

## SOUTHBOURNE PARISH COUNCIL

The Village Hall

First Avenue

Kate Bain

Southbourne

Locum Clerk to the Council

West Sussex

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PO10 8HN

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**Please Note:** This meeting will start at **6.30 p.m.**

Under the current Covid-19 restrictions, the maximum number of people able to meet outdoors is 30. In practice, after allowing for councillors and the Clerk, this will mean that no more than 19 members of the public can observe this meeting.

You are hereby summoned to a meeting of Southbourne Parish Council on **Tuesday 14 September 2021** at **6.30 p.m.** at Tuppenny Barn, Main Road, Southbourne PO10 8EZ

### AGENDA

Supplementary items received 07.09.21-14.09.21 will be published on a supplementary agenda for the meeting.

1. Apologies for Absence
2. Declarations of Interests
3. Minutes of the meeting held 13 July 2021
4. Open Forum
5. Delegation of powers to the Clerk
6. Co-option of Parish Councillor
7. Bourne Bus Project
8. Tuppenny Barn
9. Drop-in sessions (starting 02.10.21)
10. Wine & Cheese evening (16.10.21) - to thank Community volunteers
11. Street naming
12. Finance
  - a) to note the expenditure since the last meeting
  - b) To review the Income & expenditure vs budget to 31.08.21
  - c) To note the bank balances at 31.08.21
  - d) Amendments to bank mandate signatories
  - e) Appointment of Mulberry & Co as internal auditor
13. Reports
  - (a) District Councillors' Report
  - (b) PCSO Report (Baylee Reed)
  - (c) Parish Council Reports
  - (i) Finance and General-Purpose Committee:

(ii) Recreation Ground Advisory Committee:

- Proposal to accept the tender received from - Longmeadows Landscaping for regular maintenance.
- Draft licence agreement with football club
- Pavilion project

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

(iv) Allotments Committee

(v) Neighbourhood Plan Steering Group

(vi) Southbourne Environment Group: No meeting this month

(vii) Joint Burial Committee Working Group – under Part II

(viii) Outliers Reports- review of concept & agreement on how to continue

14. Correspondence received

15. Planning applications & decisions received

16. Date of Next Meeting: Tuesday 12 October 2021

#### 17. 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

#### Update on Staffing matters; Parish Council & JBC

**Circulated to: Southbourne Parish Councillors**

#### 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: 07.09.21

**Southbourne Parish Council****Minutes of the Meeting held on 13 July 2021 at 7 p.m. at Tuppeny Barn, Main Road, Southbourne.**

Present: Mrs Hicks (Chairman), Mrs Bangert\*, Mr Brown\*, Mr Bulbeck, Mr Jennings, Mr Murch, Mr Redman, Miss Tait, Mr Taylor and Mrs Thorne.

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\*Also District Councillors for Southbourne

8 members of the public.

**Apologies for Absence**

59. None

**Declarations of Interest**

60. None.

**Minutes**

61. Resolved – That the minutes of the meeting held on 8 June 2021 be approved as a correct record subject to the amendment of minute 49 change from after “...would need...examination stage” change to “would need to be considered at the examination stage”.

**Open Forum**

62. A resident asked about progress with the Operation Watershed bid to the rear of Parham Place and questioned whether a further quote was needed before submission, given that a third contractor had declined to quote. The Clerk would check with the Operation Watershed team.

63. A resident reported on a number of issues that had been discussion points on the Southbourne Community Association’s website including three footpaths - from Stein Road to the Ham Brook; the path west of the Recreation Ground and the path through to Russet Gardens which were not on the definitive map. Mrs Bangert would check on the designation of the footpath at Russet Gardens. Members also noted that a quote to tidy the area around Prinsted car park had been agreed and would be carried out shortly.

64. Members thanked the resident for bringing the various matters to the Council’s attention.

**Bournes Forum Bus Project**

65. Members received a presentation from District Councillor Kerry-Beddell and Major Davis from the Baker Barracks, Thorney Island on the proposed Bournes Bus Project. The Council had received a copy of the presentation slides before the meeting. It was noted that many families on Thorney Island were now permanent residents and the bus would help integrate them into the wider community. The bus would be operated by volunteers to provide services on Tuesday, Thursday and Friday using existing bus stops in Nutbourne, Southbourne, Westbourne and Emsworth. Appropriate training for the volunteers would be provided. The initial project costs would include the purchase of a second-hand bus mainly met by the Ministry of Defence. For the Parish Council its contribution would be £2000. In year two it was anticipated that it would be £1000. It was noted that there was no funding available for this in the Council’s current budget. The Council welcomed the initiative.

Resolved – (i) that the project be supported in principle and (ii) the Finance and General Purposes Committee consider the funding for this project and advise the Council.

**Co-options**

66. Three applications had been received for the two Councillor vacancies on the Parish Council, namely from Mr D Bryant, Mrs J Grant, and Mr R Hayes. Mr Bryant had sent his apologies to the Clerk.
67. With the agreement of the Council the Chairman adjourned the meeting to allow Mrs Grant and Mr Hayes the opportunity to address the Council for up to five minutes each.
68. Following the addresses, a member asked for the Council to be able to discuss the candidates in private session.
69. 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.
70. The Chairman then welcomed the public and press back to the meeting.
71. The vote was taken on each vacancy in turn.
72. Resolved – That Mrs J Grant be co-opted as a member of the Southbourne Parish Council.
73. Resolved – That Mr R Hayes be co-opted as a member of Southbourne Parish Council.
74. It was noted that there was now a further vacancy available for Co-option and the Clerk would post the notice on the website.

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

75. The report was received and taken as read. In response to a question Mr Magill requested the Member contact him separately about the issues with the pavements and hedges in Southbourne. The grass verges would be cut at the end of July 2021.
76. It was noted that the proposed closure of the Southbourne Family Centre would be considered by the County Council's Scrutiny Committee on 20 July 2021 and that the recommendations would not necessarily be supported.
77. The Chairman would forward information regarding the proposed ChEm Route to Mrs Thorne, Mrs Grant and Mr Hayes

#### **Committee Appointments**

78. Committee Appointments - Resolved - That
- (i) Mrs Grant be appointed to the Staffing Committee
  - (ii) Mr Hayes be appointed to the Finance and General Purposes Committee and Recreation Ground Advisory Committee
  - (iii) Mrs Thorne write to the Friends of Maybush Copse about the Council's continued representation on the Group
79. Allotments Committee - Members noted the proposal to increase the co-opted membership to three for the Allotments Committee.
80. Resolved – (i) That the co-opted membership of the Allotments Committee be increased to three and (ii) That Mrs Ullman and Mr James be co-opted to the Allotments Committee.

#### **Finance**

81. New Homes Bonus – Members noted that not all the funding available was being used by the four projects and agreed to an additional project to provide signs and noticeboards for the Southbourne Fields allotments. Quotes for grass matting had not been available but if possible given the time available, would be included. Remaining funding would be allocated as contingency for the bike rack, the area outside Tesco Express and the Recreation Ground projects equally.

82. Resolved - that the projects and the contractor quotes as set out in the report be approved.
83. Operation Watershed – Subject to minute 62 above the report was received.
84. Resolved – that the quote in the sum of £9855.33 from Contractor B be approved and put forward as the preferred bidder in the application for Operation Watershed funding to the County Council.
85. Financial Regulations – Resolved – that the amendments to the Financial Regulations as included with the Council agenda be approved.
86. Members considered the proposal that the Finance and General Purposes (F&GP) Committee meet monthly in future to consider payments that were not either regular such as staff salaries or direct debits prior to payment by the RFO.
87. Resolved – that the F&GP Committee be delegated the authority to approve payments before they were made by the RFO.
88. It was further noted that the next meeting on 24 August was being held remotely and it could not therefore take decisions because the meeting was not being held at a public venue.
89. Resolved – (i) that the RFO be delegated to approve the payments on advice from the F&GP Committee following a remote meeting only and (ii) this delegation to be kept under review.
90. Southbourne Parish Council Grants Terms and Conditions – Resolved - That the amended terms and conditions as set out with the agenda be approved.
91. Expenditure – The Council noted the expenditure since the last meeting.
92. Joint Burial Committee Payments – The Council noted that as the host council, Southbourne PC was currently meeting certain payments for the JBC which would otherwise be paid by cheque drawn on the JBC account and these would be offset from the sum due (£11,981.40 for the half year) to the JBC for 2021/22.
93. April and May Accounts 2021 – The accounts against budget were noted. The Finance and General Purposes Committee would be considering the accounts in more detail at its next meeting.

The meeting adjourned for a 10 minute break at 8.20 p.m.

#### **Recreation Ground Committee**

94. Grounds Maintenance Contract - The Chairman of the Recreation Ground Committee reported that there was a need to go out to tender for a new grounds contract as there had been a number of complaints about the grass cutting by the current contractor. It was noted that although the current contract did include line marking of the pitch it did not include repairs to it as no football was being played on the pitch when the original contract was agreed in 2014. There were also other areas such as Prinsted and the allotments that could potentially be covered by a new contract.
95. Resolved – that tenders for a new maintenance contract be sought and reported to Council in due course.
96. Licensing Agreement – Use of the pitch by AFC Southbourne had been on the basis of a hire agreement and a fee of £51 per match. It was suggested that as the Club had grown and was likely to grow further it would be appropriate to move to a Licence agreement with the Club and an annual fee. Members agreed that a draft licencing agreement be considered by the Council at its next meeting following discussions with the Club.

#### **Flanders Close**

97. The report of the Clerk was received. The Clerk advised that the Council would need to appoint its own solicitor and carefully consider the final details of the transaction.
98. Resolved – that the report be received, and the recommendations contained therein be approved.

## Reports

99. District Councillors' Report - The report was received and noted. Mr Brown also added that the Boundary Commission had proposed some changes to the Arun and Southdowns Constituency but these were not considered appropriate.
100. PCSO Report - The report of PCSO Reed was received and noted. It was hoped that the additional PCSO allocated to the Bournes parishes would help improve coverage of the area.
101. Parish Council Reports
- (i) Finance and General Purposes Committee – The report was received and noted. All councillors were invited to the next meeting on 24 August 2021 to discuss the business plan.
  - (ii) Allotments Committee – The report was received and noted.
  - (iii) Neighbourhood Plan Steering Group – The report was received and noted.
  - (iv) Southbourne Environment Group – There had been 170 responses to the Garden Survey. There would be a stall at the Emsworth Show over the Bank Holiday.
  - (v) Joint Burial Committee – The report was received and noted.
  - (vi) Outliers Reports – The reports were received and noted.

## Exclusion of the Press and Public

102. 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.

## Staffing

103. The Chairman reported that interviews for the new Deputy Clerk post would be held the following week. A locum Clerk had been appointed to cover for some of the work of the full time Clerk after he had left. It was hoped that a locum RFO would also be appointed.

Chairman

The meeting closed at 9.10 p.m.

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**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 14.09.21

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.

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**Southbourne Parish Council****Agenda item 7**

**Bourne Bus Project** – proposed by FG & P committee to support this project as below (£11,000 k over 5 years from CIL monies.

SPC costs

Year 1	- £2000
Year 2	- £1000
Year 3	- £1000
Year 4	- £1000
Year 5	- £1000
Total	- £6000

Further £5000 from SPC for website and phone system.

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**Southbourne Parish Council 14.09.21****Agenda item 8****Tuppenny Barn improvements**

Proposed by FG & P to support the proposed Tuppenny Barn improvements as below:

Initial payment from CIL monies of £33,000 as seed funding to set up the project

2<sup>nd</sup> payment of £33,000 for the ongoing works.



Dear Southbourne Parish Council,

As we move forward with our planning, development and fundraising for our Transforming Tuppenny green build, we would like to submit a proposal to you for a COMMUNITY INFRASTRUCTURE LEVY contribution.

Our requests:

1. We would like to apply for **£33,000 for PHASE 1 of our project (Details below)**. This seed funding will go towards our key project resources and professional services fees (architect, engineers, specialist consultants etc) that are providing expert skills for the project to continue.
2. We would then like to apply for another **£33,000 to go towards PHASE 2** of the build. This contribution will be targeted at the outcomes related to the education and green therapy activities that will benefit many of our community. Our new multi-use study room and external classroom can be realised with this contribution. We would like to apply for this once full planning consent has been given.

**Tuppenny Barn** is Southbourne's much-loved organic smallholding and education charity that has been pivotal in supporting local households, schools and colleges more than ever over the last 18 months. As our school visits and green therapy programs expand responding to the growing needs of our community, we have embarked on a project to Transform Tuppenny with the addition of a new green community build.

Along with community café and shop, the timber building will provide additional accessible spaces which will further enrich the learning environment and help build the charities financial resilience.

This project will expand on our charitable and social objectives in the following ways.

- Increase the school visits and social and therapeutic horticulture groups by >20%
- Offer work experience and accredited training for up to 40 vulnerable individuals helping them gain new skills and providing a helping hand towards employment
- Creating jobs, volunteer opportunities and financial resilience for the future of Tuppenny Barn

### PROPOSED TIMELINE AND FUNDING REQUIREMENTS

1. Project start-up summary (to end of June '21)

Funding Received	£7148
Costs incurred	£7709


2. Phase 1 Development and Planning (July - December '21)

Phase 1 <b>CIL</b> Funding Sought	£33,000
Costs planned	£33,000 Fundraising, Marketing, professional services (incl. engineers, ecologist, highways, energy, drainage etc) full planning app.

3. Phase 2 Finalise Development and Build and fit-out for operation (Jan – Dec '22)

Build and fit ready for operation	£334460 (Total Build budget minus phase 1 CIL)
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	Note: Fundraising also underway with CDC, major donors, trusts and the community.
Phase 2 <b>CIL</b> Funding Sought	£33,000
	

Southbourne Parish Council 14.09.21

Agenda item 11

#### Street naming

Email received from CDC RE: Oriel housing – Street Naming: Development Land east of Breach Avenue. This consultation is for 18 dwellings (plots 17-34 only).

Copy of email & attachments received from CDC (24.08.21) **Councillors have made suggestions – to be discussed.** Deadline 24.09.21

*'Consultation letter along with plans showing the above new development at land east of Breach Avenue. **This consultation is for 18 dwellings (plots 17-34 only).***

*Please may I have any comments or alternative suggestions by no later than 24<sup>th</sup> September 2021, but let me know if you require longer.*

*The reason the developer has requested the street names are as follows:-*

**Orchard** – the site is consisted of established Apple trees orchard.

**Langley** – Langley family was the owner of the land who grow vegetables on this land.

**Mee** - Reverend Arthur Mee, a local minister who wrote the first definitive history of the area.

Oriel Housing Ltd selected New Orchard as 1<sup>st</sup> option and Langley Avenue as 2<sup>nd</sup> option

I have discussed the street names with the developer and did explain that whilst I understand the use of Orchard within the street name, I have some hesitancy as to the fact that there are already a number of Orchard themed street names in existence within the **PO10 8** postcode area (Ellesmere/Orchard Lane/Priors Orchard) I would prefer that if this name was selected, it would be preferable to allocated 'Something Orchard' to further differentiate it from those existing street names.

Although the developer in the first instance did ask that one street name was selected for the whole development of 34 dwellings ie phases 1 and 2, I have explained that 2 street names will be required for this phase and I anticipate one street name will be required for phase 2 which I will consult on at a future date.

I hope this information is of use to you and I look forward to hearing your comments in due course.'

Kind regards

Lisa Toop

Senior Local Land Charges and address development officer, Land Charges Chichester District Council





Name: **Lisa Toop**

Reference: **LT/NU**

Telephone: **01243 521190**

e-mail: [streetnaming@chichester.gov.uk](mailto:streetnaming@chichester.gov.uk)

23 August 2021

Dear Southbourne Parish Council

**Street Naming: Development Land east of Breach Avenue, Southbourne**

I have received a request from the developer (Oriol Housing Ltd) to consider the naming of the above development. The name that has been proposed is

**Orchard / New Orchard**

**Langley**

**Mee**

To keep to the statutory timetable, I must ask that your Council let me have any observations or alternative suggestions they may wish to make within 21 days. If a reply is not received within this time, I shall assume that your Council does not wish to make any comments and process the application accordingly.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Lisa Toop'.

Lisa Toop  
Senior Local Land Charges & Address Development Officer  
Street Naming and Numbering  
Land Charges

Payments to 31.08.21			
	PAYEE	DETAIL	£
PAYMENTS MADE	ELITE PLAYGROUND INSPECTIONS	Recreation Ground Quarterly inspection	56.70
	IDENTITY DESTRUCTION LTD	Shredding of 71kg of paper	21.12
	JDS	SIDS May- August	396
	SOUTHBOURNE VH	PC meeting	7.00
	SURREY HILLS SOLICITORS	Legal advice – land at Prinsted	90
	T BANGERT	Expenses claim for flowers	50.98
	RIALTAS	Annual maintenance	459.60
	RIALTAS	RFO training	480
	VIKING	Stationery	197.35
	R DAVISON	Flexi time May – July	376
	HMRC	P32 M5	1112.04
	K BAIN	Training /handover/ locum Clerk & RFO 29.07.21-27.08.21	3480
	R DAVISON	Salary 01.07.21-08.08.21	2492.56
	C DAVISON	Salary 01.07.21-08.08.21	708.40
	P RODEN	Salary 01.07.21-31.07.21	67.55
	E HARRISON	Salary 01.07.21-31.07.21	216.48
	PITCHCARE	Line marking paint	69.20
	FLEET PITCHMARKERS	Pitch marking machine	975
	SOUTHBOURNE SEA SCOUTS	Moving of defibrillator	420
	SOUTHBOURNE VILLAGE HALL	Parish Council meeting	7
	BT	Broadband & telephone services paid by direct debit	155.26
PAYMENTS DUE	BURLEYS	Maintenance Jun – Aug '21	1389.60
	SOUTHBOURNE VILLAGE HALL	Parish Council meeting	7
	TUPPENNY BARN	Marquee hire	84

Southbourne PC I & E vs Budget 31.08.21			
Income	Budget 21/22	Actual YTD	% budget
Precept	200452	100226	50.0
Bank Interest Received	0	0	
NHB	0	23058	
Miscellaneous Grants	0	0	
Income	1000	0	
Pitch Fee Income	1000	0	
Allotment Income	1600	1550	96.9
Interment Fees - Burial Plot	4000	2100	52.5
Interment Fees - Cremation	1000	1500	150.0
Exclusive Rights - Burial Plot	4000	1500	37.5
Exclusive Rights - Cremation	2000	2100	105.0
Memorial Installation Fee	2000	1150	57.5
Cottage/Lodge Rent	12000	3000	25.0
Other Cemetery Fees	550	827.47	150.4
Capital Grants/Donations(S106)	0	0	
Precept, Westbourne	31530	3784	12.0
Total Income	261132	140167	53.7
<b>Expenditure</b>			
Clerk Salary/Tax/NI	32000	16192.04	50.6
Office Administrator Sal/Tax/N	4600	5387	117.1
PAYE/ NI Liability	6000	2334	38.9
Deputy Clerk	25500	0	0.0
Clerk's Expenses	250	0	0.0
Mobile Phone	120	0	0.0
Chairman's Allowance	300	0	0.0
Clerk's Prof Subscriptions	250	262	104.8
Administration Expenses	4500	1303	29.0
Hall Hire	600	14	2.3
Westb&Southb Burial Com	23332	0	0.0
Office Rental	3000	0	0.0
Insurance	4500	3850	85.6
NHB Expenditure	0	0	
Subscriptions WSALC	2300	2149	93.4
Subscriptions Other	150	0	0.0
Audit Fees	1850	-1331	-71.9
Accountancy Services	0	0	
S 137 Grants Paid	8000	1950	24.4
Courses/Conf/ Seminars	4000	35	0.9
Staff Courses/Conf/Seminars	750	0	0.0
Travel & Subsistence	250	0	0.0
Member Expenses	500	255	51.0
Advertising/Publicity	500	0	0.0
Miscellaneous Expenditure	0	2126	
CIL Projects	0	580	
Allotments Expenditure	1000	297	29.7
Capital	4500	0	0.0
Neighbourhood Plan	20000	0	0.0
Environment Group	1500	245	16.3
Pension Contributions	2400	1045	43.5
Parish Council Election	1500	0	0.0
Legal Fees	1500	80	5.3
Council IT	6000	401	6.7
Community Events	600	0	0.0
Community Connections	500	0	0.0
Re-Greening Southbourne	500	0	0.0
Tree Planting inc WSCC	1500	0	0.0
Corporate Image/Website	3000	0	0.0
Supply	6400	2285	35.7
Maintenance	13600	786	5.8
SID Maintenance	1200	556	46.3
Improvements	5000	190	3.8
Pavilion	600	184	30.7
Grass Cutting	6100	772	12.7
Football	0	808	
Caretaker Salary/Tax/NI	4600	758	16.5
Dog Control	3500	0	0.0
Litter Picker Salary/Tax/NI	2050	234	11.4
PRoW Maintenance	250	0	0.0
Think Family (S137)	5000	5000	100.0
JBC Clerk Salary	8800	1732	19.7
Travel Allowance	200	0	0.0
HMRC	1000	2334	233.4
Administration Expenses	1700	193	11.4
Hall Hire	120	14	11.7
JBC Insurance	2800	2201	78.6
Accountants & Audit Fees	1450	700	48.3
Professional Subscriptions	0	0	
Training/Courses - Councillors	0	35	
Training/Courses - Clerk	0	436	
Capital	10000	0	0.0
Cottage Expenses	2000	196	9.8
Rental Management Fees	1200	338	28.2
Cemetery Extension	0	2574	
Cemetery Expenses	1250	536	42.9
Cemetery Upkeep	24150	8937	37.0
Maintenance (JBC)	0	50	
Memorial Stability Testing	150	0	0.0
Water Supply	0	71	
Sewage Charges	110	256	232.7
Rates & Bins	800	194	24.3
Cemetery WPC Balance	0	-10585	
Total expenditure to date	271782	58427	21.5
Total Budget Income	261132	140167	53.7
Expenditure	271782	53810	19.8

Southbourne Parish Council 14.09.21

Agenda item 12b)

## Southbourne Parish Council Bank statements & reconciliation 31.08.21

### Southbourne Parish Council Bank reconciliation at 31.08.21

£	
Barclays Community Account: 31.08.21	9114.60
Barclays Active Saver	668057.02
Total Bank Balances: 31.08.21	<u>677171.62</u>
Uncleared payments	1568.04
<i>SLCC CHQ</i>	36.00
<i>Scouts defib</i>	420.00
<i>HMRC</i>	1112.04
Cashbook Balance	<b>675603.58</b>

COMMUNITY 20 - 20 - 62 30342734

> Tue, 31 Aug 21 KATE BAIN SECRETAR

-£969.60

£9,114.60

### Active Saver



20 - 20 - 62 53021157  
Barclays Bank UK PLC

> [Show recent transactions](#)

£668,057.02

Available balance ?

(£668,057.02 last night's balance) ?

**Signatories:**

Proposal to remove Robin Davison and C. Bulbeck from Barclays mandate and to add T. Bangert and Kate Bain as current Clerk).

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Southbourne Parish Council 14.09.21

agenda item 12e)

**Proposal to appoint Mulberry & Co as internal auditor: Expected annual cost of £360**

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Southbourne Parish Council

Agenda item 13 –

**Reports received: 08.09.21****a) District Councillors' report****Southbourne Parish Council – Tue 14<sup>th</sup> September 2021**

Tracie Bangert &amp; Jonathan Brown

**Helping Afghan Refugees**

The District Council is committed to playing its part to support the Government's emerging plan. This is supposed to help those most in need, particularly women, girls and those who have been helping British operations in Afghanistan. In the same way that we have helped Syrian families to settle in the Chichester District, CDC is fully committed to supporting the national effort to help the most vulnerable Afghan people to resettle in the UK. West Sussex County Council will lead on any scheme to resettle Afghan refugees in the county; CDC's main role will be to identify suitable housing that can be used as part of the scheme.

I have concerns about the national scheme not moving quickly enough – many of those most in need of help need to be resettled urgent, not in three years' time. Cllr Clare Apel has met with Roger Pask who started 'Sanctuary in the City' and apparently what the local charities desperately need to be able to support those refugees who are settled here is money. When refugees are housed they are provided only with the very basics. They need phones / internet access to be able to communicate with family members. Many of the churches in the area, as well as the Harbour Rotary are coordinating donations. (JB)

**Communities and Housing Recovery Group**

This has been a very successful Group, so much so that one of the principal officers at CDC has suggested that it continues on a cross-party basis. Though it will face ongoing challenges, the rough sleepers initiative (to get everyone inside during the lockdowns) set up by CDC is ongoing and there are currently only three rough sleepers in the City. (Although because the initiative has been successful, others are now coming in from outlying areas.) There are 30 people using Stone Pillow regularly and the new Hicks House building was recently opened, providing 9 extra Winter beds. In 2019-20 there were 30 people sleeping out in Winter in Chichester and we want to avoid this in future through these measures. For those who have moved onto accommodation, they are given continuing support to manage their situations. There are 11 in B&B at present; including 3 families, which is a lower total than before Covid-19, and we are speeding up the process of moving people out of temporary accommodation in Westwood House.

I have asked about working with housing providers – and whether the smaller ones were easier to work with – and the response was that it sometimes was, but of late working with Hyde and Clarion (large providers) has improved. From my personal perspective, I have worked with 3 tenants locally (one of whom had suffered domestic violence and the others had nuisance neighbours) who have been presented with solutions through working with housing providers. I was able to find



alternative accommodation for one, although in the end they decided to stay in their current accommodation, albeit with ongoing communication. In another case the neighbour is moving out after being served with an ASBO.

In terms of local businesses, £36M was spent on grants to the local community, though some businesses have paid back their grants out of honesty as they hadn't needed to use them. There are still 3,000 people in the Chichester area on furlough and there is a lot of pressure on CDC's community grants at present due to the delay in projects because of Covid-19. (TB)

### **New Advice for Tenants & Landlords**

The Government has published a new guide aimed at tenants and landlords in the private rented sector to help them understand their rights and responsibilities. It can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942503/6.6642\\_MHCLG\\_How\\_to\\_Rent\\_v5.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942503/6.6642_MHCLG_How_to_Rent_v5.pdf).

An 'easy read' version can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1004958/How\\_to\\_Rent\\_-\\_easy\\_read.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1004958/How_to_Rent_-_easy_read.pdf).

There is also a new online tool to provide tailored information about how to get problems fixed in a rented home. This can be found here:

<https://check-how-to-get-repairs-done-in-your-rented-home.form.service.justice.gov.uk/>.

### **Activities Across the Community**

Lots of co-operation has sprung up in the community around food, and I have promoted the food bank at St John's. There are a lot of mental health issues however, particularly affecting young people, but overall CDC are very pleased with the continuing community response to the pandemic hardships. (TB)

### **Service Prioritisation and the Corporate Plan**

The steady withdrawal of national funding for local government and the big Covid-19 hit to the finances means that the Council is conducting a 'service prioritisation' exercise to inform the coming budget debate. No doubt this will be tricky, but we'll report more when / as we know more. (JB)

### **Invest Chichester Briefing**

Members received a briefing on the work being done to develop branding and encourage economic investment into Chichester. This will be an ongoing process which will no doubt evolve. (JB)

### **Protecting Against Unauthorised Gypsy & Traveller Encampments**

There have been several problematic unauthorised encampments in the Chichester recently, causing distress to residents and some damage to our green spaces. Work has been undertaken to identify our most vulnerable sites and it is intended to start work on measures to make unauthorised vehicular access to such sites much harder.

### **Licensing Sub-committee**

I attended a meeting of the Sub-committee on a license application for the community centre in Graylingwell. Although we had no complaints from the people living above the centre, nor in the proximity, it is law that a meeting must be held even though there is only one complainant (as there was in this case). The application was passed successfully and the complainant saw fit not to attend the meeting. (TB)

### **Make Votes Matter National Action Day**

As part of the campaign to reform and improve the electoral system used at all levels of government, I and other members of the cross-party Make Votes Count in West Sussex (MVCiWS) wrote to all County Councillors to ask them to join us (or to thank them for their existing support as appropriate). MVCiWS includes members of the Conservative, Green, Labour and Liberal Democrat parties as well as independent members. It and the national Make Votes Matter (MVM) campaign for a voting system

which follows the principles of Proportionality; Representation; Equal votes; Local links; Diversity; Voter choice; Accountability; Balance of stability & flexibility; Sustainability & adaptability; Voting simplicity. Further info can be found here: [www.makevotesmatter.org.uk/good-systems-agreement](http://www.makevotesmatter.org.uk/good-systems-agreement). (JB)

### **Chichester University**

We had a virtual meeting with Gemma Hopkins, the new President of the Students Union at Chichester University, on 15 July. We discussed a variety of topics, including life as a student in Chichester, accommodation issues, transport and job prospects locally. Though Chichester University is expanding, including developing of a new Nursing School, it lacks suitable accommodation for the students it would like to attract. One of the major issues for many of the students is also the lack of nightlife, which does not necessarily mean nightclubs, but leisure in general, such as sports facilities. What surprised us was that there aren't closer connections between the University and major stakeholders in the community, such as Chichester Festival Theatre. Gemma was very pleased that we had approached her and we hope to have a subsequent meeting in the new term. (TB)

### **Local Plan Review & New Housing Numbers**

At Full Council on 29<sup>th</sup> July members voted not to proceed with the Local Plan's centrally-imposed housing target. In a nutshell this is because any feasible spatial development strategy will generate so much additional traffic on the A27 that it would grind to a halt (or rather, because Highways England will in effect veto a Local Plan which puts so much additional traffic onto the A27). While in theory a mitigation scheme exists, which could enable the housing target to be met (including the construction of the incredibly environmentally destructive Stockbridge Link Road), there is no prospect of identifying sufficient funding to pay for this scheme (including from developer contributions and/or national funding from Homes England). To pass examination CDC will have to demonstrate that they have looked at all alternative strategies and will deliver the maximum number of additional houses possible.

The Lib Dem group submitted amendments to the motion that sought to strengthen the Council's position by: putting further pressure on Highways England and WSCC to provide timely input into testing of alternatives; to put greater emphasis on sustainable travel options; to urgently agree Statements of Common Ground with Southern Water on the real treatment capacity of their Waste Water Treatment Works; calling for the Environment Agency to provide up to date information on coastal flood risks; and for the Secretary of State to re-validate (on an interim basis) the current Local Plan (which would have the effect of returning the District to the position of being able to demonstrate a five year Housing Land Supply and put us in a much stronger position to refuse speculative planning applications). Unfortunately, all of these proposals were rejected on the Chairman's casting vote. (JB)

### **Neighbourhood Planning**

All the representations submitted during the CDC 'Regulation 16' consultation are now available on the CDC neighbourhood planning page: [www.chichester.gov.uk/neighbourhoodplan](http://www.chichester.gov.uk/neighbourhoodplan). The examination is due to begin in September but we are still awaiting confirmation of this. (JB)

### **Planning Enforcement – Parham Place**

Working with CDC Enforcement we were able to get the sinking layby in Parham Place rebuilt, see pictures below (TB):



## **Climate Change Policies & Action Plan**

While the (four) budget amendments I proposed to increase the Council's capacity to 'green' the local economy and mitigate climate change were not accepted by Full Council, some of the ideas have found life in a couple of proposals taken forward by the Environment Panel and by Cabinet. They include the commissioning of a feasibility study for one priority Local Cycling and Walking Infrastructure Plan (LCWIP) scheme funded by Business Rates Pool funding (£38,000) with the remainder allocated from reserves (£12,500). This is not very ambitious, but it's a start at least. Up to two further schemes will be considered for development as part of the 'priority setting' exercise. A Home Energy Conservation Officer will be appointed to help increase the take-up of government-funded home insulation offers which generally have a very disappointing impact.

I also attended a useful briefing on the 'Transport for the SouthEast' strategy and a Lib Dem policy forum on (genuinely) sustainable development, where I learned a number of good ideas. (JB)

### **Additional Kerbside Recycling Pilots**

Two new trial collection schemes, launched in July, are helping residents in the pilot areas to recycle more. The first scheme collects unwanted textiles and broken or unneeded small electrical items, while the second collects used coffee pods. The pilots only cover about 75% of the District, but the hope is that, if successful, they can be extended. More information can be found here:

[www.chichester.gov.uk/textileandelectricalrecycling](http://www.chichester.gov.uk/textileandelectricalrecycling) & [www.chichester.gov.uk/podback](http://www.chichester.gov.uk/podback).

### **Bourne Community College**

The school is looking forward to the new academic year with the whole school returning on 6 September. The belated 2020 Prom is being held on Wednesday 8 September and work towards the Duke of Edinburgh awards has begun. I'm sure we all wish them well. (TB)

### **Tuppenny Barn**

On Friday 3 September I took Parish Councillor Phillippa Thorne for a visit to TB, in light of the fact that the PC are considering a grant for the development of their proposed community centre. I introduced Phillippa to the CEO, Maggie Haynes, and a number of volunteers there, as well as Duncan Bryant, the project manager, who went through the plans with her. (TB)

### **Trees Chichester District**

As part of a DEFRA funded Subsidised Tree Scheme to increase tree planting across the district, the free tree phase of the project launched on Monday 19 July. Applications are currently open for residents, community groups, landowners, schools, parish councils and businesses to apply for bundles of free trees. People can apply for trees to be planted on their own land, or land owned by someone else provided they have landowner permission. See:

[www.chichester.gov.uk/treescheme](http://www.chichester.gov.uk/treescheme).

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**13(i) Southbourne Parish Council 14.09.21**

**Agenda item 13c)**

#### **Parish Council reports:**

#### **i) Finance and General Purpose Committee:**

**Minutes of the meeting of the Finance and General Purposes Advisory Committee held remotely on Tuesday 24 August 2021 at 7.00 p.m.**

Present: P. Thorne (Chairman) L. Hicks, A. Tait, J. Brown, R. Hayes, B. Taylor.  
In attendance: K. Bain (Locum Clerk).

#### **Apologies: None**

**Declarations of Interests:** T. Bangert noted an interest as a trustee of Tuppenny Barn and has worked on the bus project. J. Brown has stood in for T. Bangert at Bourne Community College on bus discussions. R. Hayes noted an interest as trustee of the village hall.

**Action List** from 20 July 2021:

**Feedback on IT systems:**

L. Hicks – Cloudy IT: Positive feedback was received from Faringdon Town Council.

The Councillors have access to the basic package which allows them to view only required information.

The officers have access to the full package which has an excellent tasks system. All users are able to contact Cloudy IT directly with any queries and have found them quick to respond.

J. Brown reported the feedback from Midhurst: 365 is not really used and the Clerk does not recommend Modern.Gov, but she is a new user.

R. Hayes reported that he had not received a response from the SDNPA. It was agreed that enough feedback had been received and the next steps would be considered at the Business Plan meeting.

**Approval of Payments:**

The payments were noted and approved with the exception of the defibrillator moving reimbursement; as concern was raised over when this had been authorised, agreed that J. Brown will look through emails to check if it was authorised and will report back.

It was also noted that the invoice from JDS is for moving the SIDS over a 3-month period and was considered to be quite expensive; A. Tait & B. Taylor will discuss this with the contractor.

would be paid. All other payments approved.

It was agreed that a line marker and paint would be purchased for use by the football club.

**Update on applicant(s) for role of Deputy Clerk:**

P. Thorne reported that an applicant had been selected for the role of Deputy Clerk and would be offered the position.

**Feedback from Locum Clerk & RFO:** K. Bain confirmed that, if required she will stay on for a handover.

**Income and Expenditure against Budget – July 2021:** Noted.

**Bank Balances as at 19.08.21:** Noted.

**Cheque Signatories:** A Proposal will be put to full Council.

**Bourne Bus Project:**

Agreed that this is a worthwhile project, but concern raised over the extra £500 requested from Southbourne. It was Proposed by P. Thorne and seconded by B. Taylor that it would be proposed to full Council to agree to £11k over 5 years from CIL monies. Recorded that R. Hayes voted against the proposal.

**Tuppenny Barn:**

Noted that this a valuable asset to the Community and should be supported. The proposal is to create a community cafe project, which includes space for other activities.

It was agreed to propose to full Council that an initial £33,000 is donated as seed funding to get the project off the ground. Followed by a second instalment of £33,000 for the foundations of the project. These donations will come from CIL monies.

**Village Hall improvements:** Agreed that the Hall will be asked to provide more information.

**Auditor update:** Noted that so far only Mulberry & Co had replied with an estimated cost of £360 per annum.

Next meeting: 21.09.21

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### **(c) Parish Council Reports**

#### **(ii) Recreation Ground Advisory Committee:**

- Proposal to accept the tender received from - Longmeadows Landscaping for regular maintenance. Further actions to follow after meeting on 09.09.21.

**(iii) Staffing Committee:** Update on staffing matters under Part II. To follow

#### **iv) Allotments Committee Report - 8th September, 2021**

Not a lot to report on since my previous one. There are 6 members on the Committee but as yet we haven't set up the "Terms of Reference" for this committee.

But it will be done in the next couple of months.

Regarding the actual plants on the allotment they vary in the types of vegetables grown by each allotment holder as some of them admit this is their first venture into growing their own vegetables. However, I have to say some of the plots are quite magnificent and they are a pleasure to see when I visit there. It is also a great pleasure to see some of the children getting stuck in and others taking an interest in what their parents are doing. On a sad note one of the holders has decided to give up her plot for personal reasons but there is a waiting list so it will be in use again soon.

We have also encountered problems in the past few days with the southern tap leaking quite badly but it is being repaired this morning with grateful thanks again to Darren (Phillippa's fiancé) for organising the repairs.

We may also have to arrange for work to be carried out in the stream that runs alongside the allotment to clear some of the weeds as when it rained heavily a few weeks ago water got into one of the sheds as it could not run away due to the excessive growth of the weeds this summer.

Bob Taylor

Chairman - Allotments Advisory Committee

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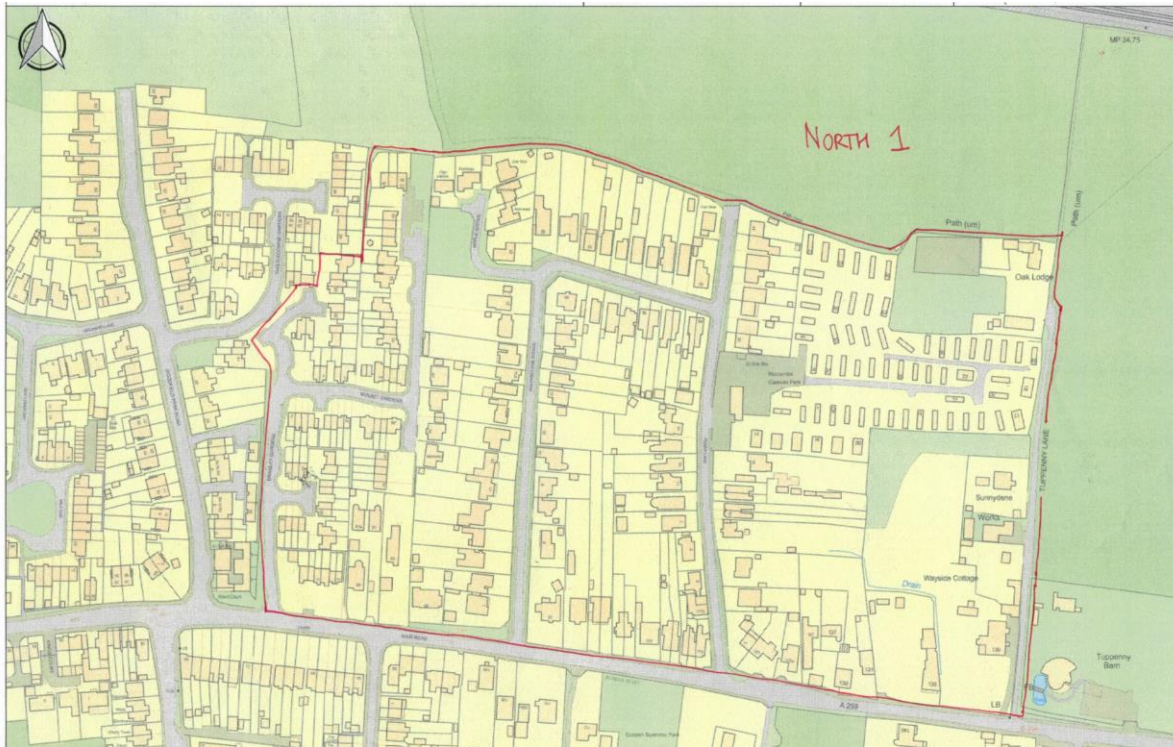
#### **viii) Outliers Report Hermitage (North 1)**

Tracie Bangert

7 September 2021



The map below shows the Outliers North 1 area outlined in red.



1. Gravel sacks spilling onto the pavement (Penny Lane, just South of the Caravan Park), see figure below. This has not yet been resolved and it has been reported again. The growth of the vegetation makes it look as though the waste has been moved, but the footpath is now being blocked.

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



2. The spurs on many of the trees down Southbourne Avenue are now blocking the path, as can be seen in the picture. One or two have been cleared by neighbours, but the majority are in this state.

**RESOLVED**

3. The street name sign on Apple Grove is almost completely obscured (see picture below).

**RESOLVED**

4. The footpath by the railway line (although just outside area) is now almost completely blocked as shown in the picture below.

**RESOLVED BY FARMER HARVESTING AND HEDGE TRIMMING**

5. The CDC Manager for Housing, Linda Grange, and Cllr Alan Sutton, Cabinet Member for Housing and Liaison with Hyde, have been working with me to resolve the issue of rubble along Bramley Gardens. It has been agreed that Hyde will clear this as a goodwill gesture, as there is come

contention over who the rubble is associated with. What needs to be done first, following advice from CDC's Environment Officer, Sarah Hughes, is that the area needs to be checked for hedgehogs (a number of residents have sighted them in the area). A meeting was held on 1 July when Cllr Sutton came to check the area and to talk to residents, along with Cllr Jonathan Brown, Chair of the Parish Council, Lyn Hicks and Chair of Southbourne Environment Group, Amanda Tait. It was decided that clearance would wait until September to avoid any nesting hedgehogs. See picture below.

**Action: Negotiations continuing with Alan Sutton**

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**Southbourne Parish Council**

**Agenda item 14**

**Correspondence**

**1) Email request to plant a rose in memory**

*'I am enquiring on behalf of my family as to the possibility of being able to plant a rose in Fisherman's Walk Southbourne, to commemorate our Mum and Dad (Barbara and James Try) who lived in Portman Crescent for 35 years.*

*Fisherman's Walk was their favourite place to walk down to the sea and would be a great memorial for all the family to have a lasting memory to them, in their best-loved garden. We would wish to provide a rose suitable for their memory. Thank you,'*

**2) Bench request – application received as below**



**SOUTHBOURNE PARISH COUNCIL  
REQUEST FOR A MEMORIAL BENCH**

<b>Name</b>	Roger Green	
<b>Address</b>	46 Berkeley Sq. Warblington Havant Hants	
	<b>Post Code: PO92RT</b>	
<b>Telephone</b>	Home 02393073015: Mobile:07906314495	
<b>E mail</b>	rogerjudithg@gmail.com	
<i>Please notify the Parish Council of any changes to your contact details so that you can be contacted if required. Failure to do so may result in your bench being removed without further notice</i>		
<b>Dedicated to</b>	Merv Skidmore	<b>Bench style/Product code</b> Phoenix
<b>Association with Southbourne</b>	Prominent member of the community living with Wife Gillian at 258 main Rd.	<b>Manufacturer (incl address)</b> Glasdon UK Ltd. Preston New Rd. Blackpool Lancashire FY4 4UL
<b>Preferred Location</b>	Prinsted Foreshore	<b>Cost (incl fixings; Ex VAT)</b> £482.00
<b>Proposed Inscription:</b> Brass plaque (approx. 6" x 2")	"MERV" Skidmore 1941-2021 Always in our hearts Havant Lions Club	

I agree that, once approval for a bench has been granted, I will be responsible for the costs as advised by the Clerk and will forward payment by BACS or through Internet Banking to the Parish Council prior to purchase and installation.  
**I understand that Personal Data will be processed in accordance with the General Data Protection Regulations.**

Application for Memorial Bench

Merv Skidmore was a valued member of the community residing with his wife Gillian on the corner of Prinsted Lane.  
Together with Eamon McGuinness, another resident, and a fellow member Havant Lions Club, he organised charity Race nights in the Scout hut in support of Prinsted Scouts.  
Merv also lead the open-air Carol singing in Prinsted for several years.  
The seat, if approved, will be financed by the members of Havant lions as a well- respected, well-loved and hard- working member for over twenty years.

As the Club has no facility for Bank transfers I shall pay up front and be reimbursed by the members.  
Lion Roger Green.

**3) Update on response to ChEmroute consultation:**

Summary of Planning applications considered 13.07.21-08.09.21

APP NO	LOCATION	PROPOSAL	COMMENT
SB/21/02038/DOM	1 Elm Tree Cottages Prinsted Lane	First and second floor side extension, single storey front bay window and replacement rear extension.	NO objection
CH/21/01910/OUT	Willowbrook Riding Centre Hambrook	Outline planning permission with all matters reserved (except for access) for the demolition of all existing buildings and structures on site and the erection of 73 no. dwellings including 3 no. custom/self-build plots, parking, landscaping and associated works.	OBJECTION
SB/21/02029/DOM	30 Longlands Road Southbourne	Demolition and replacement of single storey rear extension	NO objection
SB/21/02074/PAIA	31 Stein Road Southbourne	Single storey extension to the rear (a) rear extension - 5.00m (b) maximum height - 3.45m (c) height of eaves - 2.95m	OBJECTION
SB/21/01116/DOM	55 Park Road Southbourne	Demolition of existing single storey utility area to construct two storey rear extension.	NO Objection.
SB/21/02038/DOM	1 Elm Tree Cottages Prinsted Lane	First and second floor side extension, single storey front bay window and replacement rear extension	NO objection
SB/21/02137/TPA	Land East Of 1 Jubilee Mews Southbourne	Crown reduce by 2m on 3 no. Silver Birch trees (T1-T3) subject to SB/99/00916/TPO.	Agreed to defer to the decision of the tree officer.
SB/21/02213/FUL	6 St Johns Road Southbourne PO10 8PB	Demolition of existing bungalow and erection of 2 no. semi-detached two-bed chalets with work-from-home office space, plus associated external works	OBJECTION agreed by 4 members; 1 no objection noted.
SB/21/02238/FULEIA	Gosden Green Nursery 112 Main Road Southbourne	Erection of 29 no. (8 no. affordable and 21 no. open market) new dwellings, public open space, landscaping, parking and associated works (following demolition of existing buildings	OBJECTION
SB/21/02297/HDG	Four Acre Nursery Cooks Lane Southbourne	Removal of existing hedgerow on southern boundary that runs at frontage of Four Acre Nursery along Cooks Lane.	OBJECTION
/01428/FUL	Land South East Of Thornham Point Thornham Lane	Proposed ground mount PV solar arrays	NO objection

**Date of next meeting:** Tuesday 12 October 2021

**Agenda item 17**

**PART II Circulation to Councillors**