

## **SOUTHBOURNE PARISH COUNCIL**

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8 April 2021

Dear Sir / Madam,

You are hereby summoned to a Meeting of Southbourne Parish Council on **Tuesday 13 April 2021 at 7.00 p.m.** The meeting is being held in accordance with the Coronavirus Act 2020\*. Please [Click here to join the meeting](#)

Please note that this meeting will be recorded from the start.

Robin Davison  
Clerk to the Council

### **AGENDA**

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests.**
3. **Minutes** – of the meeting held on 9 March 2021
4. **Resignation of Mr Alan Feltham and Notice of Election**

To note the resignation of Mr Alan Feltham from the Parish Council. An election has been called to fill the casual vacancy and will be held on 6 May 2021. The [Notice of Election](#) has been posted on the parish noticeboards and the Council's website.

5. **Chairman's Report & Council Update**
6. **Open Forum**
7. **County Councillor's Report** – To receive the attached report.
8. **Southbourne Parish Neighbourhood Plan 2019-2037 Submission Plan**

(a) Report by Chairman - There was some 'interesting' discussion between the Chairman and CDC officers on what was required of CDC before the Regulation 16 public consultation could start. Thankfully that has now been resolved and Southbourne's Neighbourhood Plan will begin consultation on Thursday 8th April.

I must thank the Clerk for getting all of the necessary documents onto our website and the members of the Steering Group's 'Core Group' for their further substantial efforts in helping with this and in responding to CDC requests for clarifications

and/or amended documents. During what was a very stressful period I am very grateful indeed for that help and for not having to worry about it myself.

I don't anticipate there being a great deal for us to do now until the consultation is complete, with the exception of offering advice to officers at CDC's Planning Department on the potential impact of planning applications that may be considered.

Jonathan Brown, Chairman

(b) Regulation 16 Consultation - To note that in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, consultation by Chichester District Council on the Southbourne Parish Neighbourhood Plan 2019-2037 Submission Plan began on 8 April 2021 and ends at **5pm on Thursday 3 June 2021**. The Consultation is available on the Chichester District Council's [website](#) (note - scroll down to 'Southbourne' to view the consultation). A copy of all the consultation documents and supporting evidence is also available on the Parish Council's [website](#).

## 9. **Parish Council Meetings in Person**

There will be an update on the understanding of the requirements to meet in person from 6th May and what the implications are for the Council. Members will also be asked to consider expressing support for the Hertfordshire County Council and Local Government Association's application to the courts to declare that Councils already have the powers needed to hold online meetings.

See the LGA statement and further info here: [www.local.gov.uk/lga-statement-virtual-council-meeting-powers-not-being-extended](http://www.local.gov.uk/lga-statement-virtual-council-meeting-powers-not-being-extended)

## 10. **Finance**

(a) Southbourne Parish Grant Applications – To consider the report of the Clerk.

(b) New Homes Bonus Allocation – To note that District Council has advised that Southbourne Parish Council can apply for £43,162 of New Homes Bonus for 2021/22. Details of the deadline for application are awaited although it is normally by the end of June each year.

Possible options for this allocation:

(i) The pavilion refurbishment in place of the previously agreed use of CIL although this would delay the refurbishment until the autumn 2021 at the earliest

(ii) Improvements to the fencing along Park Road and the access road to Bourne View Close.

(c) Expenditure – To note the expenditure since the last meeting.

(d) Balances – To note the bank balances as at February 2021

**11. Staffing Report**

- (a) Report of the Staffing Committee
- (b) Amendments to the Complaints procedure

**12. Southbourne Parish Council Outliers Initiative**

To receive reports on the Outliers Initiative.

**13. Recreation Advisory Committee**

To receive the minutes of the Recreation Committee held on 23 March 2021.

**14. Project Plan**

To note the position regarding the Council's projects.

**15. District Councillors' Report** – To receive the attached report.

**16. Southbourne Environment Report** – To receive a report on the last meeting.

**17. Date of Next Meeting** – The Annual Council meeting will be held on 11 May 2021 at 7pm.

**18. 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**

**19. Grievance**

**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'. 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](mailto: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 in the public session of a meeting 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 9 March 2021 at 7.00 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

### **Apologies for Absence**

291. Mr Feltham and Mr Hayes.

### **Declarations of Interest**

292. None

### **Minutes**

293. Resolved - The minutes of the meeting held on 9 February 2021 be approved as a correct records subject to Minute 268/21 - deletion of the second "minor" and 279/21, delete "not".

294. Resolved - The minutes of the extraordinary meeting held on 23 February 2021 be approved as a correct record.

### **Chairman's Report and Council Update**

295. Members noted that Stein Road would be closed from 9-13 April 2021 for roadworks between Lodgebury Close and New Road. Access would be maintained for residents and emergency vehicles.

296. The PCSO had reported a number of incidents of vehicle tampering but there had been a lack evidence to be able to prosecute anyone. Hampshire Police had made an arreOpst recently for a similar incident.

297. The PCSO would be patrolling the Recreation Ground at regular intervals given the recent incidents of anti-social behaviour.

298. The Clerk would write to the PCSO requesting his attendance at a future meeting.

### **Open Forum**

299. It was noted that a recent meeting of the Bournes Forum Roads Working Group had discussed the problem of speeding on the A259.

## **Southbourne Parish Neighbourhood Plan (SPNP) Review 2019-2037 Submission Plan**

300. The Chairman was pleased to report that the Submission Plan had been sent to Chichester District Council. There was some work to finalise on the Submission Plan web page and this would be completed and published in the next few days. The Chairman thanked everyone who had been involved in the development of the Submission Plan.

### **Model Code of Conduct**

301. It was noted that Chichester District Council's Monitoring Officer was recommending that parish councils in the District adopt the new Model Code of Conduct prepared by the Local Government Association and the National Association of Local Councils and which the District Council was itself adopting. This would replace the current Code of Conduct.

302. Resolved – that Southbourne Parish Council adopt the model Code of Conduct.

### **WSALC AGM**

303. The Chairman thanked Mrs Bangert and Miss Tait for their attendance at the AGM. Following that meeting, Miss Tait had attended a meeting regarding the future direction of WSALC. It was noted that there was momentum for change to be made to WSALC and the Chairman advised caution about leaving WSALC as some parishes had done. Miss Tait commented that the CDALC was rewriting its constitution and Members suggested that the representative who was appointed to the Chichester Harbour Conservancy should report back to CDALC on the work of the Conservancy on a regular basis.

### **Recording of Virtual Parish Council Meetings**

304. The Council considered whether to record future virtual meetings of the Parish Council. It was noted there was no requirement to do so or indeed to 'webcast' meetings. However, Members agreed that it may be beneficial to record meetings and many parish councils were already doing so. Webcasting of meetings may need further investigation into the practicalities of doing so.

305. Resolved – (i) that future virtual meetings of the Parish Council be recorded and  
(ii) that in principle the webcasting of meetings be supported.

### **Proposal for Southbourne Parish Council Outliers Initiative**

306. The Council received and considered the report on the outliers initiative.

307. Resolved – that the initiative be supported and reports be made for Council on 13 May 2021.

### **County Councillor's Report**

308. The report was received and noted. In addition, the Council noted that proposed meetings between individual Parish Councils and Highways England would not now be held in March 2021 because of the HE bidding for funding and tendering for design partners. Work however was ongoing with ChEm route proposals so that residents could understand what was being planned. A decision by the Cabinet Member for Highways was expected this week on whether a TRO for Prinsted would be promoted. Mr Magill encouraged everyone to respond to the consultation on Early Help.

### **ChEm Route**

309. Work was ongoing on the proposals for the ChEm Route and this was supported by the Council. It was noted that there would need to be some compromises along the route. However, members expressed concerns that cyclists and pedestrians did not mix.

The meeting adjourned for five minutes and resumed at 8.10 p.m.

### **Children and Vulnerable Adults Policy**

310. The Council received the proposed policy for adoption. Mrs Bangert said she had attended a meeting of the Chichester District Youth Cabinet and had been impressed by the range of issues covered, including mental health.

311. Resolved – that the Children and Vulnerable Adults Policy be adopted.

### **Project Plan**

312. The project plan was received and noted. Miss Tait, Mr Redman and the Clerk would discuss planting for the triangle of land at the Recreation Ground.

### **Postal Address**

313. The Council received the proposed letter to send to the Post Office regarding the removal of Emsworth from the postal addresses for Southbourne.

314. Resolved – that the Clerk send the letter to the Post Office.

## Finance

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

Expenditure		
Vision ICT	Invoice 12567	£60.00
Vision ICT	Invoice 12581	£21.60
Vision ICT	Invoice 12677	£270.00
JDS	Invoice 3256	£952.30
RCOH Ltd	Invoice 951	£3,300.00
Royal Haskoning	Invoice 1078347	£2,358.00
Emsworth Corp Planning	Invoice 1555	£180.00
Elite Playground Inspections	Invoice EPI 21-21	£56.70
Surrey Hills Solicitors	Invoice 4755	£630.00
Gale.0.00 Tree Consultancy	Invoice 4925	£385.00
Staff	Salary, Expenses & Pension (DD)	£3,914.72
Viking	Invoice 771004	37.13
	Total	£12,165.45
Transfer from Savings Account	For current payments	£12,165.45

316. Licence with the Village Hall Management Committee – the Village Hall Management Committee had requested the Parish Council to agree a licence for the occupation of the office. The Clerk would circulate a copy to members.

317. Resolved - that the Clerk be authorised to sign the licence.

## District Councillors' Report

318. The report was received and noted. Members thanked Mrs Bangert for her report on the Baker Barracks.

## Southbourne Environment Group (SEG)

319. The report was received and noted. The Clerk would discuss the proposed new terms of reference with the Chairman and the Chairman of SEG. A working party was planned to cut back the overgrowth around the Inlands Road signs on Main Road. A full risk assessment had been undertaken and volunteers would be wearing masks and gloves.



### **Date of Next Meeting**

320. The next meeting would be on 13 April 2021.

321. The Annual Parish Meeting of electors would be held virtually on 18 May 2021 unless Government regulations changed requiring meetings to be held in public and in which case the meeting might need to be moved to a later date.

### **Exclusion of the Press and Public**

322. Resolved - 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.

### **Payments for Council Services**

323. The Council received the report by the RFO regarding payments for Council services.

324. Resolved – that the recommendations contained therein be approved.

### **Legal Support**

325. The Council received the report by the Clerk regarding legal support.

326. Resolved – that the recommendations contained therein be approved.

Chairman

The meeting closed at 9.30 p.m.

### **County Councillor Update – Bourne Division**

**6<sup>th</sup> April 2021**

#### **COVID –**

As we progress through the lifting of certain restrictions I am keeping a close eye on the number of cases in the area to ensure that our residents remain safe and as many people can be made aware of any uplift in cases.

I would normally give an update of cases in West Sussex and Chichester but with these papers going out a week in advance I will update on the night. At the time of writing that has been a drop in cases this week compared to last which is positive and will hopefully continue.

There is a great interactive map where you can zoom down to Parish level to see number of cases in each area, I have included the link below. When I looked today, the whole of the Bourne Division is classed as “suppressed” which means there are less than 3 cases in each area – long may this continue.

<https://coronavirus.data.gov.uk/details/interactive-map>

#### **Chem Route –**

I have had ongoing discussions with Lyn about this and so won't go into too much detail as she has been fantastic and proactive. The Bourne's Forum, through Lyn, have registered their disappointment with the consultation process which is something I very much agree with. We are awaiting the appointment of the next consultant who will run with the main design process so I will be pushing to have a much more extensive consultation including the Parish meetings that have been promised to me.

#### **The Bourne Community College –**

I organised a meeting at the Bourne Community College to address the road safety concerns in the area and did this across the District & County Council as well as including the Headmistress. I had a last minute meeting come up that I had to attend so Tracie very kindly ran the meeting in my absence. I had spoken to the stakeholders before the meeting to let them know my views and what was expected. In short, we are looking at getting all the roads resurfaced/repared with fresh road markings throughout to make it safer for all users.

After that initial phase is complete we are planning at looking into the possibility of a one way system, in liaison with residents and the Parish Council, and a potential segregated cycle route onto Stein Road to keep children cycling away from the cars. All very positive and another long term target for us.

#### **Southbourne Postcode/Address –**

After the last Parish Council meeting, Westbourne have also agreed to contact Royal Mail about the “Emsworth” part of our address. Via Twitter I have got in touch with Royal Mail and they have sent me two letters to date. The responses so far have been disappointing, as I

think we were expecting, but I am hopeful that I am at least in dialogue with the correct person and we can come to some solution. I will update further at the meeting.

#### **Prinsted TRO –**

Having got the TRO accepted as an additional to those already selected, we are lower down on the priority list than the others so we will wait a little longer than normal – but it will still get done. The process is as follows:

- Draft scheme designed with an informal consultation with myself and the police.
- After this has been agreed as a viable scheme, it will enter into full public consultation. This consultation will take into account all comments and objections that residents raise.
- Once this has been completed it will go to the County Local Committee for the area to make a decision on how to proceed.
- Once approved, instructions will be issued to our contractors and County Secretary to make the order.

#### **Parham Place -**

I have a date in the diary for a meeting with Dominic Henly from CDC, the farmer who owns the field and Southbourne PC Clerk so the farmer can understand what is proposed and hopefully give the go ahead.

#### **Hospital Trust**

As of last week, Western Sussex Hospitals NHS Foundation Trust has now become University Hospitals Trust. Western had been managing the hospitals within Brighton and on a temporary basis to help improve the services and as it has been so successful this merger has now been made permanent. This will see no change in operational capability or services, it is more the management function, of which I remain on the Chair of Governors.

If you have any queries about this or anything else, please feel free to contact me at any time and I will of course be more than happy to help.

**Mike**

13 April 2021

**Parish Council Grant Applications 2021/22**

The annual budget for grants in 2021/22 is £8000. Two applications for grants have been received as follows:

<b>Organisation</b>	<b>£ applied for</b>	<b>Purpose and Comments</b>
Arun and Chichester CAB  Appendix A	£450	Improving our digital offer. We want to make sure that our digital services are as effective as they can be and that they enable us to, remotely, help the most vulnerable. We therefore will be using your contribution towards improving our digital offer. Depending on the total contributions received from our Towns and Parish Councils grant applications we will be looking at doing the following: website, benefit online applications, •to have a face-to-face video meeting and •be able to still contact us for free improving our IT systems, fully testing and introducing a video system accessible through our using technology to allow us to take over the client's screen to complete locating touch screens in strategic locations to allow the less IT literate Locating VOIP phones in strategic locations to allow with no money to be able to contact us for free
Age Concern Southbourne  Appendix B	£1500	40 new sturdy dining chairs, plus delivery costs New signs as the old ones fell apart so now its hard for people to know where we are Restock freezer and food cupboards as we emptied these last year We need to make the centre covid safe, signs, sanitising stations etc

**Recommended** – That the Council considers the above applications for a Southbourne Parish Council grant.

Robin Davison  
**Clerk and RFO**

## Grant Application

Capital Projects or Equipment			
<b>Organisation</b>	<b>Arun &amp; Chichester Citizens Advice</b>		
<b>Project Title and/or Equipment Required</b>	<p>Improving our digital offer. We want to make sure that our digital services are as effective as they can be and that they enable us to, remotely, help the most vulnerable. We therefore will be using your contribution towards improving our digital offer.</p> <p>Depending on the total contributions received from our Towns and Parish Councils grant applications we will be looking at doing the following:</p> <ul style="list-style-type: none"> <li>• improving our IT systems,</li> <li>• fully testing and introducing a video system accessible through our website,</li> <li>• using technology to allow us to take over the client's screen to complete benefit online applications,</li> <li>• locating touch screens in strategic locations to allow the less IT literate to have a face-to-face video meeting and</li> <li>• Locating VOIP phones in strategic locations to allow with no money to be able to still contact us for free</li> </ul>		
<b>Total Project Cost</b>	£15,000 (Estimate)	<b>Is Planning Permission Required?</b> N/A	
<b>Funding Requested</b>	£450		
<b>What other source(s) of funding are you applying to for this project?**</b>	<p>We are requesting all other Town and Parish councils to contribute towards this. We have received some grants towards this and awaiting outcome of others.</p>		
<b>£ applied for from the other source(s)?</b>	£14,550	<b>How much is your organisation contributing?</b>	£0
	<b>Successful?</b> Awaiting		
<b>Please state to what extent the organisation benefits the residents of Southbourne parish. Give details of how many will benefit</b>			
<p>During the 2019-2020 financial year we advised 153 Southbourne residents to deal with 470 issues including 202 welfare benefit issues, 57 debt issues and 5 issues related to threatened homelessness. 43% had a disability or long-term health condition and 32% were 65+. Vulnerable residents of Southbourne will benefit from the proposed improvements.</p>			
<b>Start Date</b>	1 <sup>st</sup> January 2021		
<b>Finish Date</b>	31 <sup>st</sup> December 2021		

## Appendix B

Capital Projects or Equipment			
<b>Organisation</b>	Southbourne & District Age Concern		
<b>Project Title and/or Equipment Required</b>	40 new sturdy dining chairs, plus delivery costs  New signs as the old ones fell apart so now its hard for people to know where we are  Restock freezer and food cupboards as we emptied these last year  We need to make the centre covid safe, signs, sanitising stations etc		
<b>Total Project Cost</b>	£5000	<b>Is Planning Permission Required?</b>	
		N/A / <del>Applied</del> */Received*	
<b>Funding Requested</b>	£ 1500 (anything you can offer would be gratefully received)		
<b>What other source(s) of funding are you applying to for this project?**</b>	We will apply for grants from other charities, yet to be determined		
<b>£ applied for from the other source(s)?</b>	£none as yet	<b>How much is your organisation contributing?</b>	£ 2000
	<b>Successful?</b> <del>Yes/No</del> Awaited		
<b>Please state to what extent the organisation benefits the residents of Southbourne parish. Give details of how many will benefit</b>			
We have approx. 40 members, who will all benefit from a covid safe centre, new chairs and the re-opening of the centre			
<b>Start Date</b>	April 2021		
<b>Finish Date</b>	July 2021		

Date: 24/03/2021

Southbourne Parish Council

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Time: 22:07

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 1 - Barclays Community Account**

User: CPD

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community Account	28/02/2021		2,790.65
			<u>2,790.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,790.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,790.65
		<b>Balance per Cash Book is :-</b>	<b>2,790.65</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 2 - Barclays Business Active Saver**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Business Active Saver	31/01/2021		644,261.49
			<u>644,261.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			644,261.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			644,261.49
		<b>Balance per Cash Book is :-</b>	<b>644,261.49</b>
		<b>Difference is :-</b>	<b>0.00</b>



**13 April 2021**

**Staffing Committee Report**

The Committee met on 15 March 2021 when the following matters were discussed

- ❖ Requirements for new role under way and job requirements will be put to the Council meeting on 11<sup>th</sup> May 2021
- ❖ Due to April & May work commitments it is proposed to interview and recruit in June 2021.
- ❖ Clerks' Appraisal this month followed by new objectives for 21/22 ❖ Employee objectives to be set by end of April 2021
- ❖ Term of reference (TOR) need to include Joint Burial Committee clerk
- ❖ JBC clerk line manager is to be Southbourne Parish Council clerk
- ❖ From 12<sup>th</sup> April staff will return to office Tuesday & Thursday although not open to the public

**Informal grievance procedure**

The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councilor, it may be appropriate to involve that councilor at the informal stage. This will require both the employee's and the councilor's consent.

P Thorne  
Chairman, Staffing Committee

**13 April 2021**

### **Complaints Procedure and Staffing Committee Terms of Reference**

At its meeting on 15 March 2021, the Staffing Committee agreed to recommend amending the Complaints Procedure and Staffing Committee Terms of Reference so that complaints against members of staff are heard by a Panel of three members of the Staffing Committee. The Committee also suggested changing the name of the Complaints Committee to Complaints Panel.

**Recommended** – that the amendments shown below to the Complaints procedure and the Staffing Committee Terms of Reference be approved.

Amendments/additions are shown in ***bold italics*** below. Deletions shown ~~crossed through~~.

### **Complaints Procedure**

#### **Introduction**

A complaint may be "an expression of dissatisfaction...about the council's action or lack of action or about the standard of service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council" (Local Government Ombudsman). It may also be triggered by an administrative fault such as not following procedures or standing orders, inadequate or no service, delay or making a mistake.

A complaint will be treated as a complaint against the body corporate of the Council, not as a complaint against individual members of the council.

The complaints procedure is available to residents, other individuals, organisations (e.g. charities) and unincorporated bodies (e.g. tenants' associations).

It is generally in the interests of the complainant and the Council to try to resolve the matter informally rather than through the Council's formal complaints procedure.

Other bodies have responsibility for certain types of complaint – for example:

- The District Council for a councillor's alleged breach of the Parish Council's code of conduct
- The police for alleged criminal activity

#### **Formal Complaints Procedure**

1. All formal complaints against Southbourne Parish Council (SPC) must be communicated in writing to the Clerk to SPC at the address given on SPC's website. The Complainant must have tried to resolve the complaint informally through the Clerk (or if the complaint is about the Clerk, with the Chairman) before commencing with the formal procedure.

2. The complainant must state whether or not s/he wants the complaint to be treated confidentially.

3. If the complaint concerns the Clerk, the complaint must be communicated in writing to the Chairman of SPC. ***If a complaint is about the Clerk or another member of staff a Panel of three members of the Staffing Committee shall hear the complaint in accordance with these procedures.***
4. The receipt of the complaint will be acknowledged within seven working days, together with the title of the person or committee who will be dealing with the complaint.
5. The complaint will normally be dealt with within six weeks of receipt of the complaint. If this period is to be exceeded, the complainant will receive a written explanation from the Clerk or Chairman (as appropriate). The Clerk or Chairman (as appropriate) will confirm to the complainant if the complaint will be treated as confidential and confirm the next steps in the procedure.
6. The complainant will be given the opportunity to make verbal representations (and, if s/he so wishes, to be accompanied by a friend when doing so) at a meeting of which s/he will be given reasonable notice. Before such a meeting the complainant shall provide the Clerk or Chairman with any new evidence or information relevant to the complaint and the Clerk or Chairman shall provide the complainant with new evidence or information relevant to the complaint.
7. Prior to a meeting as described above, the complainant will be given an explanation about how the meeting will proceed.
8. The complainant will be advised when a decision about the complaint is likely to be made and how and when it is likely to be communicated to them.
9. Within the timeframe specified above SPC will write to the complainant to confirm whether or not it has upheld the complaint. SPC will give its decision together with details of any action to be taken by SPC where appropriate.
10. The decision of the SPC Complaints Committee ***Panel*** is final.

**Approved: 12 July 2016**

Reviewed 11 June 2019

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## **Complaints Committee *Panel***

### **Terms of Reference**

When required, the Committee ***Panel*** shall meet to hear a complaint and comprise three members as follows:

- the Chairman:
- Vice Chairman and:
- one of the three other members nominated for this Committee ***Panel***

In the absence of the Chairman the Vice Chairman will chair meetings. In the absence of both the Chairman and Vice Chairman the chairman will be elected from the members present at the meeting.

The Committee shall consider formal complaints received in accordance with the Complaints Policy.

The Committee ~~Committee~~ **Panel** may meet in the absence of the press and public if ~~the matter~~ relates to a member of staff, or the nature of the complaint warrants it or a complainant has requested that a matter be dealt with confidentially.

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**Staffing Committee** - Additional Terms of Reference

- 7. To establish a Panel of three members of the Staffing Committee to hear complaints about staff in accordance with the Complaints Procedure.**

**13 April 2021**

**Southbourne Parish Council Outliers Initiative**

**Outliers Report Hermitage (North 1)**

**Tracie Bangert**

**5 April 2021**

Having walked around the area, the general impression is that it is clean and tidy and while the road surfaces are not perfect, they are acceptable with no large potholes. I know someone in Russet Gardens who contacts me if there are any issues around her area, but I will be visiting monthly. There were six specific issues:

1. Gravel sacks spilling onto the pavement (Penny Lane, just South of the Caravan Park), see figure below.

**Action: TB to report fly tipping to Chichester District Council (CDC)**



2. In the Morecombes Caravan Park (which is privately owned) there are two new mobile homes – the figure below shows one of them – next to one which looks as though it needs replacing. The vast majority of patches in the Park are well kept and there is no rubbish.

**Action: None.**



3. Dog waste sign at the North end of Penny Lane, recently put in place after contacting CDC. I also have a contact on Penny Land who cleans up rubbish and lets me know if there are any issues.

**Action: None**



4. Some of the trees on Southbourne Avenue, although maintained, are growing in such a way as to affect the pavement. Also, on the North side of the Eastern end of the Avenue there is a deeply rutted section of pavement. See the two figures below.

**Action: TB to report to Highways at WSCC**







5. There seemed to be an abandoned trailer in Bramley Gardens, although there was building work going on at a nearby house. I will check to see if it is still there in a months' time and then take action if necessary. See figure below.

**Action: None (yet)**



6. On the Western side of Bramley road many bushes and trees had been cut back crudely and there was building rubble underneath. See figure below.

**Action: TB to report fly tipping to CDC.**



## Outliers Report – Hermitage South

Lyn Hicks

7 April 2021

**Gordon Road:** This area looks clean and tidy with generally well cared for properties. The grass verges (WSCC?) were cut and a few of them had individual trees planted in them. At the far end of the cul-de-sac there is an entrance onto Footpath 203 there is the remains of a hawthorn hedge with very attractive flower planting. There is no litter bin but one could be placed by the footpath entrance. The only litter was blown from a skip parked outside one of the houses. There were a number of pot holes between house numbers 24 and 35. The four lamp posts belong to Southbourne Parish Council.

*Actions: Consider putting litter bin at end of cul-de-sac (**SPC**); report potholes (**LH**); check all lights work (**LH**); consider planting more trees in the plain verges (**SEG**).*



**Thorney Road:** This is a busy road with parking all down the eastern side (residents) making it alternating one way. There is a grassy bank between the road and service road but because people walk across it this would only be suitable for ground cover/small bulbs planting. There are some potholes in the service road but patching hasn't worked. At the end of the housing Footpath 203 crosses the road. The east side of the road would be an ideal place for a litter bin for litter and dog-poo bags. The hedgerows going south from the houses are strewn with litter thrown from passing cars. The hawthorn hedge along the west side of the road is trimmed vertically (by WSCC?) and some residents pay to have the hedge height cut opposite their houses to give a better view. Where Footpath 203 exits on to the west side of the road visibility is limited so maybe there should be a mirror or cut back the hedge to give better view of oncoming traffic. The lighting belongs to SSE.

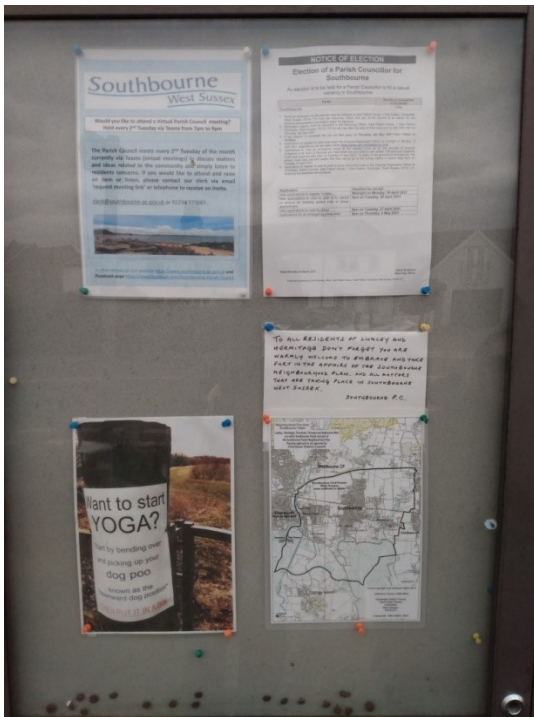
*Actions: Consider putting litter bin at east side of road by Footpath 203 (**SPC**); report potholes (**LH**); consider planting ground cover on bank (**SEG**).*





**Slipper Road:** Most of this cul-de-sac is privately owned. It is used by walkers and dog walkers accessing the Emsworth Yacht Harbour and the footpaths beyond to Thorney Island. The western side of the road is owned(?) and maintained by Slipper Mill Pond Preservation Association members and there are wooden bollards preventing parking on the grass. Footpath 203 joins the southern end of the road opposite the mill houses and the wooden footpath signpost was broken. There is one (dog-poo only) litter bin on the west side of the road. There are two (private?) street lights. There are some potholes in the public part of the road. On the Main Road at the northern end of the road is a Southbourne Parish Council notice board (looking very attractive with new posters) and a new information board put up by the SMPPA. The Slipper Residential Caravan Site was clean, tidy and well maintained.

*Actions: Report broken signpost to WSCC (**LH**); report potholes (**LH**); make contact with Fred Helmore (owner of caravan site) (**LH**).*



This is an interim report as I still have to visit Thornham and Emsworth Yacht Harbour.



**Minutes of the Recreation Advisory Committee held on**

**Tuesday 23<sup>rd</sup> March 2021 at 7.00pm**

**001/21 Apologies for Absence**

All members were present including Councillors Amanda Tait, who was in attendance to give a report on the planting scheme for the triangle of land at the Recreation Ground, and Lynn Hicks who was observing the meeting. The meeting was clerked by Caroline Davison by prior agreement with the Chair.

**002/21 Declarations of Interest**

No declarations of interest were declared.

**003/21 Triangle of Land**

Members commented on how good the triangle of land looked. Amanda Tait gave an outline of a planting scheme which for the area which she had discussed with Sarah Hughes. This proposed planting scheme included: planting climbers along the fence like jasmine and honeysuckles; shrubs like peonies and other bushy shrubs; viburnum which flowers in the spring and winter; an actual cherry tree rather than an ornamental cherry tree so that when fruits are produced they are edible for humans; lots of bulbs; lavender and rosemary. Members were all very supportive of the suggestions. It was agreed that the available budget needed to be determined. Also a supplier needed to be found who could ideally invoice the Parish Council or with whom pre-payment terms were available. Amanda suggested that SEG would be able to undertake the planting.

It was noted that the benches still needed to be installed on the paved area and at the pavilion. Neil Redman suggested a meeting at the Recreation Ground and one of the matters to discuss would be determining the locations of the benches.

(Amanda Tait leaves the meeting)

Action: - CD to determine the available budget for the planting with RD. AT to research possible suppliers and to ascertain some idea of how much the planting scheme will cost. AT to discuss with RD how payment terms might work.

A site meeting to be arranged. The location of the benches at the pavilion and paved area to be determined at this meeting.

#### 004/21 Tree Survey

The recommendations in the tree survey report were noted. One of the important items of work that needed undertaking was the removal of a dead tree from the under 8's play area and the removal of basal growth to a number of trees at eye height. The Clerk had advised that he could authorise these to be undertaken under essential emergency works. The Committee agreed that this was important to progress the works as soon as possible.

Action: Clerk to authorise contractor to undertake these works as soon as possible.  
Avoiding school turning out times for undertaking works.

#### 005/21 Signage

Bourne View Residents had asked for "No Parking" signage to be positioned along the access road to the Close and the entrance to the Recreation Ground. It was noted that there was currently a sign on the wooden fence and attached to the road sign for Bourne View Close.

Action: RD/CD To research suitable signage for installing the access road.

The ongoing problem of bins was discussed. It was agreed that it wasn't an ideal solution for the Caretaker to drag bins across from the Pavilion particularly as it was noted that she suffered from a bad back or to take rubbish home in the car or to use the bin at the Village Hall as in the past.

It was suggested that a commercial bin or bins were located adjacent to the access road to Bourne View Close where they could be emptied by CDC. This could be located on an area of hardstanding adjacent to the access road with possibly the removal of a section of fencing to facilitate access. It is important that the bins are not accessed by unauthorised users therefore it was suggested that wheelie bins might be locked within a suitable bin store or a larger bin like the one at the Village Hall could be used.

Action: RD/CD to research possible solutions and costings for the same.

Members discussed the possibility of locating a noticeboard either at the pedestrian entrance to the Recreation Ground near the main gate or on the side of the Pavilion.

Action: RD/CD to research cost of different noticeboard options for next meeting.

#### 006/21 Recreation Ground Entrance by the U8's Play Area

It was agreed that the ground around the entrance to the U8's play area is in very poor condition and a suitable pathway needs to be installed as soon as possible.

Action: RD/CD to obtain quotations for a tarmac path and grass matting around the immediate area.

Also to obtain separate quotations for other entrances, possibly the provision of grass matting or reinforcement.

#### **007/21 Pavilion**

It was agreed that a survey needed to be undertaken at the Pavilion to identify any hidden works that needed to be undertaken at the Pavilion before putting together a schedule of works to be sent out to tender for costings.

Action: CD/RD to progress with obtaining three quotations for undertaking a survey of the pavilion.

RD to provide possible funding options for the survey and for the works.

#### **008/21 AFC Southbourne**

- a) The possibility of changing the layout of the Recreation Ground to include a second pitch was discussed. Concern was raised about whether it restricted the use of the Recreation Ground for other users. Also historically there had been complaints when the pitches were in East-West orientation about balls flying over into the houses and industrial units.

Action: A site meeting to be arranged to determine whether there is sufficient space at the Recreation Ground to include an additional football pitch. CD advised that there was a digital survey measuring wheel in the Parish Office which could be used to assist measurements. Associated costs including new goal posts to be investigated.

- b) It was noted that there was the need for seeding and repairs to the goal mouths prior to the new season.

Action: RD Cost for repairs to be obtained and cost centre advised

- c) It was noted that no one seems to be aware of who installed the “dugout” to the rear of the Pavilion.

Action: RD to put a notice on the dugout requesting removal within 21 days.

#### **009/21 Adult Fitness Equipment**

Robert Hayes commented on how wonderful it was to finally see the Adult Fitness Equipment installed. Members discussed how they might wish to publicise the new fitness equipment and whether they should have someone to undertake an official opening. It was noted that this wasn't quite so easy with Covid restrictions on public events. It was agreed however that it would be positive to have some form of formal opening ceremony.

#### **010/21 Bourne View Close**

It was reported that one recent incident that had been reported was the holding of a BBQ at the Pavilion.

Members discussed the importance of installing a CCTV camera at the Pavilion when renovation works were progressed.

It was noted that the fence had been repaired by residents where it had been damaged.

A price had been obtained for repairing the access road. Members felt that the costs of these repairs should be shared between the Parish Council and residents of Bourne View Close.

#### **011/21 Dates of Future Meetings**

It was decided to schedule four meetings a year.

[Action: NR to sort the meeting schedule for the year with RD.](#)

<b>Project Plan</b>	<b>SPC projects</b>
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Project starts on: 06/01/2020								
Number	Tasks and Milestones:	Workstream	Responsible	Start Date	End Date	Actual end date	Status	RAG
1	<b>Westbourne Cemetery Extension</b>	JBC	CD/RH	01/07/2020	31/03/2021		IN PROGRESS	GREEN
1.1	Seeding	JBC	CD/RH	12/04/2021	16/04/2021		IN PROGRESS	GREEN
1.2	Reinforced paths	JC	CD/RH	01/07/2021				
2	<b>Six additional Cremation Plots CD/JBC</b>	JBC	CD/RH				DONE	
3	<b>2nd Phase Parish Lights</b>	SPC	RD	01/01/2021	31/07/2021		IN PROGRESS	GREEN
3.1	Quote Agreed		RD				DONE	
	Contract agreed		RD				DONE	
	Timescale		SEE	03/05/2021			DELAYED	AMBER
4	<b>Goal End</b>	RC	CD/NR				DONE	
5	<b>Triangle of Land</b>	RC	RD/CD/NR				DONE	
5.1	Planting to be agreed							
6	<b>Bench - Recreation Ground</b>	RC	RD/CD/NR				IN PROGRESS	
7	<b>Adult Fitness Equipment</b>	RC	RD/CD/NR				DONE	
8	<b>Tree Audit on Recreation Ground</b>	SPC	RD	01/01/2021	30/04/2021	01/02/2021	DONE	
8.1	Quote Agreed		RD	01/02/2021	31/03/2021		DONE	
9	<b>Speed Indicator Device</b>	SPC	RD				DONE	
10	<b>Community Garden/Allotment</b>	SPC	RD/RH/AT					
10.1								
11	<b>Village Signs</b>	SPC	RD/CD/PT					
11.1	Pre report to SPC	SPC	PT	01/02/2020	30/04/2020		DONE	
11.2	Site visit with Highways to agree locations	SPC	PT	01/09/2020	30/09/2020	22/09/2020	DONE	
11.3	SPC to agree nutbourne location			01/10/2020	30/10/2020		DONE	
11.4	Agree licence with highway		RD				DELAYED	AMBER
11.5	Agree contractors		RD				DELAYED	AMBER
11.6	Agree cost		RD				DELAYED	AMBER
11.7	Agree timescale with contractors		RD				DELAYED	AMBER
11.8	Pay contractors		RD				DELAYED	AMBER
11.9	End report to F&GP		RD				DELAYED	AMBER
12	<b>Prinsted Car park</b>	SPC	RD				DELAYED	AMBER
12.1	Questionnaire		PR/TB				DONE	
12.2								
13	<b>New software to support communication and document sharing</b>	F&GP						
13.1	committee to look at options		RD/JB	27/04/2021			IN PROGRESS	
13.2	Budget approval		SPC	01/12/2020	31/12/2021		DONE	
13.3								
14	<b>Recruitment</b>	SC						
14.1	To agree requirements		SC	01/02/2021	28/02/2021	15/03/2021	DELAYED	AMBER
14.2	SPC to agree requirements		SPC	01/03/2021	08/06/2021			
14.3	advert & job description		RD					
14.4	agree panel to short list and interview		SPC	08/06/2021				
14.5	interview date			w/c 28/6/21				

15	<b>Parish Council Image</b>							
15.1	Define Image & Logo	SPC	SPC					
15.2	Badge Street furniture	SPC	SPC					
	<b>Recreation Ground Fencing</b>	RAC						
16	Quotes		RD/CD	Jun-21				
16.1	Council Approval & Budget		RD/CD	Jul-21				
16.2	Contract							
16.3	Project implementation							



**Southbourne Parish Council – Tue 13<sup>th</sup> April 2021**

District Councillors' Report  
Tracie Bangert & Jonathan Brown

**New Small Enterprise Grants Scheme**

On 12 April, a new grant scheme for small enterprises across the district will be launched. The Enabling Grant Scheme will give small businesses in the district the opportunity to access funding that will help them to grow and develop. There are three types of grant – one is for capital projects; another is for website and social media projects; and the third is for start-up businesses. More info here: [www.chichester.gov.uk/enablinggrantscheme](http://www.chichester.gov.uk/enablinggrantscheme)

**Questions to the Executive at Full Council on Bus Travel**

I put forward several questions, of which one example follows, which received a positive response:

Real Time Passenger Information Screens. I am keen to see this initiative, rather than being curtailed, expanded outside the City centre. From personal experience, until lockdown, I regularly used the 700 bus travelling from Southbourne to Chichester, almost every weekday. I found the real time passenger information extremely useful as the 700 travels a long distance and services are often delayed or cancelled, particularly during peak times. From chatting to people at the bus stops, they found it invaluable for planning their time. I know that it has been argued that it would be easier to use an app on phones, but often those that use the bus do not want to take their phones out in public, as it makes them feel vulnerable. It is also a useful platform for other information, not just on Government guidelines, but also for advertising events in the City. Finally, I think it is vital for our local plan transport package of measures. Anything which encourages people to use public transport is to be encouraged. (TB)

**Overview & Scrutiny Committee**

Attended OSC meetings on 9 March, 16 March, 30 March\* & 8 April\*.

On the agenda of the first meeting was a review of social prescribing, which connects people to services in their local area, based at GP surgeries, covering medical provision, but also non-medical community-based interventions. After a successful pilot concluded in July 2020 the service has been expanded with a team equivalent to 6.5 Full Time staff, to run until March 2024. Maggie Haynes, CEO of Tuppenny Barn, attended to report on her experiences, as they run a horticultural therapy group with those attending recommended by social prescribers. The individuals who attend have mild mental health issues and when they are able to, they meet once per week, and are at present working on a sensory garden. My question was:

I have seen at first hand the success Tuppenny Barn has achieved with its horticultural therapy group, and would like to see it expanded, and also used as a model for other initiatives with similar ambition. It is relatively inexpensive, especially when measured against the savings delivered for the NHS and social services. In addition, as well as providing confidence and self-esteem for those who take part, it delivers skills that are of value for the rest of their lives.

We also had an update on the draft air quality action plan that reported where they have testing sites, mainly situated in Chichester. Air quality has improved in the past ten years. My question was:

There are a number of air monitoring stations in and around the City, and in Midhurst, but I would suggest that urgent work needs to be done looking at the air quality along the A259 between Emsworth and Fishbourne. There are two major pinch points on this route, firstly in Southbourne by St John's Church by Stein Road, which is where all the construction traffic will go for new development, which is already impeded by a level crossing. Secondly, towards Fishbourne roundabout; and if the A27 closes – which it does frequently – all traffic is diverted to the A259, creating what amounts to a car park.

On 16 March we discussed the forward plan for the next year and I suggested that we look at enforcement and the Church Commissioners, who own a lot of land around Chichester, including retail in the City; these have now been accepted.

On 30 March we met to discuss the future of the proposed Southern Gateway, which is the redevelopment of the Chichester Basin area. Plans have stalled as the Chichester Courts have now reopened as a Nightingale Court to process the two year backlog of cases. There is some talk that this may remain open for the foreseeable future, and Southern Gateway remains under review. (TB)

This report is being written prior to the 8 April meeting at which members will be scrutinising Southern Water.

\*Also attended by JB.

### **Neighbourhood Planning**

After much toing and froing (including some 'robust' debate at the Development Plan and Infrastructure Panel meeting) and with invaluable advice and support from Jon Dowty (of our consultants, ONH), officers in the Planning Department agreed to progress Southbourne's Neighbourhood Plan to 'Regulation 16' public consultation on Thursday 8<sup>th</sup> April. The consultation period will be 8 weeks. During this time our Neighbourhood Plan will gain 'weight' in the eyes of planning officers and CDC Planning Committee as a consideration when considering planning applications. There is still some way to go, but this is a very important step and it was vital that it not be delayed, as was originally proposed. (JB)

### **Southbourne Community Land Trust**

The Southbourne CLT was incorporated in December 2020. It has been established recently with the aim of making housing in the Southbourne area more affordable for local people and key workers who are an important part of our community. Its aim is to act as a long-term steward for community housing, ensuring that it remains genuinely affordable based on what people actually earn, not just for now but for every future occupier. There are 8 trustees (David Bangert – Chair, Tracie Bangert – Secretary, Jonathan Brown, Robert Hayes, Lyn Hicks, Bryan Hodges – Treasurer, Fergus O'Loughlin, Sue Talbot) and the CLT would like to present to the Parish Council in the near future. (TB).

### **Governance Task & Finish Group**

A group has been set up in response to a motion the Lib Dem group put to Council calling for a review of the way the Council includes members in decision-making. The group will be looking at ways to make governance more effective by involving members in policy-making at an earlier stage. I have volunteered to join the group. (JB)

## **Highways**

Mike Magill arranged a meeting to which I was invited to look at the issues around traffic, road surfaces and signage from Stein Road up to the Bourne Community College on 26 March. Unfortunately Mike was not able to attend due to work commitments but Lyn Hicks kindly joined us. We met the road safety officer from CDC, the buildings manager for the Bourne School, the Headteacher and the PCSO. It was suggested that all road marking and signage needed to be replaced as they are worn out or non-existent. The verges needed to be delineated into cycling and walking areas and some could possibly be repurposed for residents parking. Fencing around the school and the rec. ground were discussed and the Chair, Neil Redman is now in touch with the buildings manager at the Bourne School. The PCSO commented on the number of accidents which have occurred with children leaving the school onto the busy Stein Road. All were keen to look at solutions with Lyn and I saying that we would bring this to the attention of the Parish Council, as was pointed out the situation will only get worse as the population expands and the roads become busier. (TB)

## **Holding (Dangerous, Expensive & Difficult) Physical Council Meetings**

I have written to all members of the Council to ask for support in drafting a motion to put to Council that would criticise the Government's decision to force local authorities (including Parish Councils) to return to physical meetings despite these meetings being in breach of safety rules and requiring additional and unnecessary expenses and putting members, staff and the public at risk. I hope that if sufficient Councils raise such complaints the Government might change its mind.

These requirements are likely to cost CDC a substantial amount of taxpayers' money, are already diverting officer time from more important things, and messing with already established timetables. They will make it harder or impossible for some elected members to represent their residents (as numbers of Councillors at meetings will have to be restricted). (JB)

## **Delivering Cycle Schemes**

CDC recently approved a Chichester City Local Cycling and Walking Infrastructure Plan (LCWIP). In our previous report I referenced a budget amendment that was designed to fund the technical work on Chichester schemes to make them 'shovel ready' and eligible for funding. (There is grant funding for delivery of 'worked up' schemes, but not to do the technical design work.) My proposal was referred to officers to do further work though I confess I am not very hopeful. The Environment Panel recommended to Cabinet that CDC consider seeking funding to do work on the small number of cycle schemes not on highways land, but Cabinet declined to even consider doing this.

The LCWIP was paid for by a grant in the region of £70,000, but has next to no chance of being implemented. The Plan contains almost 20 schemes but relies upon WSCC to deliver them, and we cannot expect WSCC to prioritise more than a couple each year – and those will be picked from a pool of possible schemes put forward by all the Districts in West Sussex. I will continue to make the case for CDC working to deliver cycle schemes independently (or more likely in conjunction with new developments – an opportunity we are in grave danger of missing). (JB)

### **Coffee Pod Collection**

The UK consumes approximately 1.6 billion coffee pods per year. These plastic or metal containers are difficult to recycle without a dedicated facility and are currently handled as residual waste. Contract Services have been working with a partnership of several leading coffee pod manufacturers to include the collection of these pods to the textile and small WEEE (Waste Electronic and Electrical Equipment) collection service. Reclaimed coffee granules will be sent to an anaerobic digestion facility, with the containers also sent for recycling. CDC will be one of the first in the UK to offer this service.

### **Trawler Fishing Ban**

On 23 March Amanda Tait and I attended a Zoom meeting organised by the Sussex Wildlife Trust and attended by Ian Hendy, a senior teaching fellow at the University of Portsmouth (Blue Marine Foundation). This described the success of the new by-law which has seen trawler fishing being banned off the coast of Sussex (in an area of one hundred square miles) to allow kelp forests regrow, supported by Sir David Attenborough. Dense kelp beds stretched along the West Sussex Coast until the 1980s and provide a nursery for marine life, as well as locking up carbon in the fight against climate change. We will be following this development with interest. (TB)

### **Bournes Forum**

On 29 March Cllr Adrian Moss and I, who have been working on Harbour issues, held a meeting with 24 stakeholders. As Chair of the Bournes Forum, Lyn Hicks has written a report on this, but in brief it was extremely useful to hear the experiences of people along the Bournes coastline, and it will result in follow-up actions which will help to alleviate the issues and focus resources in the areas most at need. (TB)

### **Tuppenny Barn**

Tuppenny Barn is preparing for the return of the horticultural therapy group, and a programme is being prepared for later in the year when it will run its first City and Guilds Horticultural course for vulnerable adults. It is also preparing for the gardening sessions which will be running from May once a week for a maximum of 5 Stonepillow clients, which is a new collaboration. The Education Team organised 23 parcels to go out to Young Carers, and ran their first Easter children's outdoor workshop which included weaving with natural materials and outdoor cooking. As the Government has now agreed that schools can now visit outdoor education providers the Education Team are liaising with schools that had booked prior to the pandemic to try and get them back to site. TB is looking at trying to get together funding for schools that have over 10% of children on free school meals. The first 2 of the 3 public, socially distanced consultations for Transforming Tuppenny and the shop and community cafe project have occurred. (TB)

### **Bourne Community College**

The Governors held their annual meeting on 9 March, which was very positive. The Head and the staff reported that the pupils were adapting well to coming back to school with Covid-19 restrictions, but that every effort was being made to monitor the health and wellbeing of pupils and staff. I also attended Governor training, and have booked onto a future course. (TB)