Chairman also requested that, particularly while meetings were held online, that Members either let him know before hand or by chat or text message that they would be leaving a meeting early. It was important to know who was in the meeting when any votes were taken so that their absence could be recorded correctly.

Chairman's Report and Council Update

186. The report was received and noted. It was also noted that the County Council's Community Hub was still operational.

PCSO Report

187. The Chairman welcomed PCSO Baylee Reed to the meeting. PCSO Reed apologised for not being able to attend earlier meetings as access to online facilities had not been given until recently. He was on a rest day but attending meetings with parish councils was a priority for PCSOs.
188. There had been a spate of criminal damage to vehicles which he would be investigating shortly but currently he was self-isolating. He was discussing the matter with Mr Magill as the local County Councillor as Westbourne had also suffered from similar problems. Other than that there had not been a lot else. Mr Reed stressed the need for people to report incidents they saw to help build the evidence against perpetrators. He understood the frustration of people who reported incidents but then felt nothing was done about them.
189. Members noted that Mr Reed would be taking on the gypsy and traveller liaison role in the local area and would be acting both on behalf of the local community as the gypsy and traveller community.
190. Mr Reed said he would respond to Mr Taylor's reports of troublesome teenagers on his return to duty. Members noted that the Village Hall Management Committee would be installing CCTV at the Hall. Mr Reed could provide Sussex Police branded posters if required.
191. Members suggested some work with the Bourne Community College would be useful. There appeared to be a problem with drugs coming from the Emsworth area.
192. Mr Reed reported that people who had been driving on Prinsted Beach had been traced and spoken to but there was no criminal offence committed. They had driven over the beach to save time getting to water their horses. It was noted that they could have spoken to the owners of Marsh Farm to see if they could obtain access that way.

Open Forum

193. A member of the public commented that a number of councillors had put in a lot of work to deliver the Prinsted Survey leaflets and asked why volunteers had not been asked to assist. The Chairman advised that it would be inappropriate to do so because the Council did not want to be seen to be taking a view on the matter before the survey was completed and this might be construed from the people who volunteered to help.
194. The Council noted that the planning application for the Prinsted Care Home would be considered at the District Council's next Planning Committee and a resident expressed his concerns that the District Council was ignoring the views of residents as the application was being recommended for approval. The Chairman agreed to speak to the resident outside of the meeting about the matter. It was noted that the Chairman of the Parish Council's Planning Committee would be attending that meeting to confirm its objections to the application.

County Councillor's Report

195. The County Councillor's report was received. It was noted that the Chichester District had a higher rate of Coronavirus than the South East partly due to high number in the 18-24 age group who were at university in Chichester.
196. The Prinsted Lane traffic regulation order proposal had not come in the top two choices for the South Chichester County Local Committee in 2021/22. If or when it was progressed it would need a formal public consultation on the proposal.
197. In response to a question about standing water on the A259 near the old Co-op site, Mr Magill asked for photographs to be sent to him and he would speak to Highways.
198. Mr Magill reported that there had been some suggestions of vigilantism in the area. Mr Reed said he was aware of the issues that had arisen and he did not want people getting hurt trying to respond to them as it caused more problems and potentially criminal offences. As he would now be able to spend more time in the area he hoped this would reduce the incidents.

Residents' Survey - Prinsted

199. Members received the results of the residents' survey. The Parish Council agreed the following actions arising from the survey:
- Q1 – The Chairman would contact Richard Austen at Chichester Harbour Conservancy about the signage for the foreshore.
 - Q5 – The Clerk would contact CDC Parking Team re risk assessment for possible use at the Prinsted car park.
 - Q16 – Mr Magill to explore the possibility of a 20mph TRO for Prinsted with WSCC Highways

Members noted that there was no action for the Council to take arising from the remaining questions. It was noted that individuals were not permitted to put cones or obstructions on the highway to prevent parking. Cones placed within their own driveways were permissible. The survey results would be put up on the Council's website.

Business Plan

200. The Council considered a draft business plan for 2021/22 and future years covering both long and short term projects. The Staffing Committee would be considering the need for additional staff at its meeting on 17 October 2020. The Finance and General Purposes would need to consider the level of funding required to carry out the work either through the precept, and/or the Community Infrastructure Levy and/or other sources when considering the overall budget for 2021/22.
201. Resolved – that the business plan be approved.

Infrastructure Business Plan 2021/22

202. Members considered the District Council's proposed infrastructure business plan for 2021/22 and agreed the following amendments were required:
- Reference IBP/662 – bridge location should not be specified – remove reference to West
 - IBP/694 Remove reference to £30
 - IBP 692 & 866 consolidate into Recreation Ground and Pavilion Improvements
 - Remove Bramley Gardens Bus shelter

The Clerk would advise the District Council of the required changes and also advise that the Parish Council supported the proposals for proposed wildlife corridors.

Finance

203. Budget for Legal Fees - Members considered the Clerk's proposal that there should be a budget for legal fees.

204. Resolved – that £1500 be included in the budget for legal fees

205. Expenditure - The expenditure since the last meeting was noted as follows:

Member Expenses	Printing & survey costs	£166.50
Ace Shelters	Invoice 1117	£4,260.00
Viking	Invoice 164303	£147.28
Castle Water	Pavilion water	£100.92
JDS	Invoice 3240	£408.00
White Horse Contractors	Invoice 2651	£60,084.56
Elite Playground Inspections	Invoice EPI 21-20	£56.70
W/bourne & S/bourne JBC	Second Instalment	£10,607.50
G Burley & Sons	Invoice 007876	£463.20
Staff	Aggregate salary, pension	£3,690.64
	Total	£79,985.30

It was agreed that grant payments would also be reflected in the expenditure.

206. Village Signs - Indicative costs for the village signs were around £800 for the signs but the firms contacted have requested specific details of the sizes permitted for each sign at each location and whether new posts were required before formal quotes can be given. Some firms however had also indicated that they did not install the signs.

207. Resolved – (a) That the wording for the signs only include the village name.
(b) That the Clerk in consultation be with the Chairman be delegated to agree the best price for the signs and installation.

Community Connections

208. Community Connections was still running with seven people currently supported. Information was on the website and Facebook and in the Village Magazine. It was noted that the rules had changed and anyone over 60 was now considered at risk. Members agreed that all volunteers should be advised of this change so they could assess their own individual risk of volunteering.

WSALC Value for Money Review and AGM

209. The report of the Clerk was received and noted.

210. Resolved – that Mrs Bangert and Miss Tait attend the AGM, listen to the debate and vote accordingly.

Chichester District Association of Local Councils (CDALC)

211. The Council received a copy of the revised CDALC constitution. Members commented that they had been unaware of its existence and were surprised that it nominated a member to sit on the Chichester Harbour Conservancy.

212. Resolved – (a) That the Council agrees to the amended constitution
(b) That Mrs Hicks and Mrs Tait be appointed the Council's representatives on CDALC.

Westbourne and Southbourne Joint Burial Committee (JBC)

213. The Council received and noted the report on progress with the cemetery extension.

Letter from Chidham and Hambrook Parish Council

214. The Council noted the letter from Chidham and Hambrook Parish Council. Members supported the approach and the Chairman would write a letter of support to Chidham and Hambrook Parish Council.

District Councillors' Report

215. The District Councillors' report was received and noted.

Neighbourhood Plan Steering Group

216. The Steering Group had met on 20 October and 3 November 2020 to consider the responses to the Regulation 14 consultation and on master planning.

Southbourne Environment Group

217. The Group was working on a newsletter and looking at dates for litter picks in 2021; dividing the parish up for volunteers to carry out tree surveys and considering applying for the urban tree fund.

Items for Future Meetings

218. None.

Date of Next Meeting

219. 8 December 2020

Chairman

The meeting closed at 10.15 p.m.

8 December 2020

Chairman's Report and Council Update

Chairman's Report to Southbourne Parish Council

8th December 2020

Via the Bournes Forum Lyn Hicks extended an invitation to the other Bournes Parishes to consider jointly contracting / employing workers to assist with work that several of us require or may require in future. It is early days but there have been several positive responses and suggestions.

A big thank you to Chris, Graham, Jim and Neil for stickering our bins to make clear that dog poo bags can be taken.

Thanks also to Amanda and Lyn for their work on preparing submissions on behalf of the Parish Council to the Village Magazine and the new Border Times. It is the intention to contribute to both on a monthly basis to improve communication with residents using all channels available to us.

Council Update

Village Signs -An indicative quote has been received for the village signs from one contractor that the cost per sign is £110. What is more difficult is finding someone who can both provide and install the signs. It is therefore proposed to go with a contractor who can do both and there is one firm referred to the Parish Council by the County Council. Members will recall that the Council delegated the Clerk in consultation with the Chairman to agree the quote. A site meeting with a County Highway engineer is being arranged to confirm the exact location of each sign to ensure they comply with the legislation.

SIDS – One SID has been checked remotely with Westcotec and they advise that the SID should be working correctly. It will be tried again in the next cycle. The Clerk has also tried to download data from a second SID but there are problems communicating through Bluetooth to the laptop and a further call to Westcotec is needed.

8 December 2020

Southbourne Fields Allotments

Allotment Sheds and Bases - Miller Homes have quoted for 2 sheds and bases for the two additional allotments at the cost price of £1750 with no charge for labour.

Recommended that the quote from Miller Homes of £1750 be accepted.

Quotes have been received from two contractors to install timber edging to help define the new allotments:

Contractor A - £1686

Contractor B - £2650

Recommended - that the quote from Contractor A be accepted.

Tenancy Agreement – To consider the attached tenancy agreement for the allotments at Southbourne Fields. The annual fee is being considered by the Finance and General Purposes Committee on 3 December 2020 (see agenda item 8). The draft agreement is based on a NALC template for allotment tenancies. As part of the tenancy it is proposed that tenants will in due course become part of an Allotment Association who would run the allotments on behalf of the parish. In the meantime, the allotments will be run by the Parish Council. It is suggested that this agreement is reviewed by a solicitor before allocation of allotments.

Recommended – (i) that the draft tenancy agreement be approved for review by a solicitor before allocation of allotments.

(ii) The annual fee to run from 1 April to 31 March.

Allotments Waiting List – There are 25 people currently on the waiting list and it is proposed that, once the tenancy agreement is finalised, they are offered an allotment on the basis of first come first served to residents within the Parish of Southbourne with the remainder being held on a waiting list.

Recommended – that the allotments be offered on a first come first served basis to residents within the Parish of Southbourne.

Robin Davison
Clerk to the Council

DRAFT

ALLOTMENT TENANCY AGREEMENT

FOR SOUTHBOURNE FIELDS ALLOTMENTS

- 1.1 **THIS AGREEMENT is made on the [insert date] day of [insert month] 20 [complete] between** Southbourne Parish Council ("the Council" or "SPC") of The Village Hall, First Avenue, Southbourne, West Sussex, PO10 8HN and [insert full name of tenant] of [insert tenant's address] ("the Tenant", "you", "yours" or "yourself")

2 WHEREBY IT IS AGREED as follows:

2.1 Agreement to let, description of allotment and term

The Council shall let to the tenant the Allotment Garden situated at [insert full postal address] and referenced as [insert number] in the Council's Allotment Register ("the Allotment Garden") [outlined in red for identification purposes only on the plan attached].

The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the [insert date] day of [insert month] 20 [complete] [and thereafter from year to year] unless determined in accordance with the terms of this tenancy.

2.2 Rent

- 2.2.1 The tenant shall pay the Council the yearly rent of £ [insert amount] payable in advance from the date stated in clause (1) of this Agreement up to 31st March 2020 (but a pro rata payment if this period is less than a year) and on each anniversary of that date you agree to pay for the following year (or years) such increased yearly rent as the Council requires (but subject to Section 10(1) of the Allotments Act, 1950) and gives you previous written notice, but a proportionate part if this tenancy extends over part of a year.
- 2.2.2 All invoices are due for immediate payment.
- 2.2.3 If for any reason the invoice is not paid immediately, a reminder shall be sent after 28 days.
- 2.2.4 If the rent remains unpaid for a period of not less than 40 days, the tenancy shall be automatically terminated.
- 2.2.5 The rent currently in force will be subject to annual review by the Council.

3 Details of the tenancy

The tenancy is subject to the Allotments Acts 1908 and 1950 and also the following conditions. You agree with the Council to observe and perform the conditions set out below:

3.1 Alienation

3.1.1 Tenant shall not sublet or assign or part with possession any part of the allotment plot. It must be noted that sharing an allotment with someone else does not confer any rights to that person, the tenancy remains with you and on its surrender is offered to the next person on the waiting list.

3.2 Use and conduct

3.2.1 The tenant shall use the plot as an Allotment and Leisure Garden only, wholly and mainly for the production of vegetables, fruit or flower crops for consumption or enjoyment by the tenant and his/her family and for no other purpose and not for profit.

3.2.2 The tenant shall not enter onto any other plot at any time without the express permission of that plot holder.

3.2.3 Any children that accompany the plot holder or any persons accompanying the plot holder may not at any time enter onto another plot without the express permission of that plot holder. The plot holder has full responsibility for the actions of children and others entering the site with his or her permission.

3.2.4 The tenant must not cause any nuisance or annoyance to other plot holders or neighbouring residents of the allotment site and must conduct themselves appropriately at all times.

3.2.5 The tenant shall observe additional rules that the Council may make or revise tot the regulation and management of the allotments.

3.2.6 The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.

3.3 Cultivation

3.3.1 The tenant shall keep the allotment reasonably free from weeds, properly cultivated and in a good state of fertility all year round. Properly cultivated means that all of the plot is being worked all year round. The area of the allotment occupied by the shed and its base remains exempt from this requirement to cultivate.

3.3.2 Within the first three months of the tenancy 25% of the plot must be under cultivations with crops. This is discretionary on the condition of the plot at the time of tenancy agreement and time of year the plot is let. After three months it must be seen that the plot is regularly tended to and showing signs of progress. The remainder of the plot must be under cultivation with crops within twelve months.

3.3.3 The tenant must notify the Council of any change in circumstance which might temporarily prevent cultivation of the plot such as prolonged holiday, accident or illness.

3.4 Allotment Boundaries

3.4.1 The tenants must not infer in any way with the timber edgings delineating the plots.

3.4.2 The tenants shall ensure that all planting does not invade into neighbouring plots.

3.4.3 Due to the size of the plots the planting of hedges or trees other than dwarf trees will not be permitted.

3.4.4 The tenants shall maintain all planting on the allotment plot on a regular basis.

3.4.5 Tenants are required to ensure that the number of the plot on the shed is visible at all times.

3.5 Green Waste, bonfires and rubbish

- 3.5.1 Tenants shall compost all green waste on their plot in self-built or ready-made containers kept within the curtilage.
- 3.5.2 All refuse emanating from allotment cultivation that is not compostable must be removed and disposed of offsite.
- 3.5.3 The allotment plot must be kept clean and tidy, which means that this plot must be kept free of rubbish, sheet plastic and old carpet, plastic bags, plastic pots and other such containers that are no longer being used on the allotment.
- 3.5.4 The tenant must not deposit or allow other persons to deposit on the allotment garden any refuse or decaying matter (except manure and compost in such quantities as may be reasonable required for use in cultivation).
- 3.5.5 Bonfires are not permitted on the allotments.
- 3.5.6 The tenant must not cut or prune any timber or trees or take away or sell or carry away any mineral, gravel, clay, sand or earth without first obtaining the permissions of the Council.

3.6 Environment

- 3.6.1 The tenant is to use their best endeavours to garden organically and encourage biodiversity.
- 3.6.2 The use of pesticides and insecticides should be kept to an absolute minimum and tenants must ensure that they are not left unattended at any time.
- 3.6.3 The use and storage of chemicals must be in compliance with the Control of Pesticides Regulation Act (amended 1997).
- 3.6.4 If using such pesticides and insecticides, the tenant must take all reasonable care to ensure that wildlife and planting in adjoining plots are not adversely affected.
- 3.6.5 The tenant must respect all wildlife that inhabits the allotment and not to harm any species in any manner that is in violation to the Wildlife & Countryside Act 1981.
- 3.6.6 The tenant shall practice water conservation techniques including utilizing covered water butts attached to the shed and to consider mulching as a water conservation practice.

3.7 Structures

- 3.7.1 Each plot has a pre-erected shed on a concrete base and these cannot be removed. Written consent for any external treatment to the outside of the shed to be obtained from the Council.
- 3.7.2 Written consent is required from the Council to erect or place any additional structure on the allotment including a small greenhouse or polytunnel. The size of the plots limits the practicalities to erecting any large structure and discretion will be exercised by the Council as to the suitability of any proposals.
- 3.7.3 Written consent from the Council is required to plant any trees which must be of dwarf root stock.
- 3.7.4 Permission to erect any additional structure will only be granted if all stipulations in the consent form are met, and on the condition that the structures will be well maintained and that they do not interfere with neighbouring plot tenants.
- 3.7.5 Where appropriate the use of guttering to collect rainwater in one or more water butts is encouraged.

- 3.7.6 The Council can order the removal of any structure that has not been approved or is not kept well maintained.
- 3.7.7 The tenant must remove from the allotment garden any broken or vandalised items such as glass from the greenhouses and cold frames.
- 3.7.8 Tenants must be aware that anything that is placed on the allotment is not covered against theft vandalism or storm damage. The Council is not liable for loss or damage to property.
- 3.7.9 The tenant must not enclose the plot with any form of fencing or use barbed wire in any circumstance.

3.8 Livestock

- 3.8.1 Written permission is required from the Council to keep hens or rabbits on an allotment. Application forms are attached to this agreement.
- 3.8.2 Consent will only be given provided that the livestock is not prejudicial to human health or animal welfare or a nuisance to surrounding plot holders or residents. Application forms are attached to this agreement and stringent animal welfare conditions apply.
- 3.8.3 Minimum standard in the Council guidelines for keeping hens and rabbits on allotments with regards to housing, food, water, animal husbandry, health and welfare must be met.

3.9 Dogs

- 3.9.1 No animals are to be brought into any allotment garden, except for dogs on leads.

3.10 Adverts

- 3.10.1 Tenants shall not erect any notice or advertisement on the allotment, the fence or on the gates to allotment gardens.

3.11 Car Parking

- 3.11.1 Tenants should ideally park in the designated car parking area.

3.12 Security

- 3.12.1 The tenant is responsible for keeping the entrance gate closed and located after entering and leaving the allotment site.
- 3.12.2 The allotment key must be returned to the Council at the end of the tenancy.
- 3.12.3 The Council has the right to refuse admittance to any person other than the tenant or member of their family, unless accompanied by the tenant or member of the family.
- 3.12.4 In the unfortunate case of vandalism or thieving on the allotments the Council cannot be held liable.
- 3.12.5 The tenant shall not cause a nuisance to other tenants or neighbouring properties.

3.13 Tenant's Circumstances

- 3.13.1 Prospective tenants must be residing in the Parish of Southbourne to be offered a plot or in order to go on the waiting list for a plot to be offered.
- 3.13.2 The tenant shall reside in Southbourne Parish during the tenancy.

- 3.13.3 Allotment residents will only normally be entitled to one plot per household.
- 3.13.4 The tenant must inform the Council immediately of any change of address.
- 3.13.5 Any notice given by the Council in respect of this agreement shall be sufficient if sent by post to the last known address of the tenant.

3.14 Disputes

- 3.14.1 Any dispute between yourself and another allotment holder or adjoining householder shall be referred to the Council whose decision on the matter shall be final.

4 Enforcement of the tenancy

- 4.1 For the purposes of management and maintenance the officer of the Council or appointed agent can at any time enter the allotment garden to carry out plot inspections.
- 4.2 If this tenancy is breached the **28 Day Notice to Quit Enforcement Process** is started.
"Enforcement Notice 1" is sent to the tenant through the post. This notice requires the tenant to contact the Council to state their intention to continue with the plot and then remedy their breach of the tenancy within 14 days. The Council will inspect the plot after 14 days to ensure that the breach is remedied. If within 14 days the tenant does not respond either by remedying the breach or contacting the Council to discuss any extenuating circumstances then the Council will send through the post an "Enforcement Notice 2" giving the tenant a further 14 days to remedy the breach of tenancy or advise of any extenuating circumstances. If within the further 14 day period the tenant does not respond either by remedying the breach or contacting the Council to discuss any extenuating circumstances then the Council will automatically terminate the tenancy.
- 4.3 The 28 Day Notice to Quit Enforcement Process can be stopped at anytime providing the breach of tenancy is remedied.

5 Termination of the tenancy

- 5.1 The tenancy of the allotment plot shall automatically cease in any one of the following circumstances:
 - 5.1.1 The death of the tenant.
 - 5.1.2 On the rent or any part of the rent being in arrears for more than 40 days.
 - 5.1.3 If the tenant has not responded to the Council or remedied their breach of tenancy during the 28 Day Notice to Quit Enforcement Process.
- 5.2 A Termination letter will be sent to the tenant stating the reasons why the tenancy has been terminated and that they have 10 days to remove their belongings (gardening tools, shed greenhouses, etc. unless otherwise agreed by the Council) and any crops from the plot and return the key and tenancy agreement to the Council.
- 5.3 The tenant must be available to meet the council for one final inspection if required.
- 5.4 Only when the Council is satisfied that the plot has been left tidy, free from excessive weeds and general waste will the Council the agreement.
- 5.5 In the event that the tenant refuses or is unable to undertake the work necessary to return the plot with all possessions and rubbish removed first the

Council will do the necessary work and reclaim the costs incurred from the tenant.

- 5.6 The Council will not reimburse for crops that remain on the plot after the tenancy has ended or for any improvement made to the plot.
- 5.7 The tenancy of the allotment garden shall determine on the Council giving one month's notice if the conditions of the tenancy are breached and whenever the tenancy or right of occupation of the Council terminates.
- 5.8 If the tenancy shall be in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid. The termination of the tenancy by the Council in this instance or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
- 5.9 The tenancy may be terminated by the tenant by serving on the Council not less than two month's written notice to quit.
- 5.10 The tenancy may be terminated by the Council serving on the tenant not less than twelve months written notice to quit expiring on or before the 6th Day of April or on or after the 29th day of September in any year.

6 Tenancy review and amendments

- 6.1 The Council reserves the right to review and amend if necessary the forgoing rules and regulations at anytime.

7 IN WITNESS whereof the Council and the Tenant have executed this Agreement as a Deed the day and year above appearing

SIGNED as a Deed by the duly authorised officer of SOUTHBOURNE PARISH COUNCIL

.....

SIGNED as a Deed by the said

.....

Allotment Holder

Southbourne Parish Council – Tue 8th Decemember 2020

District Councillors' Report
Tracie Bangert & Jonathan Brown

COVID-19 Business Support

Businesses that have had to close during the second lockdown can now apply for the Local Restrictions Support Grant and the Additional Restrictions Grant through the CDC website: www.chichester.gov.uk/covidbusinesssupport.

Overview and Scrutiny Committee: The Future of Chichester Market

I have been asked to join this Group, and have agreed. At the time of writing it has not yet met. (TB)

Health & Social Care

I brought up the question of both the rates of vaccination for babies and children during Covi-19, and there were no concerns. More significantly, I asked about the growing anti-vaccination movement which could derail vaccination against Covid-19. This will be met with a strong campaign to get people aboard. (TB)

Planning Committee: Prinsted Care Home Expansion

I raised an objection to this planning application in my role as District Councillor. (Amanda Tait and Robert Hayes also spoke against it at the same meeting). Sadly however permission was granted by the committee. (TB)

Holding Southern Water to Account

Both of us supported a motion put by Cllr John-Henry Bowden (Chi West) to full Council which put on record members' serious concerns with the performance of Southern Water. In particular their inability to be honest about their limitations re: connecting new developments, doubt about whether they can deliver the required level of capacity to support all the proposed new housing development and the fact that five of their ten Wastewater Treatment works in this area are at risk of inundation from rising sea-levels due to Climate Change. The motion called for the leader to write to OFWAT (Southern Water's regulator) urging them to take action.

I submitted an amendment which I hoped would improve scrutiny of Southern Water at District Council level, in which I called for an elected member to join the Water Quality Group (an inter-agency officer working group) as an observer. Unfortunately this was opposed by officers and the Cabinet and as it was clearly not going to pass I withdrew my amendment having secured the Chief Executive's commitment to require the opaque WQG to report to the Council's Development Plan and Infrastructure Panel. As my amendment was withdrawn rather than defeated, I will be able to bring this issue back to full Council should we not see any measure of improved transparency. (JB)

Southbourne Infrastructure Requirements in the Local Plan

Following a briefing for all members on the new proposed housing distribution (the number for Southbourne remains the same as previously: 1250 in the plan period), I arranged a meeting between myself and Adrian Moss (Lib Dem Group Leader and one of the members of Harbour Villages Ward) and Andrew Frost and Toby Ayling from CDC Planning Dept. During this lengthy meeting we made plain our very serious and long-standing concerns about the need to properly address waste-water treatment provision and the need for a realistic (rather than flawed desk-top) view of the transport impact on Southbourne of all of the proposed housing. At the time of writing a further meeting is being set up with Tracie, myself and Roy Briscoe (Cabinet member and representative of Westbourne) to discuss the long-awaited District-wide Transport Study. (JB)

Conference: 'The Climate & Ecological Emergency: Taking Action Together'

On 13th November I attended this all-day conference for local government representatives organised by Climate Emergency UK (who have run a series of excellent training and informative seminars this year). I will be taking many ideas back to feed into the CDC Climate Action Plan. (JB)

Subsidised New Tree Scheme

The District Council has recently been invited to join a project, coordinated by Defra and funded by the Treasury which will investigate ways to increase the numbers of trees outside woodlands. This is likely to involve a new subsidised tree scheme within the District, hopefully leading to the planting of tens of thousands of trees. The project will also investigate how different management techniques impact on the numbers and survival of trees within hedgerows. The project will involve the recruitment of a new Project Officer and it is hoped it will officially launch December 2020/January 2021, although due to the time taken to secure a supply of trees, free or subsidised trees under the scheme are unlikely to be available until winter 2021.

Decarbonising Transport / Joining WSCC EVCP Strategy

I called in the decision by Cabinet to not join the WSCC electric vehicle charge point strategy, on the grounds of: 1) failing to properly consider consult with the relevant parties, 2) the possibility of significant harm / loss of influence, and 3) it running contrary to CDC's declaration of a climate emergency and undermining the objectives in the draft Climate Action Plan. The Overview and Scrutiny Committee accepted my argument and required Cabinet to reconsider. They are due to do so in December. (JB)

Recycling Reminder

CDC are continuing to remind residents of the three simple rules to successful recycling which are, keep it CLEAN, DRY and LOOSE.

- CLEAN - free from food and drink leftovers - a quick rinse will usually do.
- DRY - keep your recycling bin lid shut – soggy paper and cardboard can't be recycled, cause other items to stick to them i.e. broken glass, and can clog up machinery when sorted.
- LOOSE – not tied up in plastic bags.

For advice on what can be recycled over the Christmas period see:

www.westsussex.gov.uk/land-waste-and-housing/waste-and-recycling/recycling-and-waste-prevention-in-west-sussex/recycling-a-z/

Chichester & District Cycle Forum

I occasionally attend this group's meetings and did so this month to seek clarification on an apparently new 'ChEmRoute' cycle scheme. (A minority group within the Cycle Forum have concerns that the Engagement Document produced with the Bournes Forum and endorsed by the Parish Council is not ambitious enough. Their alternative proposals do not go into much detail, particularly with regards their plans for the A259's connection with the Fishbourne Roundabout.) There was broad agreement that the implementation of the Pop-Up Cycle Lanes by WSCC had been a disaster, likely to set back moves towards more sustainable transport. They were rushed in with no consultation with cyclists and faced a predictable and not unjustified backlash. Rather than attempt to fix the lanes – even the ones widely deemed to be the most popular / successful, they are all being removed and it is unlikely West Sussex will see further investment as the next tranche of money becomes available. (JB)

Bourne Community College

The Bourne Community College opened up their new STEM (Science Technology Engineering and Maths) facility and they have been working with Stannah Stair Lifts who have sponsored their green power car project. The BCC is also collaborating with the Royal School of Engineering. They had a virtual open evening for Year 6 parents and carers, including a virtual tour of the school. Next month I have been asked to interview the Head of RE, Phil Harper, as part of my Governor's responsibility. (TB)

Civilian Military Partnership

I arranged for Jon Robinson, welfare support officer at Thorney Island, to speak to the CMP about his role. His talk was very well received. I am continuing with my report on loneliness, working with Trevor Leggo, CEO of SSALC, and conducted an interview with the wife, Alice Lane, of the CO of 16 Regiment RA. Alice is also a Governor at the Bourne Community College, representing Thorney Island. Trevor and I also interviewed the Civilian Military champion who works for the DWP at Worthing Job Centre, and one of her colleagues. (TB)

Voluntary Action Arun & Chichester (VAAC)

Lyn and I, along with three members of Westbourne Parish Council, attended a VAAC training session and discussed our community work, particularly during lockdown. (TB)

Tuppenny Barn

Tuppenny Barn are preparing Christmas boxes for 20 families; the boxes will include a complete Christmas dinner and any donations would be gratefully received (see www.tuppennybarn.co.uk or contact me). Five of the families are from the Young Carer's Group, Sunflowers, who attend from the Bourne fortnightly. (TB)

Park Community School, Leigh Park

Lyn Hicks, Mike Magill and I attended a virtual meeting with the manager of the School and Head, Christopher Anders. They have an award-winning catering service run by Stephen Cross, a local man who was once chef at Windsor Castle, providing imaginative and quality food to the pupils (50% uptake, when 25% are on free school meals). They have some 80 pigs and grow fruit and veg. They have outside catering services and a relationship with Tuppenny Barn (food for TB and children visit TB). I have now arranged for Yvonne Watkins, Head the Bourne Community College, to visit Park Community School in January to explore these ground-breaking ideas. (TB)

Local Councillor Network in Support of Electoral Reform

I joined the first meeting of Local Councillors from across the political spectrum to further efforts to reform the UK's electoral system. It was organised by Make Votes Matter with the aim of lobbying for change according to the principles of the Good Systems Agreement. These include proportionality, voter choice, accountability, voting simplicity, etc. Scotland and Northern Ireland already use the Single Transferable Vote (STV) for local elections and Wales has just introduced a law enabling local government to switch to this system too. (STV retains the constituency link and the personal vote that our current system has but makes all votes count equally.) Further information on the Good Systems Agreement can be found here: www.makevotesmatter.org.uk/good-systems-agreement. (JB)