

## **SOUTHBOURNE PARISH COUNCIL**

The Village Hall First Avenue Southbourne, West Sussex PO10 8HN

Tel: (01243) 373667 e-mail: clerk@southbourne-pc.gov.uk- Kate Bain - Locum Clerk to the Council

### **To: all members of Southbourne Parish Council**

You are hereby summoned to a meeting of Southbourne Parish Council on **Tuesday 09 November 2021 at 7pm in St. John's Church Southbourne.**

*Public & press are welcome and have a right to attend but council requests that in order to comply with covid requirements and to respect the safety of councillors; members of the public and press should contact the clerk prior to attending so that attendance numbers are kept within regulations.*


## **AGENDA**

1. Apologies for Absence
2. Declarations of Interests
3. Minutes of the meeting held 12 October 2021 & matters arising from the minutes
4. Open Forum
5. Delegation of powers to the Clerk/Deputy Clerk
6. Co-option of new Councillor
7. Finance
  - a) To note the income & expenditure since the last meeting:
  - b) To approve payments made & due
  - c) To note the bank balances at 31.10.21
8. Reports:
  - (a) District Councillors' Report(s)
  - (b) PCSO Report (Baylee Reed)
  - (c) Parish Council Reports:
    - (i) Finance and General-Purpose Committee:
      8. – Storage of batteries for SiDs
    - (ii) Recreation Ground Advisory Committee:
    - (iii) Allotments Committee
    - (iv) Neighbourhood Plan Steering Group
    - (v) Southbourne Environment Group:
    - (vi) CDALC Report
    - (vii) WSALC Chairman's forum report
    - (viii) Joint Burial Committee and Working Group:
      - Minutes of last JBC meeting
      - Update report from the working group
  - (ix) Wine & Cheese party report
  - ix) Drop-in session Report
  - (x) Outliers Reports
9. Correspondence received
10. Planning applications received
11. Date of next meeting
12. 13. PART II

Exclusion of the Press and Public Part II 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. Exclusion of the Press and Public Update on Staffing matters; Parish Council & JBC**

**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

Signed:   
K. Bain – Locum Clerk & RFO

Date: 03.11.21

**DRAFT Minutes of the meeting of Southbourne Parish Council held at 7pm  
on Tuesday 12<sup>th</sup> October 2021 via Teams**

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**Present: Parish Cllrs:** T. Bangert [TB] \*(vice-chairman) J. Brown [JB] \* C. Bulbeck [CB] R. Hayes [RH] L. Hicks [LH] (Chairman)  
D. James [DJ]  
J. Jennings [JJ] A. Tait [AT] R. Taylor [RT] \*Also District Councillors.  
P. Thorne [PT]. **In attendance:** 5 members of the public, Locum Clerk – K. Bain, [KB] Deputy Clerk, M. Carvajal-Neal [MCN].

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21/22

LH welcomed the new Duty Clerk – Maria Carvajal-Neal who joined the Council on Monday 4<sup>th</sup> October.

**127. Apologies for Absence:** None.

**128. Declarations of Interests:** TB declared an interest in items: 132,133 & 137 ... as a Governor of Bourne Community college, a Trustee of Tuppenny Barn and of her involvement in the Bourne bus project.  
RH noted an interest in item 137 as a Governor of Bourne Community College.

**129. Minutes of the meeting held 14 September 2021:** Approved: subject to the to the following amendments:  
- Item 113; line.1: Add 'Councillor' before G. Hicks.  
- Item 117; 'The allocation is 1250, not 1200'  
– Item 117; addition from JB of 'The key point in my response is that suspending the plan might (but won't likely) result in a lower allocation but would probably result in as much and perhaps more housing, and that which comes wouldn't be Masterplanned; it will come piecemeal and without planned infrastructure'.  
- Item 118; Addition of the NPSG report missed from the minutes.  
Proposed by: JB, seconded by TB and agreed by all councillors present

**130. Minutes of the Extraordinary meeting held 27 September 2021:** Approved: subject to the to the following amendments:  
-Item 125: Assistance Clerk changed to Assistant Clerk  
-Item 122; RH not RT would be on the Projects sub-committee.  
Proposed by TB, seconded by RT and agreed by all councillors present

**131. Open Forum:**

LH welcomed all the members of the public present.

E. Medley:

- Asked about the Environment group; AT will report under item: 136(vi).

A. Morrow:

- Noted that the list of the Councillors on the website needs updating.

- noted - concern about the Neighbourhood Plan and where it stands at the moment; noted that JB would report under item: 136(v).

R. Heelan:

– Noted that there was no Parish representative on the District Council Planning Committee: JB responded under item: 136(a).

- Request to show the land owned & administered by the Parish Council on the website.

- Request for assurance that the £865 transferred to Council in 2016, when the diocese refused permission for named stones around the war memorial is secure; LH noted the funds are being held securely.

### 132. Bourne Bus Project – update:

A. Kerry Bedell showed a powerpoint presentation & updated Council & members of the public on the bus:

- £7000 is committed from Southbourne, Westbourne, Chidham & Hambrook Parishes & Emsworth Residents' Association towards the bus & running costs.

- He is Still waiting for confirmation of the £10,000 Military Covenant grant which is now expected late October; then a bus can be purchased.

- He noted that unfortunately the cost of an electric bus is prohibitive at present so a second-hand petrol or diesel vehicle will be purchased.

- The other committed funds are from Southbourne- Cil monies of £5000 to set up the online & telephone booking system.

- The initial plan is to run Tuesday, Thursday & Friday through all the Parishes.

- Website will be built by the end of November.

The branding & design has been done by a local resident.

3 things are needed from Southbourne Parish:

i) 1 or 2 volunteer drivers; TB is co-ordinating this. 2 from Chidham are committed, the same are needed from Southbourne, Westbourne & Emsworth. RH noted that he has asked the Age Concern drivers & has had 1 positive response.

ii) Parish representatives may be needed to take telephone calls.

iii) The residents' survey results; Noted that this will be circulated and put on the Parish Facebook site.

- A meeting will be held on 28<sup>th</sup> Oct to:

– Set up a bus management team.

- Discuss the route planning.

- Consider the structure of the organisation.

- Arrange driver training.

- The project is aiming for a January launch.

-Noted that there is a possibility of hiring the bus out to other organisations on days it is not in use.

**133. Tuppenny Barn – update:** TB reported that the pre-application has gone through, so full planning will be submitted shortly for the community café.

**134. Wine & Cheese evening – update:** LH reported that this is an opportunity for the Parish Council to thank volunteers from many different areas of the community over the last year or two and is going ahead on Saturday 16<sup>th</sup> October.

### 135. Finance

a) To note the income & expenditure since the last meeting: Noted that Council is below 30% of budget at Month 6, which is a good situation.

b) To approve payments made & due:

Payments & receipts			
	PAYEE	DETAIL	£
PAYMENTS MADE	S ROWLAND	Salary – Cemetery manager Sep '21	On file
	P RODEN	Salary Aug '21	On file
	E HARRISON	Salary Aug '21	On file
	K BAIN	Locum salary	On file
	HALC	Advert for Clerk & RFO role	48
	SLCC	Training course	36
	VILLAGE HALL	Room booking for Clerk interviews	31.50
	WSCC	11 new trees	1980
	ACE SHELTERS	Repair to bus shelter – 290 main road (1 <sup>st</sup> damage)	4260
	CAROL SMITH	JBC Administration	112.50
PAYMENT S DUE	NEILL HOMER	Neighbourhood Plan consultancy	3900
	K BAIN	Reimbursement for paint	69.60
	PLAYSAFE	Replacement of nest swing	1159.20

<b>135b) Payments due contd.</b>		
VISION ICT	Email hosting Oct 21-Sep 22	21.60
BURLEYS	Maintenance Sep '21	463.20
A TAIT	Expenses	55.16
EMSWORTH CORP	Payroll Oct – Dec 21	180
MULBERRY & CO	Deputy Clerk training course	42
MARIA	Taxi for laptop	27
TUPPENNY BARN	Hire for Sept meeting	126
MOORES	External audit 2021	1320
LONGMEADOWS	Recreation Ground maintenance	2265
ICCM	JBC Training	486
ICCM	JBC Training	162
<b>Receipts</b>		
	<b>FROM</b>	<b>DETAIL</b>
	AXA	Funds for bus shelter claim
	CDC	2 <sup>nd</sup> Precept Instalment
		<b>£</b>
		3300
		100,226.00

Noted that:

- The Neill Homer invoice covers work done in January - March.
- The Burleys invoice will be queried as they have not done the billed work.
- The Longmeadows invoice will be considered at F G & P.

**All other payments approved:** Proposed by: RT seconded by: RH and agreed by all Councillors present.

CB asked about the bus shelter opposite the church; KB noted she is trying to unravel the status of the bus shelter claims; there are 3 broken shelters at present; 1 by Jubilee Close, 1 at Bramley Close and 1 on Main Road.

c) To note the bank balances at 31.08.21: Noted.

### 136. **Reports:** LH thanked Councillors for writing the reports.

(a) District Councillors' Report (TB & JB): TB was added to the Priory Park item, otherwise the report was noted. Further to the query under item 131 regarding the CDC Planning Committee: JB responded that the CDC planning committee is a quasi-judicial formal process; members of the committee are not on the committee to represent a ward, just to interpret the law. He noted that he is a member of the development panel and also the Infrastructure Plan Group which are developing planning policy.

(b) PCSO Report (Baylee Reed): No report received; LH will follow this up with his line manager and TB will speak with Pam Bushby.

(c) Parish Council Reports:

(i) Finance and General-Purpose Committee: As per the minutes of the meeting held on 22 September 2021.

- Vacancy on Committee:

DJ & NR put themselves forward: DJ was proposed by JB, seconded by RH. NR was proposed by RH, Seconded by PT: A vote was held: The majority supported NR joining the F & G P committee; Agreed.

- Proposal for a Projects sub-Committee: PT noted that it is important to drive community projects forward and the committee would work closely with MCN to do this. It will sit under F & GP, but membership is open to all Councillors, although the Chair should be on FG & P. TB, DJ, RH, AT & JB offered to join the committee: Agreed:

The Chair will be confirmed at the first meeting along with Terms of Reference and meeting dates.

- Update on new Homes Bonus: LH reported that as per the agreement, circulated to all Councillors, that CDC has agreed to grant monies for all the 5 projects applied for. She noted that; 'The whole Parish Council must be aware of the terms of the agreement for this funding, particularly the restricted use of the monies and the requirement to seek the authority of the Grants and Concessions Panel for any changes to the projects. Acceptance of this agreement was proposed by RH, seconded by JB and agreed by all Councillors present.

- Proposal to consult a financial adviser regarding Council investments: PT noted that when the new Clerk starts, it would be prudent, with advice from a Financial consultant, to consider if there are any alternative suitable investments or accounts for the monies held by Council; proposed by RT, seconded by TB and agreed by all Councillors present.

- Proposal to change SiDs to 2-weekly re-siting: RT reported that he has confirmation from Mike Dare of WSCC Highways that the SiDs *can* be changed to 2-weekly, rather than 1; he also noted that he has looked at Inlands Road and suggested that in future they could also be sited there – this will be considered. Proposed by RT, seconded by CB and agreed by all Councillors present that this be implemented. TB noted thanks from the Parish Council to RT for all his hard work on this issue.

(ii) Recreation Ground Advisory Committee:

- Paint for line marker: KB asked for clarification on whether Council, or the football club is responsible for re-stocking the paint. NR noted that this has not been formalised, he suggested that the club could apply for a grant from Council for the paint and asked Councillors opinions:

- Agreed that any decision must be incorporated into the licence.

Proposed by JJ, seconded by PT that the club should pay for paint from this point forward; a vote was taken; the majority supported this proposal: *Agreed; although it was noted that until the new licence is ratified, that the current user terms are in place and Council may need to pay for paint.*

- NR will circulate an amended licence, & a local fee comparison in time for the next Parish Council Meeting.

- He noted that a meeting has been arranged with Longmeadows to discuss maintenance of the Triangle and also MCN is meeting with E. Harrison to discuss the pavilion project.

- LH asked if, in future, a formal RAC report could be submitted to Council for meetings.

-(iii) Staffing Committee: Update on staffing matters: Under Part II.

(iv) Allotments Committee: RT noted that a committee meeting is scheduled for November.

(v) Neighbourhood Plan Steering Group. JB noted the report circulated with the agenda and explained that technically the Plan is out of Council and Steering Group hands as it has gone to the Examiner; i.e. the work of writing the plan is done. There are some related issues for consideration/agreement, which are referred to in the report: To date the Neighbourhood plan has meant that so far Southbourne has been quite successful in resisting unwanted speculative planning applications and considering the how much land was quoted in Southbourne, this is quite an achievement. A Neighbourhood Plan is a process as well as a document and it has to keep moving forwards, so the things to be progressed are:

i) Conducting the Examination – the Examiner has begun to look at the Neighbourhood Plan & has raised a number of queries, these will be ongoing and will need to be responded to quite quickly.

ii) Preparing Masterplanning; he explained that a Neighbourhood Plan is not just about protecting the Parish from unwanted development, it is also promoting and controlling the development within the plan. The developers and landowners need to carry out numerous technical and ecological surveys, which will come back to Council.

ii) A meeting is scheduled, if agreed, with a representative of the consortium to ask questions regarding the process of Masterplanning – this information will then come back to Council.

He also reported that technically, Southbourne has a Neighbourhood Plan produced in 2015 and the current submission is a modification to the existing. However as so much has changed, it appears to be a new Plan, but legally it is an update to the existing one. Questions have been raised about whether what Southbourne is proposing is the correct way to interpret the law, but as the law is unclear, it has been suggested that the original Neighbourhood Plan is incorporated into the proposal, which makes sense. He proposed that this suggestion is agreed.

-TB thanked JB for all his hard work on the Plan and noted, further to the report recommendations, that monthly reports from the consultant would be very useful. She also noted that decisions should come back to the Parish Council.

LH outlined the recommendations from the report for agreement:

1] 'To Approve for payment the consultants' invoice for work carried out to 30<sup>th</sup> September 2021': Agreed under item: 135b).

2] To confirm that Council wishes to retain the consultants for help in the coming months with the Neighbourhood Plan examination; with preparing for and then participating in the masterplanning process and with planning applications / development management issues that may arise from the Planning process'.

Proposed by DJ, seconded by AT and agreed by all Councillors present.

3] 'To consider requesting monthly invoicing for our consultants' services to enable greater clarity over costs; in addition to request a monthly report from the consultants to explain the work done for each invoice, and to outline what they

136(v) contd.

anticipate they would be responsible for in the next month'. JB noted that the report might incur extra cost.

Proposed by TB, seconded by PT and agreed by all Councillors present.

4] 'To confirm the delegated authority of the Neighbourhood Plan Steering Group (which includes all Parish Councillors) to take appropriate action to progress the Examination and Masterplan Preparation':

-LH explained that a delegation to the Neighbourhood Plan Steering Group had been put into place when the submission plan was being prepared as this gave the group the authority to make minor fine tunings after Council had approved the document; but it was only for small amendments which did not affect the main sense of this plan which was submitted to CDC.

-AT noted that the delegation should continue, otherwise Extraordinary Council meetings would need to be called every time the Examiner raises a question, and these queries will need efficient timely responses.

-RH supported this statement, he noted that it is important that the Group has this authority to react and respond quickly. TB noted that Council needed to be transparent and extraordinary meetings should be held if needed.

-PT agreed with this, noting that Council members could change and an open-ended delegation might not be appropriate in future. DJ noted his agreement to these points and that email communications did leave a transparent paper trail.

-JB: The Neighbourhood Plan Steering Group delegation could only be for 6 months, or until the end of examination, and that emailing Councillors to request agreement, although transparent in leaving a paper trail, would not give the core group the authority to respond. He clarified 3 items regarding the delegated authority agreement:

i) Agreement that the meeting with the consortium takes place on 13 October.

ii) Steering Group has authority to respond to the Examiner's questions – which will all relate to the Plan as is, not changes or decisions just clarifications and information where needed; he confirmed that any controversial matters would come back to Council.

iii) Preparation for masterplanning: Delegated authority is not being requested for the Steering Group to make decisions on Masterplanning, but to have discussions and ask questions, so that decisions can come back to Council.

-PT asked if an officer could attend the Steering Group meetings to give more transparency; it was noted that this did happen previously and providing that the Deputy Clerk or Clerk are available within their contracted hours, this could be reinstated.

-JB noted that the officer would not be expected to provide full administrative support, just to be present.

-TB noted that a 3 month delegation would be more suitable.

-LH summarised the proposal: 'That the Steering Group have delegated authority for 3 months, or the end of examination (whichever is sooner) and that an officer is present at all meetings.' Proposed by: RH, seconded by TB and agreed by all Councillors present.

-It was noted that the Steering Group reports to Parish Council provide regular updates to Council and that intricate detail had been excluded in recent months to keep the information away from developers. Noted that confidential Neighbourhood Plan matters could, if needed, be considered under PART II.

(vi) Southbourne Environment Group: AT:

- There have not been meetings for a couple of months due to timing clashes.

- A 'how to put the winterise the wildlife garden' talk was held on the 29<sup>th</sup> of September.

1000 baby trees are arriving in January to be planted around the parish.

(vii) Joint Burial Committee and Working Group: LH: The working group met on 11<sup>th</sup> October, the full committee meets next week; progress is being made on the grievance panel recommendations.

viii) Bournes Forum Report: Noted.

ix) Drop-in session Report: DJ and LH were thanked for their time & the Report was noted. It was agreed to retain St Johns as the venue until January as it has been published in the Village magazine. **Contd.**

**137. Correspondence received:**

FROM	DETAIL	ACTION
BOURNE COLLEGE	Request for continued financial support for the Family link worker	Agreed to continue to support & to put £5000 into the 2022/23 budget. It will be raised at F & GP. Proposed by DJ, seconded by PT & <u>agreed by all Councillors present.</u>
BOURNE COLLEGE	Concerns over safety at the railway station	Agreed to support
MOORES AUDITOR	AGAR form 2021- signed & approved	Noted/ put on website/file
ST JOHNS CHURCH	Request to close the SPCC bank account & transfer funds of £91.57 to SPC	LH proposed this is now closed, seconded by PT & agreed by all Councillors present.
WSCC	Consultation on School Safety Zone proposal outside of Southbourne Infant and Junior School.	Agreed to support this proposal, but to push for more extensive TROs in future.
MR GREEN	Photos showing proposed location of Merv Skidmore memorial bench (as noted at PC meeting on 14.09.21)	Proposed by AT, seconded by TB & agreed by all Councillors present the bench would be permitted in the proposed location but must be secured down; the Clerk will inform the applicant.
PARISHIONER	Queries on foreshore benches	Noted
WSALC	Queen's Jubilee Beacons – 02.06.21	To be considered at the next meeting.

**138. Planning applications received:** Noted.

- TB Noted that it is Doug Flanagan's 80<sup>th</sup> birthday and wished him congratulations and thanked him on behalf of Council for all his and his wife's hard work in the community.

**139. PART II:** Agreed that as the matters are not confidential that the minutes are included in the main meeting:

PT reported that Maria had started on 4<sup>th</sup> October, despite her laptop not working, she has had a busy week. She has an email address set up: [deputyclerk@southbourne-pc.gov.uk](mailto:deputyclerk@southbourne-pc.gov.uk).

Sheila Hodgson is starting as Clerk on Monday 8<sup>th</sup> November; references were received, contract has been signed and PT/KB will set up a programme for her 1<sup>st</sup> week.

Staffing Committee vacancy: RH expressed an interest to join; Proposed by RT, seconded by PT, Agreed by all Councillors present.

PH noted that it is important to clarify the role of the JBC committee regarding grievances & complaints to ensure staff are protected; LH & AT reported that this is progressing and a Memorandum of understanding is being drafted. **Date of next meeting: Tuesday 9<sup>th</sup> November 2021 – venue TBC.**

Meeting closed at: 9.22pm.

Signed.....

Date.....

**Delegation of powers to the Clerk**

Resolution by Southbourne Parish Council to delegate decisions and actions of Council, Committees and working groups to the Clerk







The Parish Council RESOLVES on 09.11.21

that in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council, Committees and groups, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.



Southbourne Parish Council 09.11.21 Agenda item 7(a)			
Month No: 7	Actual Year	Budget	Funds available
Item	To Date	2021/22	
Income			
Precept	200452	200452	
Other income	3927	1000	
Pitch Fee Income	0	1000	
Allotments Income	1550	1600	
NHB income	23058	0	
Administration			
Clerk Salary/Tax/NI	22255	32000	9745
Office Administrator Sal/Tax/NI	2957	4600	1643
PAYE/ NI Liability	2334	6000	3666
Deputy Clerk	4042	25500	21458
Clerk's Expenses	27	250	223
Mobile Phone	10	120	110
Chairman's Allowance	0	300	300
Clerk's Prof Subscriptions	262	250	-12
Administration Expenses	1488	4500	3012
Hall Hire	151	600	449
Westb&Southb Burial Com	0	23332	0
Office Rental	1500	3000	1500
Insurance	3850	4500	650
Subscriptions WSALC	2149	2300	151
Subscriptions Other	0	150	150
Audit Fees	2081	1850	-231
S 137 Grants Paid	1950	8000	6050
Cllr - Courses/Conf/ Seminars	35	4000	3965
Staff Courses/Conf/Seminars	0	750	750
Travel & Subsistence	0	250	250
Member Expenses	354	500	146
Advertising/Publicity	40	500	460
Miscellaneous Expenditure	5687	0	-5687
Capital	0	4500	4500
Pension Contributions	1333	2400	1067
Parish Council Election	0	1500	1500
Legal Fees	80	1500	1420
Council IT	827	6000	5173
Community Events	366	600	234
Community Connections	0	500	500
Corporate Image/Website	0	3000	3000
Street Lighting			
Supply	2141	6400	4259
Maintenance	201	4600	4399
Improvements	0	1000	1000
<u>Recreation Ground</u>			
Supply	144	0	-144
Maintenance	505	7000	6495
Improvements	1156	4000	2844
Pavilion	507	600	93
Grass Cutting	4155	6100	1945
Football	878	0	-878
Caretaker Salary/Tax/NI	1414	4600	3186
Council Activities			
Allotments Expenditure	97	1000	903
Maintenance	80	2000	1920
SID Maintenance	556	1200	644
Dog Control	0	3500	3500
Litter Picker Salary/Tax/NI	379	2050	1671
PRoW Maintenance	0	250	250
Neighbourhood Plan	3250	20000	16750
Environment Group	245	1500	1255
Re-Greening Southbourne	0	500	500
Tree Planting inc WSCC	1650	1500	
NHB Expenditure	0	0	
Think Family (S137)	5000	5000	0
Income (JBC)			
Fees	16462	31530	
Precept, Westbourne	3784	31530	27746
Administration			
JBC Clerk Salary	5930	8800	2870
Insurance	2201	2800	599
Other expenses	3825	11600	7775
Cemetery upkeep	9701	24150	14449
Cemetery WPC balance	-10535		
Total expenditure to date	107504	271782	164278

Payments			
<b>PAYMENTS MADE</b>	<b>TO</b>	<b>DETAIL</b>	<b>£</b>
	SLCC	Arnold Baker reference book	123.80
	LONGMEADOWS	September maintenance	£2225
	P. THORNE	Reimbursement for the purchase of a new laptop	£489
	ARMASHIELD		£291.60
	CLT	Transfer of the groundwork grant to the new CLT	
	EHARRISON	October salary	On file
	P RODEN	October salary	On file
	SARAH ROWLAND	JBC co-ordinator salary	On file
	KATE BAIN	Locum Clerk & RFO SALARY	On file
	M. CARVAJAL-NEAL	Deputy Clerk salary	On file
	M. CARVAJAL-NEAL	Cutting of 2 keys for the village hall	10.50
	M. CARVAJAL-NEAL	Council mobile top-up	10.00
	R TAYLOR	Reimbursement for ink	43.50
	T BANGERT	Reimbursement for wine & cheese party supplies	356.93
	HMRC	TAX Month 7	473.05
	LONG MEADOWS	Maintenance Sep '21	2225
	SVH	6- month Parish Council office rental	1500
	LONGMEADOWS	Wasp nest removal	30.00
	BOURNE BUS (CLT)	Initial donation towards set up costs	5000
	St Johns church	Room hire	108
	Chichester food bank	Donation of closing balance from SPCC account	91.57
	SSE	Streetlighting Quarter 2	2693.96
	ICO	Data manager fee	35
	VIKING	Pavilion supplies	123.88
	VIKING	Ink for L Hicks	39.26
	VIKING	Labels for wine & cheese party	8.99
	CLOUDY IT	IT systems set up costs	3222
<b>PAYMENTS DUE</b>	WSALC	Parish Online21-22	84
	MULBERRY	Training – Deputy Clerk & Councillor	228
	O NEIL HOMER	NP EXAMINATION & Masterplan support	3120
	ELITE PLAYGROUNDSPLAYGROUNDS	Playground quarterly inspection	56.70
	KATE BAIN	Reimbursement for dog waste bags	19.99

<a href="#">COMMUNITY</a>		£6,278.06
 20 - 20 - 62 30342734 Barclays Bank UK PLC	Available balance 	
	<a href="#">Show recent transactions</a>	
	(£1,278.06 last night's balance) 	
<a href="#">Active Saver</a>		£737,783.02
 20 - 20 - 62 53021157 Barclays Bank UK PLC	Available balance 	
	<a href="#">Show recent transactions</a>	
	(£742,783.02 last night's balance) 	

## CDC Summary Report – Tracie Bangert

9 November 2021

### 1. Recycling

Just a reminder that CDC have instigated a new service in certain areas, including Southbourne, for the collection of small electrical appliances, textiles or coffee pods. The next collections are 29 November and 27 December, and bags need to be left out at 7am on the morning of collection on the boundary of properties. The bags are specific to this collection and if you have not received one please get in touch with CDC.

### 2. Tuppenny Barn

Just a shout out for a further fundraiser on behalf of the new community café. There is going to be a quiz on Friday 3 December at 7pm, tickets available on the Tuppenny Barn Website.

### 3. SOSCA

On 14 October a small group of us, including Lyn Hicks, were fortunate enough to attend an event organised by Save Our South Coast Association (SOSCA), where we were entertained by an evening of song, readings and poetry. This was led by the author Kate Mosse and the speakers included Kate Winslet. It was organised by Libby Alexander, the Chair of SOSCA. We were lucky enough to be able to go into the Mayor's parlour afterwards, thanks to Cllr Richard Plowman, a previous Mayor, where Kate Mosse came to speak with us. The evening was enjoyable but had a salutary message that Chichester Harbour is at risk, and that we all need to fight to save it.

### 4. Cheese and Wine for Parish Volunteers

On 16 October a cheese and wine event for volunteers who have helped the Parish was held at St John's Church, Southbourne, primarily organised by Lyn Hicks, who I wish to thank.

Everyone who attended had a splendid evening and we look forward to a similar event next year.

## **5. Bournes Bus Project**

Andrew Kerry-Bedall and I continue to have meetings to promote the Bournes Bus project. We met with Matt Roberts, who is in charge of the overall strategy for community transport in Sussex, who came up with excellent ways to move the project forward, including funding ideas. We will continue to work closely with him until the bus project is launched. We also had a meeting with representatives of the different Parishes which have helped us with funding.

## **6. Market Task and Finish Group**

On 19 October the cross-party Market Task and Finish Group met to discuss the future of markets in Chichester and we discussed Cross Market and More, which CDC have initiated and will first be held on Sunday 7 November between 10am and 3pm. Please come along and support this, which is to showcase the best designers, makers and producers across the District. The market will also feature the 'traders of tomorrow' and give students from Chichester College an opportunity to showcase and sell their products.

## **7. Licensing**

The Licensing Committee met on 1 November to discuss the proposal for a modification to fees policy and determination policy under the Caravan Sites and Control of Development Act 1960. Following a Government review of the Mobile Homes Act 2013, the Government introduced a new regime under this Act called the 'Fit and Proper Person Test'. This enables CDC to determine whether the person with day-to-day responsibility for managing residential, commercial sites is 'fit and proper' in the role. We unanimously decided to increase the fee from £294 to £450 because of the amount of time it takes to assess those responsible for the management of sites. I brought up the fact that some of this accommodation is used to house vulnerable people, or those used in modern slavery, and this will be taken account of in the assessment.

## **8. Ashling Park**

David and I had the pleasure of recently staying at Ashling Park vineyard, just a few miles from Southbourne. We chatted to Gail Gardener, the CEO, and were astounded by what they have achieved (their leading wine has been awarded the best English Sparkling Wine for two years running). CDC are particularly pushing to support the growing viticulture industry in our District. On a more practical note they were unable to get the professional wine-pickers from overseas this year and put out a SOS to locals – and 30 people responded and the harvest was, in the main, saved.

## **9. Happy Birthday to Lyn!**

I am very fortunate to share a birthday with Lyn, who turns 80 this year. I would like to wish her many happy returns and thank her for her service to Southbourne Parish Council and the community.

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## Minutes of the Southbourne Parish council F & GP committee held on Tuesday 19<sup>th</sup> October 2021 – on Teams

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1. Present: Parish Cllrs – J. Brown [JB]\* R. Hayes [RH] L. Hicks [LH] P. Thorne [PT] A. Tait [AT] R. Taylor [RT] \* Also District Councillor  
In attendance: Locum Clerk: K. Bain [KB] deputy Clerk M. Carvajal-Neal [MC].  
Apologies: Parish Cllrs: C. Bulbeck, N. Redman
2. Declarations of Interests: None.
3. Minutes of the meeting held on: 22 September 2021. Agreed.
4. Action List update
  - Noted that MC has spoken with Nobby and has agreed the 2-weekly change from now on.
  - The JBC Rialtas meeting had been very productive.
  - PC zoom licence: PT noted that zoom do not do a multi-user licence so this will not be followed up, particularly as once Cloudy IT is set up each councillor will have their own licence for Teams. Council will continue to reimburse AT for her zoom costs, as it is used for Parish Council business. Agreed by all Councillors present.
  - PT noted that the portaloo is now on the projects list.
  - Noted that the Wine & Cheese event had come in under budget and had been a very good event.
  - MC reported on her meeting with Elizabeth Harrison- most of the matters on the list were covered, but she noted concern that the kitchen area does not appear to be suitable for the food preparation which is taking place. It was proposed by LH, seconded by RT and agreed by all Councillors present, that no further food or drink preparation should take place until the kitchen area is improved. MC/KB will contact Elizabeth and the football club immediately and inform of this. It was noted that once the pavilion improvements are made, that the relevant people would need to obtain the necessary food handling/ Health and safety certificates before recommencing any catering.
  - LH noted that the water quality provision also needs checking.
5. Income and Expenditure against Budget – September 2021: LH asked if the remaining amount for each budget heading could be shown; KB will investigate this and discuss it with the new RFO.
  - Noted that the audit fees are over-budget – but this figure includes a 20-21 audit payment.
  - Noted that the fee for the New Homes Bonus work needed to be reallocated.
  - Noted that the miscellaneous expenditure includes the recent bus shelter expenditure.
  - Noted that the ownership of the line marker needed to be agreed; the recreation committee will be asked to guide on this.
  - Dog control – LH noted that there is £3500 in the budget to cover costs incurred as the Council has a statutory duty to take any stray dogs to a rescue centre.
  - PT noted that when the new Clerk & RFO has started that the accounting software would be reviewed.Contd.
6. Payments: The following payments were agreed:

TO	DETAIL	£	NOTES
LONGMEADOWS	September maintenance	2225	PT reported that the reason for the high number of Longmeadows cuts in September has been resolved and that only the Clerk, or Deputy, should authorise any extra cuts in future. <b>Agreed</b>
P. THORNE	Reimbursement for the purchase of a new laptop for the deputy Clerk	489	<b>Agreed</b>
<u>Item 6 Contd.</u>			
BURLEYS	September maintenance	463.20	It was noted that Burleys has not attended the site. KB explained that as Council is still under contract, the invoices are probably auto generated; the contract is due to end at the end of October, agreed that the invoice would <b>not</b> be paid at present.
ARMASHIELD	Annual pavilion shutter repair	291.60	It was agreed that this fee seems quite high, and the contract should be reviewed, particularly as the pavilion refurbishment is on the projects list. <b>Agreed</b> .
CLT	Transfer of the groundwork grant to the new CLT bank account	1000	KB explained that Council has been holding the funds as the CLT did not have a bank account, until now. <b>Agreed</b>
SLCC	Membership	202	Noted that MC would investigate if there is a current Council subscription in place before this is paid. <b>Agreed</b>
SLCC	Arnold Baker - book	119	This will be purchased when the membership is clarified: <b>Agreed</b>
SARAH ROWLAND	JBC co-ordinator salary	On file	<b>Agreed</b>
M. CARVAJAL-NEAL	Cutting of 2 keys for the village hall	10.50	<i>RH noted an interest as a Trustee of the hall.</i> LH noted that as tenants of the hall, the hall should provide 2 keys to the office; RH noted that 1 key was provided – noted that this needed to be located; <b>Agreed</b> to reimburse Maria & raise the matter of the key cutting cost with the village hall.
M. CARVAJAL-NEAL	Council mobile top-up	10.00	<b>Agreed</b> to reimburse Maria; PT noted that the provision of mobile 'phones for the officers will be looked reviewed.
R TAYLOR	Reimbursement for ink	43.50	AT suggested that in future it might be an idea for the Clerk to order ink centrally for Councillors; agreed that the staffing committee would discuss this with the Clerk. <b>Agreed</b>
T BANGERT	Reimbursement for wine & cheese party supplies	356.93	<b>Agreed</b>
TOWN & COUNTRY PLANNING ASSOCIATION	Annual subscription	90	Agreed this might prove useful, AT will investigate before joining, it was noted that the previous clerk had been subscribed, but Council had not been aware.

**7. Longmeadows engagement letter:** The draft letter had been circulated; it was noted that the frequency of cuts was a guide as it would be weather dependent, and the Clerk should be the point of contact. Agreed by all Councillors present.

**8. Projects sub- committee update: Terms of Reference** Item 6 should be amended to 'once a month' instead of 'Thursday' and the review would be '3 months'. A Chair will be elected by the committee annually all Agreed by all Councillors present.

9. **Mid-year audit review with Mulberry & Co:** KB noted that this will be arranged for later in the year, when the new Clerk & RFO has been in position for a suitable period. It will be done in conjunction with Westbourne.
- AT asked if the previous employee's access had been removed from Microsoft; KB/MC confirmed that the logins have now been changed, but it was *agreed* that as there was an interim period when the previous employee(s) had access that CDC would be informed as there *could* have been a data breach.
- Agreed that the 2022/23 that the budget should go to the December Council meeting on 14<sup>th</sup>; KB explained that a budget must be approved by full Council and the precept request submitted to CDC in early January.
10. **Next meeting:** Late November – to be confirmed.

Meeting closed at 8.05pm

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*Southbourne Parish Council 09.11.21*

*Agenda item 8cii)*

### **Southbourne Recreation Report 1<sup>st</sup> November 2021**

Members of the Council, Caretaker, Longmeadow contractor and Rec committee met at the ground to discuss the Triangle of land, grounds grass cutting and the pavilion (14/10). I had a meeting with Maria on Monday 18<sup>th</sup> October 2021.

#### **Pavilion**

Identify possible ways to extend the footprint of the building. The Deputy Clerk to arrange for contractors to be sourced for internal decoration and hire for storage of equipment in relation to the football pitch. The users of the kitchen have been prohibited from serving food until food hygiene steps have been taken to meet legal requirements of users of the pavilion to sell refreshments.

#### **Action**

RGC to source quotes from Architects.

Internal decoration – contractors to be sourced. Container hire – costs to be sourced and security of locking it.

Contact CDC on process the Council need to follow to support users of the Pavilion to provide refreshments.

Specialist cleaning contractor – Areas cannot be maintained by Caretaker for safety reasons. No more than twice yearly contract.

#### **Triangle of Land (Notes by our Deputy Clerk) sent via email 15/10**

Triangle:

-More plants appear to have been removed.

-The 'mulch' has been placed on top of a membrane with no soil in between. This means planting will require cutting through the membrane to reach the soil below. Soil below appears to be of low/poor quality.

-Some portions of the beds, in particular the middle bed and the front part of the right hand bed contain Marestail which was likely brought to site within the mulch. This will require the removal of most of the 'mulch' in order to eradicate the Marestail.

-Replacing mulch with turf would require the removal of the mulch and the membrane, the laying of top soil and then turf plus future upkeep of the grass. **Contd.**

### **Action**

- Suggested plan:

- To keep the area looking as natural as possible
- To try to eliminate any future plants being removed.
- Remove mulch from areas that contain Maretail. Potentially leave some areas covered with mulch, in particular to the left corner bed that stretches out under the trees.
- Remove and safely store any and all plants possible, including bulbs.
- Replace some of the mulch with meadow turf, in particular in the front middle bed and surrounding the entire edge of the patio. This would reduce mess caused by birds digging in the mulch and would keep maintenance of these areas low.
- Transplant any salvageable plants to beds at the perimeter of the triangle, it was suggested an 18" bed.

- Trim back the original elderflower plant.
- Erect trellis (approx. 6ft) along the back fence to facilitate growth of the climbers and other shrubs already planted there.

- Amanda to draw up a basic sketch of the area indicating a plan of planting, areas for mulch to be removed/left and areas for wild flower turf to be laid. Planting plan to be circulated to RG committee members and PC Chair for approval before sending to Longmeadow with request for a quote.

### **Grass cutting (Notes by our Deputy Clerk) sent via email 15/10**

- Grass was last cut on 1st October.
- Longmeadow require 3 days' notice for any required grass cutting.
- 1 cut of all the grass to the perimeter of the field and strimming around edging and play equipment takes approximately 3 to 4 hours.
- 2 cuts per month should suffice in current seasonal conditions. Every 2 weeks may not always be possible given that the grass cannot be cut under certain weather conditions.
- Grass may not need cutting at all in colder/darker months and may require extra cutting in warmer/brighter months.
- The grass has required several cuts recently due to the length and condition of the grass and the need to reduce the volume of excess grass left on the ground post cutting.
- Next year consideration will need to be given to the maintenance of the goal 'mouth'.
- Longmeadow will wait for instruction from SPC with regards to the date of the next cut and all subsequent cuts.
- It is not possible to make a cut before Saturday, 16th, given that there is not sufficient notice.
- Consideration may need to be given in terms of dates of AFC matches and the timetable of cuts

### **Action**

- Fixtures to be sent in from AFC Southbourne. 2<sup>nd</sup> request for this has been made.
  - The Clerk or Council to request cuts - min 2 a month with the exception of November – March.
  - 3 days' notice given to Longmeadow – is this working days?
- The Contractor (Longmeadow) to notify the clerk when the pitch was cut. Verify when they cut the pitch in October 7<sup>th</sup> and 20<sup>th</sup>? Need to check these dates.
- Obtain a quote from Longmeadow to cut the football Pitch area **ONLY. Contd.**



### **Line Marking**

The Council purchased a line marker which is kept at the pavilion. AFC Southbourne borrow the line marker to prepare the lines in readiness for their matches.

### **Action**

-The council to decide who buys the new stock of line marking paint which is £25 per 10LT (estimated). Council agreed to purchase new stock - to be reviewed.

**To note:** Separately Longmeadow have been asked to quote for:

- Install one bench on paving within triangle. Consider welding it in to avoid removal.
- Install second bench on RG, position of TBC.
- Licence to review with the clerk.
- Pitch hire fees report completed.
- Email sent (30/10) to AFC Southbourne (Chair) following Social media comments from the General public on the ground and football matches being postponed.
- Next REC Committee meeting: Date TBC in December

### **Neil Redman - Chairman Recreation Ground**

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*Southbourne Parish Council 09.11.21*

*Agenda item 8(c1v)*

### Neighbourhood Plan Steering Group

#### **- SPNP Steering Group Agenda & Notes**

Tuesday 2<sup>nd</sup> November 2021 – 19:00 (Zoom) Jonathan Brown

#### **1. Introductions & Apologies**

#### **2. Note on Three Major Planning Refusals at Chidham & Hambrook: Applicability to Southbourne**

We are all aware that three major planning applications in Chidham and Hambrook Parish have been refused by CDC. Can Southbourne rely upon the same factors to protect us from speculative development applications? I've prepared the **attached note** which summarises what those factors were. In short: some might be relevant to some applications that could be made in Southbourne, but we have plenty of sites where none of them will be. I would advise against assuming that we will be similarly protected in the long run without our Neighbourhood Plan (assuming its weight is given proper recognition by CDC).

#### **3. Neighbourhood Plan Examination update**

Christopher Lockhart-Mummery QC has begun his examination of our Neighbourhood Plan. Correspondence between him and CDC is posted here: [www.chichester.gov.uk/neighbourhoodplan](http://www.chichester.gov.uk/neighbourhoodplan). Although for ease of reading our NP is presented as if it is an entirely new plan (and we made certain to meet all the requirements of a new plan), legally what we have submitted is a revision of the current, made 2014-2029 one. This is an approach that has been taken by many other groups (and which has been acceptable to their examiners).

CLM however seems to wish us to, in effect, submit a new plan rather than a revision, and so has requested that we incorporate the three policies that are currently 'rolled over' from our old plan (included as Appendix A) as three 'new' policies (to go along with the 22 policies we've already got in the document). Jon Dowty is currently drafting this change. This change is likely to require a two week 'mini' public consultation.

The three policies carried over from the original Plan are Policies 2 (Housing Site Allocations), 3 (The Green Ring) and 8 (Education). They will become Policies 23, 24 and 25 of the Neighbourhood Plan Review.

#### **4. Report Back on Core Group Meeting with Robin Shepherd**

On 13<sup>th</sup> October the Core Group met with Robin Shepherd to begin exploring how the masterplanning might work and to determine whether there were any key areas of concern that we might need to thrash out (i.e. before we meet with the examiner). It was a useful first meeting, with no major issues picked out by RS, and support indicated for the principle of the road bridge. The members of the Consortium are keen to meet with the Steering Group to begin to build a relationship with the community and to help inform some of the detailed work they will have to do.

Brendan has prepared the **attached (Part II / confidential) note** on the meeting and his initial outline proposal for what should happen next. In summary: an inception meeting between SG and Consortium to build a relationship, agree the purpose and ground rules for masterplanning and resolve any matters that require a united front at examination; followed by four 'thematic' workshops.

**SPNP SG Question: which stakeholders should we invite?**

#### **5. Report Back on District Councillors' Meeting with CDC Planning Officers re: LP / NP Implications**

On Wednesday 20<sup>th</sup> all CDC members attended a confidential DPIP briefing on the state of the District's Local Plan. This briefing covered issues including the A27 capacity; Southern Water waste water treatment work capacity, housing numbers for the District, etc. I don't think it is breaching any confidences to say that considerable additional work will be needed before CDC will be able to say what the new housing number will be, what the impact will be on any given parish's allocation and/or the revised housing distribution.

On Thursday 28<sup>th</sup> October Cllr Bangert and I met with CDC Planning Officers to discuss how the latest information and developments might affect Southbourne. In summary;

- a) the examiner is proceeding (see item 3);
- b) Chidham and Hambrook planning refusals have relatively little applicability to us (see item 2);
- c) the Position Statement on the remaining capacity at Thornham WWTW is still to be signed off by Southern Water (CDC and the Environment Agency are both happy with it);
- d) the process for establishing a new housing number for the district and reviewing parish allocations is complex and we won't have any certainty for some time yet (I understand this to be months); contd.
- e) having been through Reg 16 consultation the Neighbourhood Plan has weight but its weight will be contested by developers and is not the only factor considered by the Local Planning Authority;
- f) CDC will support Southbourne in the masterplanning process.

While officers were careful not to tell us what to do, we came away with two crucial 'take home' points:

- Lack of capacity at Thornham is not, long term (and so not for the Local Plan and any allocations within it), a 'show stopper'. While there may be a delay before new capacity is created or freed up (e.g. by diverting sewage from Emsworth to Budds Farm), SW have a legal duty to facilitate development: construction (or occupation) may have to be phased, but it's a question of timing: development will be slowed, not prevented.
- The Neighbourhood Plan Review has been crucial both to keeping the Consortium 'playing ball' and in discouraging speculative planning applications from other developers. For this state of affairs to continue however both the examiner of our Plan and any inspector who might be looking at any planning appeals will be looking for evidence that the Parish is engaging positively with our development partners, that masterplanning is progressing and that there is a level of certainty that the proposed development will be delivered. Southbourne can engage with the Consortium on a 'without prejudice' basis (i.e. nothing is agreed until the NP has been agreed at Referendum), but must engage. If the examiner (or an appeals inspector) believes that the development proposals are going nowhere or are stalled, they will accord the NP significantly less weight.

**Summary: 380 units applications deferred by NP; 160 units blocked by NP; 8 units approved despite NP; 76 units (plus 29 units) in the pipeline.**

## 6. Next Steps?

The Neighbourhood Plan is 'finished' in that we cannot amend it any further, other than upon the instruction of the Examiner. At the time of writing we don't know how long the examination might take, or even if he will pause it. There is reason to believe that delivery of housing could be delayed by wastewater treatment capacity constraints at Thornham, but at the time of writing there is no hard evidence that Southbourne's housing allocation will be reduced, and no reason to believe that the factors which make Southbourne such an attractive 'target' for development (plentiful availability of land and identification as a 'settlement hub') will change. i.e. the pressure to develop at Southbourne will not diminish with time. While we can adapt if required (e.g. if CDC does change our allocation), the Neighbourhood Plan remains, in my view, the only strong defence the parish has against speculative planning applications in the short-medium term (and the only way to ensure development is actually planned rather than delivered piecemeal in the long term). We cannot predict when the examination might conclude, nor when the NP might go to referendum. Until the Plan is 'made' the weight accorded to the Plan in any Planning Committee (or appeal) decision will be significantly affected by whether it can be seen as a vehicle to deliver planned development. i.e. is work progressing on the development proposed by the Plan?

### SPNP SG Question: what should we do next?

As we consider this, members may wish to consider the **two attached timeline notes**. One shows when planning applications were dealt with during the first (made) NP. The second shows how successful our new (NP Revision) has so far been at resisting speculative development, but also how much threat we are under.

## 7. Steering Group Membership

We have received the **attached (Part II / confidential) request** from a group of Inlands Road residents to join the Steering Group. I have advised that the decision to admit new members is one for the Steering Group to take.

## 8. Review of SPNP Steering Group Terms of Reference

To the best of my knowledge, this group's Terms of Reference have not been updated since they were first agreed in March 2013. When work began on the Neighbourhood Plan Review there was a big effort to bring in new volunteers but I don't recall the ToR being reviewed. As the work on the first Neighbourhood Plan and its implementation had never really stopped, I believe that the Parish Council and the Steering Group essentially chose to continue with the arrangements that had got us through first time around. You will see from the **attached 2013 ToR** however that there are considerable differences between what it says and how the Steering Group has operated (and for as long as I can remember). Although the Neighbourhood Plan Review is essentially finished, there is still work for the Steering Group to do, on shepherding the NP through the examination, on preparing for masterplanning and for the referendum.

We will have a short discussion on this at the meeting and will aim to bring a draft revised ToR to the following one.

## 9. Timeline

7 <sup>th</sup> December*	NPSG Meeting (19:00 on Zoom)
Mid-Nov (TBC)	Pre-Masterplanning Meeting(s) w/ Consortium, Steering Group & ONH
4 <sup>th</sup> January*	NPSG Meeting

\*Unless otherwise advised the Steering Group will meet at 19:00 on the first Tuesday of the month.

## 10. AOB

Jonathan Brown  
Chair, Southbourne Parish Neighbourhood Plan Steering Group

## Item 8(iv contd.)

### SPNP Neighbourhood Plan Review: Defence Against Speculative Planning Applications

Date	Ref.	Units	Comments
Planning Applications that could be made / could have been made by developers associated with the Neighbourhood Plan Review:			
May 2019	HSB0007	~90 (HELAA suggests 170 possible)	North of Penny Lane, Hermitage. Neighbours 'consulted' but no application made (Seawards have a stake in the Neighbourhood Plan).
May 2019	HSB0015a	112	South of Cooks Lane. Previous application (14/00661/OUT) withdrawn during SPNP1 (Seawards had stake in that Neighbourhood Plan and have a stake in the Neighbourhood Plan Review).
? 2020	HSB0012a HSB0039a HSB0039b	TBC (HELAA suggests 178 possible)	Land between Inlands Road and Harris Scrap Yard. Consultation documents have been circulated but no application made (Metis Homes have a stake in the Neighbourhood Plan Review).
Planning Applications made (and resolved*) during the Neighbourhood Plan Review process:			
Jan 2020	20/02811/FUL	10	East Of Priors Orchard, Inlands Road. Application withdrawn (Seawards have a stake in the Neighbourhood Plan Review).
May 2021	21/00221/PLD	Change of use from Gypsy site to 'agricultural' use. (Still being used for construction.)	East Of Priors Orchard, Inlands Road. Change of use to 'agricultural' permitted, though site still being used for construction (see also 21/02603/FUL). Just a coincidence I'm sure, but any future planning application for housing on this site (e.g. 20/02811) would benefit from removal of the protected status it had as a gypsy/traveller site.
	20/02987/OUT	40	Four Acre Nursery, Cooks Lane. Application refused due to Neighbourhood Plan. <b>*Applicant is appealing.</b>
Jun 2021	21/00596/EIA	110	North of the A259, in the strategic gap between Hermitage and Southbourne. Application not made due to Neighbourhood Plan.
Oct 2021	20/02297/FUL	8	Wayside, in the strategic gap between Hermitage and Southbourne (though this fact not recognised by CDC Planning. Permitted despite Neighbourhood Plan.
Planning Applications made (and still ongoing) during the Neighbourhood Plan Review process:			
Ongoing...	21/01910/OUT	73	Willowbrook Riding Centre, Hambrook Hill South. Application has been 'red carded' and CDC officers are yet to make a recommendation. Site is inside proposed Ham Brook Wildlife Corridor.
	21/01543/OUT	3	Behind Nutkin Barn, Main Road, Nutbourne. Application has been 'red carded' and CDC officers are yet to make a recommendation. Site is inside proposed Ham Brook Wildlife Corridor.
Planning Applications that appear to be being prepared (but which have not, to date, been submitted):			
Future...	21/00359/EIA	29	Gosden Green Nursery, south of the A259, in the strategic gap between Hermitage and Southbourne. No application received...

**Summary: 380 units applications deferred by NP; 160 units blocked by NP; 8 units approved despite NP; 76 units (plus 29 units) in the pipeline.**

## Item 8(iv contd.)

### Summary of Chidham & Hambrook Major Application Refusals & Applicability to Southbourne

On 15<sup>th</sup> October 2021 CDC officers used delegated powers to refuse three major planning applications in Chidham and Hambrook Parish. The full decision notes can be read on the CDC Planning Portal: [www.chichester.gov.uk/viewplanningapplications](http://www.chichester.gov.uk/viewplanningapplications).

20/03319/OUTEA - Land west of Pottery Lane

20/03320/OUTEA - Land east of Broad Road

20/03321/OUTEA - Land north of Flat Farm

I have attempted to summarise below the key reasons for refusal and key 'informatives' given. (The latter being factors which are NOT reasons for refusal but which may be considered relevant should there be an appeal hearing.)

#### POTTERY LANE

##### Reasons:

1. Loss of countryside gap / settlement coalescence / setting of AONB.
2. No provision (S106) for affordable housing, transport, maintenance of public open space, recreational disturbance.

##### Informatives:

3. Adequate capacity at Thornham WWTW?
4. Haven't demonstrated how 94 dwellings can be accommodated on site; no ecological buffers (so limited space).

#### BROAD ROAD

##### Reasons:

Item 8(iv) contd.

1. Loss of countryside gap / settlement coalescence / setting of AONB.
2. Scale & location within proposed Wildlife Corridor; 12km SAC; protected species and habitats; impact on bats; possible impact on water voles.
3. No provision (S106) for affordable housing, transport, maintenance of public open space, recreational disturbance.

**Informatives:**

3. Adequate capacity at Thornham WWTW?
4. Haven't demonstrated how 132 dwellings can be accommodated on site; need greater ecological buffers (so limited space).

**FLAT FARM**

**Reasons:**

1. Loss of countryside gap / settlement coalescence / setting of AONB.
2. Scale & location within proposed Wildlife Corridor; 12km SAC; protected species and habitats; impact on bats; possible impact on water voles.
3. No provision (S106) for affordable housing, transport, maintenance of public open space, recreational disturbance.

**Informatives:**

3. Adequate capacity at Thornham WWTW?

**Applicability to Southbourne Applications**

Every planning application is decided on its own merits, but several things stand out: A27 capacity and Thornham WWTW capacity are NOT given as reasons for refusal. S106 agreements are a formality: I don't know why the applicant didn't prepare them in advance of the application/decision, but they can be arranged (i.e. they will not remain obstacles to permission). Loss of countryside gap, settlement coalescence and the setting of the AONB may be relevant to some Southbourne sites, but won't be relevant to all. *In summary, I believe we would be very unwise to hope that these factors would provide long term protection for Southbourne from speculative development proposals in the absence of the weight of the Neighbourhood Plan being recognised.*

Item 8(iv) contd.

**Steering Group Terms of Reference**

1. The purpose of the Steering Group is to create a Neighbourhood Plan for the entire parish of Southbourne, manage it through the approval process and set up a robust on-going management process to ensure the plan is acted upon and amended as necessary.
2. The Steering Group (SG) will consist of 10-12 members of the following composition:
  - a. Chairman
  - b. Secretary
  - c. Up to 10 other SG Members
3. The SG will make efforts to maintain a range of skills/knowledge in the SG and Focus Groups, and be representative of the parish as far as is possible within the constraints imposed by being drawn from volunteers.
4. The Parish Council clerk will provide such financial and administrative assistance as is appropriate within that approved by the PC.
5. There will be 6 Focus Groups :
  - i. Community
  - ii. Economic/Business
  - iii. Environmental,

- iv. Heritage/Local Knowledge
  - v. Housing
  - vi. Transport/Accessibility
6. Each Focus Group will contain one or more SG members and each SG member will be on at least one Focus Group (FG). FGs will seek specialist assistance as required.
  7. Each FG will elect a focal point or chair, who will be responsible for reporting back from the FG to the SG. If the chair is not able to attend the SG meeting, they must appoint a delegate for that meeting, from their FG.
  8. The chairs of the FGs represent the Chairs Group (CG) who are responsible for sharing information with the other FGs as required, in order that duplication of efforts are avoided and so that communications are not delayed by waiting for SG meetings to share information.
  9. The full SG will meet once a month, on the 2nd Monday in each month if possible.
  10. The SG may consider itself sufficient to make decisions if 75% of the group is present.
  11. FGs will meet as required but at least once a month. FGs will aim to send their minutes to the SG on the Thursday prior to the SG Monday meeting.
  12. Meetings are not intended to be 'Open' meetings but should be held where possible in public buildings and notified on the PC web-site and notice-boards. FG members will be notified of SG meetings by email and may attend to observe but not vote. Specialists or interested parties may be invited to attend and speak at SG meetings.
  13. Agendas and Minutes of SG and FG meetings will be produced by the Secretary, distributed to SG members and published on the Parish Council web-site.
  14. The views of residents, businesses and other people and groups with interests in Southbourne Parish will be sought by the SG and FG members using a range of communication methods, including Open Meetings and surveys.
  15. The use of electronic methods for communication will be maximised, while remaining sensitive to the needs of groups unwilling or unable to access these methods.
  16. The project will be managed through a project plan, which will be developed and updated by the SG.
  17. The committee will report regularly to the Parish Council and other interested groups as agreed.
  18. SG and FG members will be expected to declare any conflict of interest in every meeting, which will be recorded in the minutes of that meeting, and therefore available to the public.
  19. SG and FG members must maintain confidentiality when requested and comply with the requirements of the Data Protection Act.
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Southbourne Environment Group**October 2021 newsletter****Coastal Walk on 16<sup>th</sup> October**

A group of 12, some members and some from further afield, enjoyed a walk along the coast, marshes and farmland of Southbourne, led by Alison Barker. It was a still morning and the clouds looked fantastic reflected in the flat calm sea. The tide was in and few sea birds about, but on the scrubland north of the path there were lots of birds to be seen and heard including yellowhammer, stonechat, linnet and Cetti's warbler. We were lucky to get a glimpse of the shy water rail in the reeds at Nutbourne. Over the hedge further on a heron perched at the top of a small tree with teal and egrets in the water below. I'm sure I wouldn't have spotted many of these birds on my own so it was great to have them pointed out by Alison and sharp eyed members of the group.

**Work parties**

All are welcome to pitch in and help out. Tools supplied. Please wear suitable clothing and bring your own sturdy gloves.

**Thursday November 4<sup>th</sup> 10am – 3.30pm and Saturday November 6<sup>th</sup> 2021 9am –**

**12noon.** Enhancing the Nutbourne Wildlife Corridor by Meadow View. These working parties are led by Sarah Hughes, Chichester District Council Wildlife Corridors Officer. Contact: [shughes@chichester.gov.uk](mailto:shughes@chichester.gov.uk). Please note there are no facilities on site, pack a lunch is putting a full shift on 4 November.

**Saturday November 16<sup>th</sup> 11am.** Assist Southbourne WI to plant a whitebeam tree by the Village Hall. Organiser Mo Grummett, President of Southbourne WI.

**Next SEG Meeting:** Christmas get-together in the AGE Concern Hall on Thursday 25<sup>th</sup> November at 7pm. More details nearer the time. Note there is no meeting in December.

**Brook Meadow Conservation Group AGM and Talk by Sarah Hughes.**

**Friday November 12<sup>th</sup> at 7pm in St James Church Hall, 20a Church Path, Emsworth PO10 7DP.**

After the business part of the meeting, Sarah Hughes is speaking about the proposed strategic Wildlife Corridors between Emsworth and Chichester, with particular reference to the Hermitage to Westbourne corridor which borders on the west of Southbourne parish. The meeting is open to non-members.

**Coming early in the New Year:** Alison is planning a walk to look for waders in the Harbour. Amanda will be receiving whips of hedgerow shrubs and trees and will organise a planting party.

**SEG Booklets:** You all have a copy. These were created for the responders of the Wildlife Garden Survey, SEG members approved extra for future use at our events, had hopefully also in places like Tuppenny Barn for general public use.

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*Southbourne Parish Council 09.11.21*

*Agenda item (8cvii)*

#### WSALC Chairman's Forum, 13 October 2021

The virtual meeting was held on Wednesday, 13 October, at 7 pm. There were about 25 attendees.

First speaker: **Inspector Oliver Fisher**, in charge of the Rural Crime Team for the whole of Sussex. The team was set up about 18 months ago and has a relatively wide remit. Much of the criminality has an organised crime group behind it and sometimes they are international gangs. Activities include dealing with raves, unauthorised traveller encampments, theft of farm machinery and sheep worrying by dogs. The Rural Crime Team produces a monthly newsletter which is shared with Parish Council Clerks.

Second speaker: **Ian Davison (Surrey Hills Solicitors)**, solicitor used by WSALC members including Southbourne PC.

- Delegated authority - A parish council can delegate decisions - other than those concerning the budget and borrowing - to a committee and that committee can, in turn, delegate these to a sub-committee or even a joint committee. Any of these three levels can delegate decisions to an officer. The structure/scheme of delegation needs to be documented, preferably as an appendage to the council's standing orders. If you get this wrong, your decisions will be void.
- Any decision delegated to an officer is his or her responsibility. Although you may give advice, you are not dictating what the officer will do. It is up to each individual council to decide what powers they wish to delegate.
- If members "attend" a Council meeting remotely they are not "present" and cannot vote.
- If a Councillor is unable to attend a Council meeting he/she can make his/her views on specific Agenda items known to all Council members before the meeting.
- Parish Councils can borrow money for capital expenditure but there is some exposure with property investment so there are more restrictions.
- An Elections Bill is currently before Parliament. EU citizens may no longer be able to stand or vote.
- Government is looking at the quality of audits and will be setting up an overseeing authority.
- Government apparently has cold feet on their Planning White Paper proposals. There could be a tax on property developers and there are new planning appeal forms.
- Government money is available to acquire community assets.
- Electric vehicle charging points are all the rage at the moment. West Sussex is not offering any deals at the moment (compare with Kent CC).
- Government wants to map all underground services – this could possibly be linked in to Parish Online?
- Non-English language inscriptions are acceptable on memorials.
- All Highway Authorities (in our case WSCC) have a statutory responsibility to keep ice and snow off roads.



- If Councillors use their cars for PC business they should look at their motor insurance policy to ensure they are covered. Most policies should cover for that kind of 'business use' as part of 'social, domestic and pleasure' but it is wise to check this out. WSALC are going to take this up with NALC.
- WSALC had undertaken a survey of 130 parishes to find out how much had been spent on Neighbourhood Plans and how effective they were. The response was very low and the amount was about £300 000. WSALC had also done a survey about Southern Water. It was agreed that both surveys should be redone to encourage more PCs to respond.
- The Queens Green Canopy initiative has just started in Sussex (each PC to plant at least one tree) – information will be circulated.

#### **Points raised by Trevor Leggo**

- There are too few applicants for Clerk positions, particularly in East Sussex. Input needed from PCs on what to do about this.
- Parish Online day 26 October (MCN attended).
- Six-monthly police consultation focus group for Chichester is on 25 November to be attended by TB/LH/SH.
- A recent Health and Wellbeing Report has been prepared and is being updated in the light of the pandemic. Survey to go out soon.

**Lyn Hicks, 2 November 2021**

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*Southbourne Parish Council 09.11.21*

*Agenda item 8(cviii)*

Joint Burial Committee and Working Group

### **WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE**

Minutes for the meeting of the Westbourne and Southbourne Joint Burial Committee held at 7 pm on 18 October 2021 in St John's Church Centre, Southbourne.

**Present:** Southbourne Parish Councillors: Lyn Hicks (Chair) & Tracie Bangert  
Westbourne Parish Councillors: Ann Pearcey, Richard Hitchcock & Mike Magill (Vice Chair)

**In attendance:** Sarah Rowland – Locum Joint Burial Committee Coordinator

#### **1. Introduction to JBC Coordinator**

The Chair welcomed the Locum JBC Coordinator to the meeting.

**2. Apologies for Absence**

Apologies were received and accepted from Cllrs Chris Bulbeck & Amanda Tait.

**3. Declaration of Personal and Pecuniary Interests**

None

**4. Minutes of Meetings**

Minutes of the Meeting held on Monday 23 August 2021

It was resolved that the minutes from the Joint Burial Committee meeting on 23 August 2021 were confirmed as a true and correct record of the meeting and were signed by the Chair. Proposed by Cllr Hitchcock and seconded by Cllr Magill.

**5. Budget for 2022/23**

Unfortunately the financial reports needed for putting together the 2021/2022 were not available so it was agreed that this item should be rescheduled for a specific budgeting meeting provisionally booked for Monday 15 November 2021.

**6. Financials and Governance**

The financial reports for end of September had unfortunately not been issued by the Locum Southbourne Parish Clerk/RFO.

**7. Training**

JBC Coordinator attended the Management of Memorials – Inspection Workshop in Nutfield, Surrey on 13 October. The workshop was very useful and has provided much for the JBC to consider. Unfortunately, Cllrs Hitchcock & Bangert could not attend due to being unwell therefore ICCM have agreed to honour their places on a future course.

**Action:** JBC Coordinator to write a summary of the key points from the course with recommendations for an ongoing inspection plan.

The JBC Coordinator will be attending the Cemetery Management & Compliance Course on 19 & 20 October.

**8. Update on JBC Working Group activities**

Terms of Reference/Constitution – memorandum of agreement

This will be reviewed when the research into other JBCs is complete.

Input from other JBCs

The Clerk to Westbourne PC had contacted another JBC and the Working Group (CK, AP, TB, LH) had collected a series of questions to find out how they operated. Update at next Working Group meeting.

### Demonstration from Rialtas

Cllr Mike Magill provided a brief update about the session he organised for Thursday 7 October, which was well received.

### Auditors

Southbourne Parish Council has now instructed Mulberry as their internal auditor. This is the same company that audit Westbourne Parish Council. Interim audits will take place during November/December.

## **9. Updates & Issues on other Activities**

### Rialtas Cemetery Package

Further research to take place into the Rialtas Cemetery Package to understand the benefits, cost and notice period should we wish to cancel.

**Action:** Locum JBC Coordinator to action before next meeting.

### Cemetery Extension Project

The JBC asked if there were any outstanding payments due or work to be done on the cemetery extension. The committee are aware that the wild flowers still need planting.

**Action:** JBC Chair to contact Cemetery Extension Project Manager, Richard Earl, to ascertain this information.

### Security of Cemetery

A discussion took place regarding the security of the cemetery due to a recent incident of car vandalism for Cllr Pearcey. The committee decided that, due to no further issues being reported, CCTV at the cemetery isn't required at this stage but they will continue to monitor any issues that arise.

**Action:** Cllr Pearcey to speak to anonymous local resident to check if the locked gate has improved/reduced any local issues.

### Overdue memorial testing & dealing with existing memorials that have been laid down for safety

Discussed and will feature within the recommendations provided by the JBC Coordinator.

### Insurance queries

Cllr Pearcey queried whether the existing insurance policy had been checked/amended to ensure it was fit for purpose. The current policy was renewed at short notice and contained some cover that may not be necessary/appropriate for the cemetery. Cllr Hicks had asked the previous Clerk to Southbourne regarding this matter had received no response.

**Action:** JBC Coordinator to check the existing insurance and submit queries to the Insurers.

### Toilet renovation

Committee discussed the existing toilet and whether it should be renovated. We need to understand if renovating or refreshing is required, and whether, upon doing this, the toilet needs to be made accessible.

**Action:** Cllr Bangert to establish requirements for updating old toilets, especially where increasing the size will not be an option due to the nearby graves.



#### Regulations for the noticeboard

Condensed version of Rules & Regulations document to be put into noticeboards, along with Code of Conduct, and Dogs on Leads signs.

**Action:** JBC Coordinator.

#### Enforcing the cemetery rules and regulations

JBC Coordinator raised the recent issue where a family have placed their own kerbing around a lawn grave, which is not permitted. Decision made to contact the grave owner and ask that the kerbing was removed within 3 weeks.

**Action:** Cllr Bangert to check if there are special requirements for notices to be accessible for the traveller's community.

Key safety requirements will also be placed into a 1 page summary to be included with interments and memorial applications.

**Action:** JBC Coordinator to create and submit to the committee for sign off.

#### Potential fly tip

Cllr Pearcey identified an area in the cemetery that she was concerned was being used for fly tipping, due to the items in the pile. JBC Coordinator believes this is Longmeadows' area for burning waste but will check.

**Action:** JBC Coordinator to check fly tip area. Speak to Longmeadows if necessary to ensure the area stays clear.

#### Tree Survey

Cllr Bulbeck was not at the meeting so no update available.

**Action:** Cllr Hicks to contact Cllr Bulbeck for an update.

**Action:** JBC Coordinator to locate report for tree works and send to Cllr Hicks.

### **10. Consecration of Cemetery Extension**

Committee discussed the area of the new extension that should be consecrated. Decision was to consecrate 50% and for this to be the land to the left-hand side, along with 50% of the new cremation plots. Need to confirm if 50% of the badies/children.

**Action:** JBC Coordinator to send extension map to Cllr Hitchcock, highlighting the areas for consecration.

**Action:** Cllr Hitchcock to liaise with the Diocese of Chichester (Ann Marie Organ).

### **11. Cemetery Lodge**

Leaders lettings agent has proposed a £50 per month rental increase for the Cemetery Lodge tenants. Committee discussed and decided not to implement an increase at this time.

**Action:** JBC Coordinator to update Leaders.

External maintenance for the lodge is the JBC responsibility. The gutters and cladding round the side of the building needs to be cleaned.

**Action:** JBC Coordinator to arrange this.

#### Ownership of the road

An update was requested regarding the ownership of the road at the meeting on 23 August.

**Action:** Cllr Bangert to update at the December meeting.

## **12. Date of Next Meeting and Agenda Items**

- i. The Budget 2022/23 meeting has been provisionally booked for Monday 15 November at 19:00hrs at The Meeting Place, Westbourne.
- ii. The next JBC meeting will be Monday 13 December 2021 at 19:00hrs in Southbourne – location to be confirmed.
- iii. Agenda Items suggested for future Meetings:
  - Dustbins to next meeting (December)
  - How we use the extension

## **Part II**

### **13. Staffing Matters**

None raised

## **Update on the Westbourne and Southbourne Joint Burial Committee (JBC)**

It has been some time since problems first arose in regards to the JBC and it has been a long road to where we are now but there has been a lot of work going on in the background. There have been changes that have taken place in regards to personnel with both the Clerk to the JBC and Southbourne's Clerk/RFO resigning within a couple of months of each other. As far as the JBC was concerned, our main priority was to ensure we could continue functioning to allow our dead to be buried and maintaining the cemetery to the same high standard it has always has been.

We currently have a Locum Clerk/Cemetery Coordinator for the JBC, Sarah Rowland, who has done a lot of work to get up to speed with the running of the cemetery to ensure there is no disruption to the service we offer to our residents. Councillors have also taken part in additional training to ensure we can assist the clerk on a day-to-day basis moving forward.

Once we were happy that the JBC was operational for our residents, a Working Group was established to address issues brought up by the grievance and complaint received in relation to the JBC. Areas that we have been addressing include:

- Reviewing and rewriting the Constitution with an additional Memorandum of Understanding to go alongside to ensure clarity on how the JBC operates and responsibilities of key personnel and each council.
- Working on the financials to ensure they are clear and transparent. We are also establishing the requirements of each Parish Council to ensure both receive the information they need for their audits. A presentation by Rialtas allowed further understanding of the system and the financials that can be produced. These will be available on request moving forward.
- Establishing formal terms of reference and job description/person specification for the role of the Clerk/Cemetery Coordinator to the JBC.

A key part of the process has been contacting other JBCs around the country to see how they operate and how they structure their organisation particularly in relation to the host authority. These councils have taken some time to come back to us but thankfully we now have a number of responses/constitutions we can review to help us with the revision of our constitution. Interestingly, from some of the responses we have seen, we are not the only JBC with similar kind of issues – some

have changed into registered charities, Burial Boards and some have even been disbanded. The work we are currently undertaking will safeguard us from similar challenges in the future. **Contd.**

The Working Group is now meeting every 2-3 weeks to ensure that we keep the pressure on to resolve all outstanding issues as soon as possible so that we can hopefully complete the review process within the next couple of months.

We had hoped to be further along in the process but we wanted to make sure that the work we are doing now, while being reviewed regularly in the future, would not need to be completely redone for a number of years – if ever! We are working hard to resolve all issues and I am very optimistic the end is in sight after a turbulent 6 months during which we have experienced a lot of changes and bumps along the way.

**Mike Magill**

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**Southbourne Parish Council 09.11.21**

**Agenda item 8(cix)**

**Report on Southbourne Parish Council Wine and Cheese Party to Thank Volunteers**

During the numerous lockdowns of the last 18 months Southbourne Parish Council was fortunate enough to be able to call on the help and support of numerous residents who were prepared to volunteer for their community. It was suggested by Councillor Graham Hicks (now retired) that once the worst of the pandemic was over the Parish Council should organise a function to thank these willing volunteers. At the September PC meeting it was agreed that a Wine and Cheese Party would be organised and this took place on Saturday 16 October at the St John's Church Centre.

People invited included all the registered Community Connections helpers, members of the Southbourne Environment Group and the Neighbourhood Plan Steering Group, trustees of the Southbourne Community Land Trust and contributors to the Southbourne Annual Parish Meeting. It should also be remembered that all Parish Councillors are themselves volunteers working for the benefit of the community. Judging from the feedback all those who were able to attend found it a worthwhile and enjoyable occasion so definitely an event worth repeating sometime in the future. Particular thanks are due to Councillors Tracie Bangert and Robert Taylor, and Sarah O'Brien Twohig, for their help with the organisation of the evening as well as our new Deputy Clerk, Maria Carvejal-Neal.

Lyn Hicks

Chair, Southbourne Parish Council

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**Southbourne Parish Council 09.11.21**

**Agenda item (9)**

**Correspondence**

FROM	DETAIL
R HEELAN	Planning Committee letters to District Councillors
DISTRICT COUNCILLORS	Responses to above & further information
WSCC	Proposed Prinsted TRO
BOURNE BUS	Survey
	Queen's Jubilee Beacons – 02.06.21

**Southbourne Parish Council 09.11.21**

**Agenda item (9)**

**Planning application received:**

**SB/21/02414/FUL;** Green Orchards Inlands Road Nutbourne PO18 8RJ; Proposed Demolition of existing garage and erection of 2 no. two-bedroom detached chalet bungalows and replacement double garage. – **Objection.**