

REPORTS

SPC 14th JANUARY 2025

AGENDA ITEM 1 & 2

CHAIRMAN'S INTRODUCTION & WELCOME AND APOLOGIES FOR ABSCENCE

Members are reminded that apologies for absence should be submitted to the Clerk ahead of the Meeting and the reason for non-attendance.

AGENDA ITEM 3

TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 12th NOVEMBER 2024

SOUTHBOURNE PARISH COUNCIL **Meeting held 12th November 2024**

PRESENT: Councillors: A. Tait (Chair) R. Humphrey, L. Meredith, J. Money, K. Sivyer and M. Wheeler

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
M. Banach (Admin Assistant)
CDC Cllr. Tracie Bangert
WSCC Cllr. Andrew Kerry-Bedell
12 Members of the public

The meeting opened at 7.00pm.

114. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chair welcomed fellow Councillors and members of the public and opened the meeting.

115. APOLOGIES FOR ABSCENCE

Apologies were given by Cllr. Redman due to being unwell.

116. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 8th OCTOBER 2024

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 8th October 2024 and they were duly signed by the Chairman.

117. DECLARATIONS OF INTEREST.

MEMBERS AND OFFICERS ARE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY AND/OR ORDINARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THIS AGENDA AND ARE REMINDED THAT THEY SHOULD RE-DECLARE THEIR INTEREST BEFORE CONSIDERATION OF THE ITEM OR AS SOON AS THE INTEREST BECOMES APPARENT AND IF NOT PREVIOUSLY INCLUDED ON THEIR REGISTER OF INTERESTS TO NOTIFY THE MONITORING OFFICER WITHIN 28 DAYS

There were no Declarations of Interest at this time.

118. ADJOURNMENT FOR PRESENTATION OF THE SOUTHBOURNE PARISH ANNUAL AWARDS AND OPEN FORUM

The Chairman Adjourned the meeting at 7.02pm for the presentation of the Southbourne Parish Council's Annual Community Awards and Open Forum.

118.1 The Chair presented the Annual Southbourne Parish Council awards as follows:

Southbourne Parish Council Community Award – AGE Concern Trustees

The Chair thanked the Trustees for their invaluable contribution to the community. Thanks to their hard work a very valuable service is able to continue.

Southbourne Parish Council Chairman's Award – Shaun Peters

The Chair thanked Mr Peters for giving up so much of his time to keep Southbourne looking so neat and tidy. Mr Peters regularly litters picks around the village as well as taking part in organised clean-ups.

The Chair congratulated all the recipients and thanked them for attending.

118.2 Open Forum

The Chair invited members of the public to speak

118.2.2 Parham Place

Gina Coles asked about the improvements to the ditch at Parham Place and what stage it was at.

Hilary Excell asked about the report from WSCC

The Chair advised that these points would be picked up and addressed when discussing the agenda item.

The Chair reconvened the meeting at 19.07pm

119. TO NOTE THE RESIGNATION OF CLLR. R. TAYLOR

Members **NOTED** the resignation of Cllr. Taylor.

120. TO APPOINT A REPRESENTATIVE TO THE ALLOTMENT COMMITTEE STAFFING COMMITTEE AND THE ROAD SAFETY GROUP

120.1 It was proposed, seconded and **AGREED** for Cllr. Sivyer to be appointed to the Allotment Committee

120.2 It was proposed, seconded and **AGREED** for Cllr. Meredith to be appointed to the Staffing Committee

120.3 It was proposed, seconded and **AGREED** for Cllr. Sivyer to be appointed to the Road Safety Group

121. CLERKS UPDATE

Members **NOTED** the Clerk's report as previously circulated.

121.1 Members **NOTED** the letter of thanks received from 4Sight Vision for the donation of £455.00

121.2 Members **NOTED** that there are a number of relevant online training courses available. Sessions can be booked via the Clerk.

121.3 Members **NOTED** the Chair will be laid a wreath at the St Johns Church Memorial Service on Sunday 10th November in honour of Remembrance Day.

121.4 The Clerk tabled details of the West Sussex County Council **Riparian Survey**

Inviting parishes to participate in a short survey. Noting the deadline of the 17th November 2024 the Clerk reported that there are only 5 questions which are linked to activities SPC already undertakes such as applying for Operation Watershed, updating info on social media platforms and liaison with flood groups and forming groups such as the Nutbourne Working Group, FROTH and Rivers Trust. In view of the deadline the Clerk will submit the answers in line with Council procedures and Policies.

This was **NOTED**.

122. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS:

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM**
- **ROAD SAFETY GROUPS INCLUDING CONSIDERATION OF REVIEW AND UPDATE OF THE WSCC LTIP0066 SOUTHBOURNE AT IMPROVEMENTS SCHEME AND RECOMMENDATIONS FROM THE ROAD SAFETY GROUP**
- **WSCC WINTER RESILIENCE**
- **SLC CONFERENCE**

122.1 WSCC Councillor's Bourne Parishes Report

Members **NOTED** the WSCC Councillors report as previously circulated.

Cllr. Kerry-Bedell added that since the report had been circulated WSCC had released their budget and would be applying the highest precept level available to them without having to consult. WSCC have 240m at bank but are still 8.2m down which is not sustainable and would therefore have to apply the increase.

122.2 CDC Councillor's Report

Members **NOTED** the CDC Councillors report as previously circulated

Cllr. Bangert added that she had attended the Remembrance Service and would like to add her thanks to those who had taken time to hand craft the magnificent display of poppies.

She added that in terms of finance a lot of Councils are struggling and as yet are still unclear on the Governments intentions. However, CDC do not have any debt and carefully monitoring reserves.

The Chair thanked the WSCC and CDC Councillors for their detailed and informative reports.

122.3 Bournes Forum

Members **NOTED** there was no representation at this meeting and the minutes will be available in due course.

122.4 Road Safety Group including consideration of review and update of the WSCC LTIP0066 Southbourne AT improvements scheme and recommendations from the Road Safety Group

Members **NOTED** the accompanying reports as previously circulated.

Members considered the recommendation from the Road Safety Group as detailed within their report to accept the preliminary drawings in principle and pass on the specific points relating to drawing 0101, to the WSCC Projects Officer, as well as the general point about 20 mph speed limit.

Drawing 0101

- Continue double yellow lines on south side of Hartland Court finishing at access to loading area at rear of Tesco.
- Two bollards either side of crossing east of Tesco would be preferred, plus coloured tarmac (red?) for the crossing.
- Consider zig zags rather than double yellow lines on the west side of Stein Road outside Tesco?
- Please explain how the Cooks Lane 'table' works.
- Requirement for additional crossing of Stein Road (between 81 and 88 Stein Road, between Manor Road and Cooks Lane). This will need dropped kerbs, four bollards and coloured tarmac.

General point

- Could the 20mph speed reduction proposal for Stein Road and surrounding roads be included in the LTIP? The Parish Council is currently preparing a proposal for a Community Highway Scheme for roads east and west of Stein Road as well as Stein Road itself. This will entail resident research for the whole area.

During discussion Members raised the following points and questions:

- the yellow lines are not consistent with the 20mph zone
- have the local businesses been consulted on the plan
- the plans imply there is to be a bus route along Cooks Lane which is cause for concern due to the narrowness of the lane and need s clarification
- could there be a glossary of terms for the acronyms

Mrs Hicks, the SPC representative for the Road Safety Groups, explained that the yellow lines were meant to encourage more use of the car parks. Parking on Stien Road does not allow traffic going north to travel freely and blocks the rail crossing.

Following discussion Members **AGREED** to **APPROVE** the recommendations regarding, drawing 0101 and general points regarding 20mph speed limit as proposed with the inclusion of the relevant additional comments.

WSCC WINTER RESILIENCE

Members **NOTED** the Deputy Clerks report

122.5 SLC CONFERENCE

Members **NOTED** the Clerks report

Members **NOTED** that Cllr. Tait was unable to attend the conference and further **NOTED** that any minutes arising from this event will be circulated when available.

123. TO NOTE THE CANCELLATION OF THE ALLOTMENTS COMMITTEE MEETING SCHEDULED FOR THE 24th OCTOBER 2024 DUE TO BEING NON-QUORATE AND TO FURTHER NOTE THAT THE NEXT MEETING WILL BE HELD ON 5th DECEMBER AS PREVIOUSLY SCHEDULED.

Members **NOTED** the cancellation of the Allotment Committee meeting of the 24th October 2024 due to being non-quorate and further **NOTED** the next meeting scheduled for the 5th December 2024.

124. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD 10th OCTOBER 2024 AND 31st OCTOBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

124.1 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 10th October 2024

124.2 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 31st October 2024

125. TO RECEIVE AND NOTE THE MINUTES FROM THE JOINT BURIAL COMMITTEE MEETING HELD ON THE 4th NOVEMBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the minutes of the Joint Burial Committee meeting held on the 4th November 2024

Members further **NOTED** that there are no plans to increase to the JBC precept budget for 2025/26 and the contribution from SPC will remain at £31,752.00

126. TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD ON 11th JULY 2024 AND 16th OCTOBER 2024

126.1 There were no recommendations and Members **NOTED** the minutes of the Southbourne Environment Groups held on 11th July 2024

126.2 Members considered the recommendations from the Southbourne Environment Group:

- That £75 should be paid to the Chichester Harbour Trust for John Arnott's talk on November 14th and that a collection would be made and topped up, if necessary, from the SEG budget.
- That £141.50 had been sanctioned to cover speaker Michael Blencowe's fees and travel costs

Members **AGREED** to **RATIFY** the expenditure as proposed.

127. TO CONSIDER AND REVIEW THE COUNCILS FINANCIAL REGULATIONS POLICY AS BASED ON THE UPDATED NALC MODEL PUBLISHED MAY 2024

Members **AGREED** to **APPROVE** and **ADOPT** the updated Financial Regulations Policy as proposed.

128. FINANCIAL REPORTS - MONTH END

TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF SEPTEMBER 2024 AND OCTOBER 2024 AS FOLLOWS:

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT, NATIONWIDE ACCOUNT AND REDWOOD ACCOUNT FOR THE MONTHS OF SEPTEMBER AND OCTOBER IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2024 – 31st OCTOBER 2024**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT**
- **TO NOTE PROPOSED DROP IN INTEREST RATES FOR BARCLAYS, REDWOOD AND NATIONWIDE BANKS**
- **TO NOTE THE SAVINGS ACCOUNT OPENED WITH UNITY TRUST AS PER THE COUNCILS RISK MANAGEMENT STRATEGY**

128.1

Members **NOTED** the proposed drop in interest rates for Barclays, Redwood and Nationwide banks.

128.2

Members **NOTED** the savings account opened with Unity Trust

129. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

Members **AGREED** to **RATIFY** the payments as previously circulated

Members **AGREED** to **APPROVE** the pending payments as reported:

- | | | |
|--------------|----------|--------------------------------------|
| • Amazon | £15.98 | Securing Pins Allotments |
| • Tekta UK | £540.00 | Annual Service & Shutter Certificate |
| • S. Hodgson | £20.00 | Reimbursement for supplies |
| • HMRC | £1741.39 | NI Liability |
| • WSCC | £1783.06 | Pension Contribution |

130. TO NOTE RECEIPT OF 2nd INSTALMENT CIL FUNDS £173,102.15

Members **NOTED** receipt of the 2nd instalment of CIL funds of £173,102.15

Members **AGREED** to **RESOLVE** to change the order of business and take agenda item 19 at this point.

131. FURTHER CONSIDERATION OF OPERATION WATERSHED – PARHAM PLACE (MIN.97.6 REFERS) INCLUDING TO NOTE THE ASSOCIATED REPORTS

Members **NOTED** the accompanying reports as previously circulated.

The Chair opened the debate and stated that she felt that there was definite need to submit a new operation watershed application for Parham Place to undertake the works suggested and based on the WSCC reports

Cllr. Wheeler asked what role the Parham Place management company take and who owns the culvert. Would the responsibility not lie with them. It was established that the land in question is unregistered.

The Chair allowed a Parham Place resident to explain the history of the culvert, the role played by Parham Place and the landowner of the neighbouring field where the ditch was installed for the initial operation watershed project.

Following discussion Members unanimously **AGREED** for SPC to facilitate an Operation Watershed application for further funding to mitigate the flooding associated at Parham Place to include the elements that meet the criteria as per the WSCC report.

Members further unanimously **AGREED** to absolve SPC from any ongoing maintenance as SPC do not have the resources of expertise.

The Chair adjourned the meeting for a short break at 8.13pm

The Chair reconvened the meeting at 8.20pm

132. TO CONSIDER THE SECOND DRAFT OF THE BUDGET FOR 2025/26

Members considered budget accounts and codes individually.

It was **AGREED** to defer the associated staffing budgets to the Staffing Committee and their recommendations would be considered at the December meeting when the final budget for 2025/26 would be approved.

Members further **AGREED** for any remaining budget at year end to be transferred to Ear Marked Reserves for the following codes:

- Cost Centre 100 - Code 4235 Legal
- Cost Centre 100 - Code 4150 Training
- Cost Centre 220 - Code 4436 Tree Maintenance
- Cost Centre 250 - Code 4195 Allotment Expenditure
- Cost Centre 400 - Code 4150 Think Family

The Clerk will update the budget spreadsheet with Members recommendations in preparation for the December meeting to allow Members to determine and agree the precept for 2025/26.

This was **AGREED**

133. CONSIDERATION OF GRANT APPLICATION FROM HOME START FOR A CONTRIBUTION TOWARDS SUPPORTING FAMILIES IN SOUTHBOURNE . THE COST TO SUPPORT ONE FAMILY FOR A YEAR IS APPROXIMATELY £1500.00

Members **NOTED** the reports as previously circulated confidentially.

Following discussion Members **AGREED** to **APPROVE** the application for a grant and make a donation of £1000.00 towards the Home Start application to support families in Southbourne.

134. UPDATES AND ARRANGEMENTS FOR NOVEMBERS COUNCILLOR DROP-IN SURGERY ON 23rd NOVEMBER INCLUDING TO NOTE CHANGE OF VENUE TO ST JOHNS MEETING ROOMS

Members **NOTED** the Clerk's report as previously circulated.

135. Due to the length of the meeting Members **AGREED** to **RESOLVE** to defer agenda items 22 and 23 to the December Meeting (S.O. 3(x))

136. DATE AND TIME OF NEXT MEETING

Members **NOTED** the next meeting is to be held on 10th December 2024 at 7.00pm at St Johns Meeting Rooms

The meeting closed at 9.22pm

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the SPC meeting held 12th November 2024

AGENDA ITEM 4

DECLARATIONS OF INTEREST.

Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days

AGENDA ITEM 5

ADJOURNMENT OPEN FORUM

The Chairman will adjourn the meeting for the Open Forum.

During this session members of the public will be permitted to speak and ask questions relating to items on the Agenda. No decision can be made during the Open Forum and should Members

wish to consider any item further, which is NOT on the current agenda, the item will be referred to the next meeting's agenda.

AGENDA ITEM 6

CONSIDERATION OF AN APPLICATION FOR THE ROLE OF CO-OPTED MEMBERS TO SOUTHBOURNE PARISH COUNCIL

Members are asked to consider applications from Gaynor Kimpton-Scott and Shelley Rosenberg* for appointment as a co-opted Member to Southbourne Parish Council.

The applications have been circulated separately as it contains confidential information.

**Shelley Rosenberg's to follow*

DECISION

Do Members **AGREE** to **APPOINT** Gaynor Kimpton-Scott as a Co-opted Member for Southbourne Parish Council.

Do Members **AGREE** to **APPOINT** Shelley Rosenberg as a Co-opted Member for Southbourne Parish Council.

AGENDA ITEM 7

CLERK'S UPATE

7.1 Home Start Chichester

Members are asked to **NOTE** a letter of thanks from Home Start for the donation to support families in Southbourne

7.2 Update from Cllr. Kerry-Bedell on condition of footway outside 139 Main Road who received the following update from WSCC Highway Steward as follows:

"I have visited site today and raised a works order to have the length of footway repaired, the works will be carried out by our patching contractor. All works of this type are appraised and given a priority accordingly. Waiting times vary depending existing prioritised works, availability of works crews, and of course finances. Unfortunately, at this moment in time, I cannot give a date for the works to be done."

7.3 SPC Business Plan Review -The Clerk would advise Members that the SPC Business Plan is due for review in 2025 and would ask Members to give some thought as to how they wish to approach this as it will be an agenda item for the next meeting.

7.4 Ditch Warden

As a result of the continuing Operation Watershed projects, it has come to light that Chidham and Hambrook employ a Ditch Warden who has mapped the main ditches of the villages and regularly inspects the systems to ensure they are clear and able to run free. The warden also liaises with land and riparian owners.

Members are asked if they wish for a similar initiative for Southbourne to be put on a future agenda for discussion.

7.5 EV Chargers

Members are asked to Note the following EV Charger installations within the Parish as advised by WSCC:

Manor Road	Po10 8nx	Chichester
Woodfield Park Road	Po10 8be	Chichester

7.6 Tree at Priors Close

Members are asked to Note the letter of thanks from residents following the tree installation at Priors Close facilitated by SPC

7.7 Covid Day of Reflection

The Secretary of State for Culture and Media and Sports has announced that Sunday 9th March 2025 will be recognised as a Day of Reflection for the COVID-19 Pandemic.

Members are asked if they wish for this item to be placed on a future agenda for discussion.

AGENDA ITEM 8

TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **ROAD SAFETY GROUP**
- **INSPECTORS BI-MONTHLY REPORT**

8.1 WSCC Councillor's Bourne Parishes Report

REPORT NOT AVAILABLE AT TIME OF CIRCULATION

Due to the size this report will be circulated separately

To facilitate the size of the meeting please raise any questions you may have directly with Cllr. Andrew Kerry-Bedell ahead of the meeting.

Members are asked to **NOTE** the WSC Councillors Report.

8.2 CDC Councillor's Report

Members are asked to **NOTE** the CDC Councillors Report.

District Councillors Activity Report for December 24

From Cllrs Tracie Bangert (TB) and Oona Hickson (OH).

- **Informal Cabinet Meeting.** TB and OH attended an informal discussion with the Senior Leadership Team (SLT) on 7 December.
- **JAG.** TB attended the Joint Action Group (JAG) on 11 December. Topics discussed included data and emerging trends; Community Tensions – ASB/ hate crime data/current tensions; Project Updates; County lines intensification Options; sextortion project; and funding proposals. If anyone requires more information, please ask TB, who shares information received with the Southbourne Parish clerk.
- **Ghost at the Feast.** TB attended the opening night of the Ghost at the Feast street food eatery, on 11 December. CDC has provided a grant to this new venture (to help furnish the new kitchen) and wishes them all the best – it is a much needed addition to the high street.
- **Tractor Run.** TB, and OH along with many of the population of the area, watched the Tractor Run on 15 December, which gave considerable joy to the many residents who came out to see it, and much needed funds for the Air Ambulance.

Devolution. TB attended a National meeting of LibDems to discuss the Government's proposals for devolution and implications for our region, on 15 December. The recently published Government White Paper has accelerated the drive for local government reorganisation, including in West Sussex. The expectation is that West Sussex County Council will seek a postponement of the 1 May 2025 elections, to go on the Priority List for these changes, which will see the creation of Regional District Authorities (c. 1.5m population with a mayoralty), and Unitary Authorities (c. 0.5m population) to replace the current two tier system. None of this is fixed at the moment, and we are working to ensure that the democratic process goes ahead in May.

Devolution and Local Government Reorganisation

In December the government published a paper to outline plans for both devolution and local government reorganisation.

Devolution

['Devolution by default' to create new era of local power - GOV.UK](#)

The Government wants to introduce "Strategic Authorities" with an elected mayor across England, so that it can hand more powers down from Whitehall. Streamlining local government is being presented as a way to enable the creation of more powerful local mayors, in an attempt to unblock infrastructure and attract greater investment.

Strategic Authorities and elected mayors would then oversee areas representing a population of around 1.5m people. For this area this is likely to include two or more County Councils.

Mayors will potentially be given new **strategic** powers and priorities including:

- Housing and Planning
- Transport
- Economic Development
- Environment
- Police & Crime Commissioners and Fire & Rescue Authorities
(will fall to mayors where geographies align)

County Councils and existing Unitary Councils that wish to join the fast track process to become a Mayoral Strategic Authority have to apply to the government by 10 January

West Sussex County Council (and we understand Brighton and Hove Council (Unitary) and East Sussex County Council) are holding special Cabinet meetings on 9th January to discuss this.

[Agenda for Cabinet on Thursday, 9 January 2025, 10.30 am](#)

Local Government Reorganisation

This is separate to devolution, but links with the government's overall aims. The government wants all areas to have unitary councils, with each serving a minimum of 500,000 residents. West Sussex covers a total population of 900,000. Chichester District Council a population of circa. 125,000. The government could decide to create one or two unitary authorities within our area. This would mean all of the existing councils merging into the new unitary council or councils. Chichester District Council is expecting a further letter from government in January.

- **Communities Briefing.** TB attended an online briefing on Communities on 18 December, where possible uses of CIL funds were discussed, and received clarification that Southbourne Surgery, after much delay, will be expanded in the next few years. An information event is being

organised for Thorney Island to help service personnel (and those about to leave) negotiate with local authorities.

- **Cinderella.** TB attended a performance of Cinderella with the Chair of CDC, Clare Apel, on 19 December, at the CFT. It was a dazzling display of talent from CFT's youth theatre, including the daughter of a serving Cabinet Member of CDC.
- **Tuppenny Barn.** On 6 January our MP, Jess Brown-Fuller highlighted the lack of support services for female veterans and held up the work being done by Tuppenny Barn as a brilliant example of this type of work. The Secretary of State undertook to discuss this further with her. TB is very proud to be Chair of Trustees at this charity.
- **Cabinet Meeting.** On 7 January TB and OH attended Cabinet and one of the agenda items was the Infrastructure Business Plan which allocates CIL (Community Infrastructure Levy) – including the plan for improvements to Southbourne Surgery. This will increase the number of clinic rooms by providing a two storey extension costing £1.1m. This has been from consistent pressure from CDC and elected Councillors. The IBP also contains news about investment in the Bosham Surgery which will benefit some Southbourne residents registered with that practise.

This month TB and OH also:

- Worked with Cllr Maureen Corfield in the light of the Sara Sharif tragedy. TB and she are presenting a motion to highlight 'ghost children' who are taken out of school with no means to formally trace them, and about the unacceptability of excessive parental punishment. This will come to the next Full Council.
- Dealt with ongoing issues around flooding at Parham Place.
- Worked with local police on community concerns.
- Supported the activities of Sanctuary in Chichester, who have just celebrated their fifth anniversary; CDC are hoping to work with them to set up an event in Summer.
- Worked on utilities concerns and diversions and road closures in Prinsted.

There are other things we are involved with, aside from the above, and please get in touch with us if you have any queries.

Happy New Year from Tracie and Oona.

tbangert@chichester.gov.uk [Oona Hickson: ohickson@chichester.gov.uk](mailto:Oona.Hickson@chichester.gov.uk)

8.3 Road safety group

The following items (8.31 and 8.32) were sent directly to SPC for Members attention.

The information was also passed to the Road Safety Group for their consideration and recommendations. The Road Safety Group report under 8.3.3 details their subsequent recommendations.

8.3.1

A request for support of a proposed TRO in Clovelly Road has been received and forwarded to the Road Safety Group for their consideration and recommendation.

8.3.2

The Clerk received an email from a member of the public who has been in liaison with Cllr. Kerry-Bedell for some time regarding speed limits on the main road and has now advised the member of public to contact the Parish Council as follows:

*As you can appreciate, I help and advise the Parish extensively on road safety improvements, as do WSCC Highways
However, it is ultimately down to individual Parishes to decide on their priorities and apply for road safety improvements, and no one from WSCC is in a position to make them do this.
Your best course of action would be to speak to Southbourne Parish clerk in the first instance.*

This was in response to the email from the member of public which was subsequently forwarded to SPC as follows:

*"I feel that my last 3 years of communication have been wasted.
On multiple occasions I have been told that the speed limit on Main Road will be changed to 30 MPH "in the next 2 years".....
Yet again, I understand that this is not the case and now we have another meeting to discuss the "plan".....
I would like to understand why the request by the Parish to change Main Road to a 30 MPH limit has not happened and I would like a confirmation as to when this request will take place.*

*I appreciate that there is a bigger picture and other roads in the Parish also are being considered for speed changes, but this should not take as long as it has taken.
I am not able to attend the meeting on the 5th of December as I am working abroad, but I would appreciate an update on the actions and next steps.*

As I have stated below, if there is no action, I will be raising a petition on Change.org and will go house to house on Main Road to gain support from residents.

We need the speed limit reduced as soon as possible, it is dangerous, anti-social and damaging mine and I am sure other people's homes due to the shockwaves produced by HGV's.

I am not an unreasonable person, but action is required"

The Clerk has responded to the member of the public advising that this would be forwarded to the Road Safety Group and Council.

The Road Safety Group have been furnished with the content of this email.

Members should also **NOTE** that SPC have not had any previous correspondence from this member of the public or no prior knowledge of this concerns.

Members may wish to **NOTE** that the proposal to reduce speed limits for the main road is linked to the ongoing WSCC ChemRoute project which has been stalling for some time now. There are also number of ongoing TRO's for Southbourne which will have an impact on this proposal should these be approved.

Members are asked to **NOTE** the Road Safety Group Report and consider any recommendations

Report from the Road Group following a meeting held on Tuesday, 7 January 2025

Attended by Andrew Kerry-Bedell (WSCC Councillor), Kevin Sivyver (Southbourne Parish Councillor) and Lyn Hicks (delegated representative of Southbourne Parish Council)

Item 1:

Proposed TRO for double yellow lines on part of Clovelly Road.

A proposal for double yellow lines on the south-east side of Clovelly Road has been submitted by Cordage Group Ltd, Unit 5, Clovelly Road supported by a petition signed by 12 local businesses.

The Road Group had a number of concerns about this application:

- 1) if implemented the TRO would push the problem elsewhere;
- 2) there is no evidence that businesses adjoining the Business Park (north/south/opposite) supported the application;
- 3) this application is of low priority compared with other TROs;
- 4) the application would not be supported by the Southbourne WSCC Councillor;
- 5) improved visibility at the exit from the Business Park could be achieved by reconfiguring the parking spaces adjacent to Clovelly Road.

Recommendation to SPC: this TRO should not be supported.

DECISION

Do Members **AGREE** to **APPROVE** the recommendation for Item 1 as proposed

Item 2:

Suggested TRO to reduce speed limit on A259 from 40 mph to 30 mph between eastern boundary of Southbourne Parish and Priors Orchard.

This has been suggested by a member of the public and would have been part of the ChEm Route project which has been somewhat delayed. Apparently WSP are currently working on a third design for ChEm Route but no completion date is available at present. The Road Group feel that a Community Highway Scheme covering the A259 from the west end of the Bosham Straight to Priors Orchard would preempt the increase in traffic levels which is inevitable as more local houses are built. Southbourne PC are already planning to put forward a Community Highway Scheme in 2025 to reduce the speed limits around Stein Road from 30 to 20 mph and since only one application is allowed each year perhaps Chidham and Hambrook PC could coordinate the one for the A259. Please note that no additional 30 mph signage will be permitted because the road has street lights; however, solar-powered SIDs could be installed.

Recommendation to SPC: request that Chidham and Hambrook PC coordinate a Community Highway Scheme before July 2025 to reduce the speed limit on the A259 from the west end of the Bosham Straight to Priors Orchard from 40 mph to 30 mph.

DECISION

Do Members **AGREE** to **APPROVE** the recommendation for Item 2 as proposed

Item 3:

Reply to 20 November 2024 e-mail from Sam Pitwell (Project Officer, WSCC) concerning LTIP0066 Stein Road scheme.

The Road Group discussed all the points raised and agreed on what should be sent as a response.

Recommendation to SPC: Raise the following points with Sam Pitwell:

- (1) What came out of 5 December meeting with designer?
- (2) Could Glasdon yellow reflective bollards be put on east side of Stein Road only outside Tesco?
- (3) The pedestrian crossing south of Cooks Lane is essential for school pupils accessing the railway station with Glasdon yellow reflective bollards on both sides of Stein Road.

(4) What would be the cost of maintaining coloured tarmac at crossings and how often would it be necessary?

(5) Would it be helpful to have a meeting with Sam Pitwell to discuss progress?

DECISION

Do Members **AGREE** to **APPROVE** the recommendations for Item 3

8.4 Inspectors Bi-monthly reports

By request of the Police this meeting is attended by Parish Clerks only.

The content of these meetings is confidential. However, should any Member wish to discuss, please make arrangements with the Clerk.

AGENDA ITEM 9

TO APPOINT A REPRESENTATIVE TO THE ALLOTMENT COMMITTEE

There is still a vacancy on the Allotment Committee and Members are required to appoint a representative.

DECISION

Members are required to **AGREE** to appoint a representative to the Allotment Committee.

AGENDA ITEM 10

TO RECEIVE AND NOTE THE MINUTES OF THE JOINT BURIAL COMMITTEE MEETING HELD 2nd DECEMBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Minutes for Westbourne and Southbourne Joint Burial Committee Meeting held at 7pm on 2 December 2024 at St John's Church Centre, Main Road/Stein Road, Southbourne, West Sussex, PO10 8LB

(ACTION points requiring follow up are noted below in RED)

Present: Westbourne Councillors (WPC) – N Ricketts (Chair) and J Gould
Southbourne Councillors (SPC) – A Tait (Vice Chair) and R Humphrey
Also in attendance: Lindy Nash (LN) as JBC Cemetery Co-ordinator.

28. Chairman's Welcome – Cllr Ricketts opened the meeting and welcomed all.
29. Apologies for Absence – Cllr Redman's was duly noted.
30. Declarations of Interest – None.
31. Adjournment for Open Forum – No public present.
32. Minutes of Previous Meeting

The Minutes for the meeting of 4th November, 2024 were duly considered and UNANIMOUSLY APPROVED, with no matters arising noted that aren't covered elsewhere on this evening's agenda.

33. Cemetery Co-ordinator's Report – The following matters were duly noted:
 - Access to the Lloyds bank account is now restored and all payments due have been paid.
 - It was recognised that a monthly fee is to be introduced by Lloyds – this has been queried by the Co-ordinator and she will action appropriately if anything can be done to mitigate its introduction – Councillors agreed however that, due to the difficulties in setting up 'business' bank accounts, it would not be worthwhile trying to look for an alternative provider at this time.

- The JBC Budget Monitor to 31.10.24 (Appendix A) was scrutinised, but with no additional questions raised by Councillors.
- Councillors confirmed that both Westbourne Full Council and Southbourne Staffing Committee had approved the increase in Co-ordinator's hours from 12 to 18 (to be paid from greater cemetery usage and therefore increased income, and with no need to raise the precept amount).
- Councillors scrutinised the proposed 25/26 JBC budget, which now incorporates the amended staffing costs (Appendix B), and it was duly approved.
- It was also noted that the Southbourne Staffing Committee had recommended an amendment in the Co-ordinator's job role title (reflecting the increased breadth of recent work with community challenges, exhumations and the intention to manage the rental property directly in the coming year). To reflect this, the post would be referred to as Cemetery Manager with effect from 1.4.25. This was welcomed by the JBC Committee and unanimously supported.
- The usage of the additional staffing allocation of £2000 was also discussed and there was unanimous support for securing the services of Laura Nash once again during her holidays so that she can continue with the digitisation work that she had made good progress with earlier in the year. Retaining Laura at a payment rate of £10 per hour means that she can be employed for a further 200 hours (£2k/10) during 25/26 which the Co-ordinator is hopeful will be sufficient to enable completion of the digitisation project (as far as available records allow).
- With respect to Fees and Charges, Cllr Gould had carried out some research on fees levied by other cemeteries in the area. Chichester cemetery appeared to be levying fees nearly twice that currently charged by Westbourne (perhaps due to their rapidly declining space). However, other smaller cemeteries appeared to be broadly in line with Westbourne rates (she had however been unable to ascertain Warblington fees – a difficulty the Co-ordinator had also experienced in the past). Following discussion, Cllrs noted that Westbourne Fees had been amended last financial year and, therefore, decided to retain them at largely the same rates for 25/26, with the intention to review once again for 26/27. However, they did wish to correct the anomaly to reinstate 'internment fees' for non-residents to be twice that charged to residents (as is the case for purchase of 'Grants of Rights') – **this is as reflected in Appendix C and there was unanimous AGREEMENT that that Fees and Charges schedule would be adopted and come into effect from 1.4.25.**
- Councillors noted:
 - o The requested exhumation work is ongoing,
 - o The 1930s ashes burial should be completed this week. And
 - o The Romany family funeral arrangements are being progressed as a matter of urgency – Councillors will be kept informed of arrangements.
- Extensive discussion took place regarding the Memorial matters noted under Appendix D. It was finally agreed that **ACTION: the memorial application would be updated and streamlined and brought to the March JBC meeting for approval.** This would include amendments to the permissions to allow the same Dimensions as previously, ie:

'Dimensions (to conform with permitted dimensions)

- **Headstone not exceeding 3ft x 2ft 6ins x 6ins excluding the base (36" x 30" x 6")**
- **A monolith stone not exceeding 4ft x 2ft 6ins x 6 ins (48" x 30" x 6")**
- **A small headstone not exceeding 18" x 18" x 4" for cremation plots**
- **Kerbing on a cremation plot only 34" x 28" x 5" '**
- However, bullet point 2 above, which refers to a monolith stone, would be permanently removed (Councillors were unclear why this had been included in the past, and felt it didn't sufficiently explain what it referred to). In place of this, however, a 'flat slab stone' which completely covers the grave space, will be permitted - but it must be completely flush to the surrounding ground to enable ease of maintenance going forward (which also ensures no increase in maintenance costs will be levied on the local community tax payers). **ACTION: The Co-ordinator will work with the three families who have outstanding memorial requests which are beyond previously permitted JBC memorial options to find an acceptable solution which works within these revised guidelines.**
- The Co-ordinator also noted that three exceptional requests had been received from families recently for pre-purchasing of plots. They had been advised that the current JBC Policy is that no pre-purchasing is permitted. However, they noted their exceptional circumstances (two relate to wishing to be near to their children who had died under the age of 18, the other relates to a

confusion regarding a pre purchase of a plot in the old part of the cemetery but which the JBC had previously failed to issue a designated plot with Grant of Rights which only came to light at time of burial). After lengthy discussion, **ACTION: Councillors concluded that no exceptions could be made to the 'no prepurchase' policy. However, given the location of all three burials and surrounding space, the Co-ordinator would work with the families to try to find a workable solution for them so that space near to their loved ones can hopefully be sought at the time of passing.**

34. Date of Future Meetings – 3rd March 2025 (to be held at Westbourne)

The Co-ordinator will bring proposed dates for 25/26 to the March JBC meeting.

MEETING CLOSED AT 20.12

AGENDA ITEM 11

TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD 21st NOVEMBER 2024, THE EXTRAORDINARY COMMITTEE MEETING HELD ON THE 4th DECEMBER 2024, THE PLANNING COMMITTEE MEETING HELD ON 12th DECEMBER 2024, AND THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 9th JANUARY 2024, POSTPONED FROM 2nd JANUARY 2024, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

11.1 Planning Committee Meeting Minutes 21st November 2024

As there are no recommendations Members are only required to **NOTE** the Minutes of the Planning Committee meeting held on 21st November 2024

Minutes of the Meeting of Southbourne Parish Council's Planning Committee held Thursday 21st November 2024

Present: Cllrs: A. Tait (Chair), L. Meredith (Vice-Chair), J. Money, M. Wheeler, R. Humphrey and K. Sivyler.

In Attendance: M. Banach (Administrator)

The meeting started at 18:00.

122. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

123. APOLOGIES FOR ABSENCE

Apologies had been received from N. Redman due to family commitments.

124. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 10th OCTOBER 2024

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 31st October 2024.

125. DECLARATIONS OF INTEREST

There were no declarations of interest.

126. ADJOURNMENT FOR PUBLIC OPEN FORUM

Adjourned at 18.04

Ceri Stunt attended the meeting and spoke about the current CDC-led Southbourne Allocation Plan Consultation. She raised concerns about the 'Mixed' option and the lack of reference to road widths around the Parish, particularly Inlands Road which will cause problems with access. She also highlighted Network Rail's well-documented concerns about the Inlands Road Crossing and so questions the real viability of this proposal.

She raised issues with the Sustainability Assessments completed and has concerns that it didn't consider protected species of animals, such as bats, barn owls, Hazel Dormice and Buzzard nesting, as well as the trees

that are subject to a preservation order that would need to be removed to allow for the road and bridge running through.

She stated that there is very little reference to sewage and would like to see capacity figures from Southern Water relating to the Combined Sewer Overflow into the Ham Brook and the School Lane Pumping Station.

She feels that people within Southbourne have no viable option to vote on when key information hasn't been provided for any of the scenarios posed and after attending the in-person Consultation, she felt there is no guarantee of the required infrastructure improvements will be delivered.

There were no further speakers.

Readjourned at 18.07

127. CLERK'S UPDATE

To **NOTE** that the Southbourne Allocation Plan Consultation took place on Wednesday 20th November and the closing date for the Consultation is at 5pm on 12th December 2024. This was **NOTED**.

There were no further updates.

128. PRESENTATIONS

Meeting Adjourned at 18.08

Members **RESOLVED** to Adjourn the meeting to receive a presentation from Elivia Homes regarding the Cook's Lane application. David gave an update on his communication with National Rail and highways which has made a lot of progress. Ian gave information on the Green Ring and requested a meeting with Council to discuss what it should look like on this Development.

Members asked that appropriate dates to meet with Elivia to discuss the Green Ring be arranged.

Comments from Elivia and Members included:

- It looks as though Elivia and the Landowners will split the cost of the funding for the Footbridge but they are also considering other funding options.
- The bridge will have a gully to ensure easy movement with bicycles.
- National Rail will own the bridge once it has been constructed.
- Highways are currently working on technical assessments.
- Elivia is planning on creating a masterplan design of the Green Ring, ready for the Outline stage, estimated to be in February.
- Technical Assessments of the Land have been completed and a map was shown of the findings including areas prone to flooding. Architects are looking at the plans for the layout of homes, but they are focusing on the technical elements first.

Meeting Readjourned at 18.48

129. CONSIDERATION OF PLANNING APPLICATIONS WEEKS 44-46

Week 44

24/02176/FUL - Glebe Farm Nutbourne Chichester West Sussex

Members **AGREED** to **OBJECT** to this application for the following reasons:

- They felt there wasn't enough clarification on the drainage and flood risk.
- They would like to view a response from the Harbour Conservancy.
- They would like confirmation on whether there is an Agricultural Covenant on the Farmland like there is on neighbouring Farms.

24/02274/DOM - 2 Cheshire Way Southbourne Emsworth West Sussex

Members **AGREED** that they had no objections to this application.

Week 45

24/02255/DOM - Marsh Farm Lane Nutbourne Chichester

Members **AGREED** to **OBJECT** to this application due to it being within a Wildlife Corridor, as per the Southbourne Parish Neighbourhood Plan, Policy SB13: Green and Blue Infrastructure Network.

Week 46

24/02464/DOM - Tree Tops Inlands Road Nutbourne Chichester

Members **NOTED** that this application has been withdrawn.

24/02501/DOM - The Manor House Prinsted Lane Prinsted Emsworth

Members **AGREED** that they had no objections to this application.

24/02502/LBC - The Manor House Prinsted Lane Prinsted Emsworth

Members **AGREED** that they had no objections to this application.

130. CONSIDERATION OF AMENDED APPLICATIONS:

Members **NOTED** that there were no applications for consideration.

131. CONSIDERATION OF PLANNING APPEALS:

a. 22/01477/FUL- GATEHOUSE, INLANDS ROAD, NUTBOURNE APP/L3815/W/24/3337056

Members **NOTED** that there was no update on this appeal.

b. 10.3 21/01910/OUT- WILLOWBROOK RIDING CENTRE PO18 8UJ REF NO: APP/L3815/W/24/3345297

Members **NOTED** that there was no update on this appeal.

c. 10.3 21/00323/CONMHC & 23/00209/OPEDev: CH/59 & CH/60. Site at Churcher's Copse Barn, Hambrook

Members **NOTED** that there was no update on this appeal.

132. TO REVIEW ALL PERMITTED AND PENDING APPLICATIONS IN THE SOUTHBOURNE PARISH AREA AND TO CONSIDER ANY REQUIRED ACTIONS.

Members **NOTED** that there were no updated applications to consider.

133. CONSIDERATION OF THE CDC SOUTHBOURNE ALLOCATION DEVELOPMENT PLAN DOCUMENT TO REGULATION 18 CONSULTATION AND TO AGREE THE RESPONSE FROM SOUTHBOURNE PARISH COUNCIL.

Members **CONSIDERED** their responses to the following questions by CDC in regard to Southbourne Allocation Development Plan Document to Regulation 18 Consultation.

4.11. Question for Reg.18 consultation:

Q1. Do you agree with the vision and objectives set out? If not, please set out how you think they should be amended.

5.22. Questions for Regulation 18 consultation:

Q2. Do you agree with the list of benefits or challenges set out above?

Q3. Are there other benefits or challenges that you think should also be included?

Q4. In this scenario, what do you think would be the challenges or issues if there wasn't a vehicular bridge over the railway line?

5.34. Questions for Regulation 18 consultation:

Q5. Do you agree with the list of benefits and challenges set out above?

Q6. Are there other benefits and challenges that you feel should also be included?

Q7. In this scenario, what do you think would be the challenges or issues if there wasn't a vehicular bridge?

5.46. Questions for Regulation 18 consultation:

Q8. Do you agree with the list of benefits and challenges set out above?

Q9. Are there other benefits and challenges that you feel which should also be included?

5.47. Question for Regulation 18 Consultation

Q10. Which scenario do you feel should be selected as the preferred option for allocation? Please rank from 1st (most preferable) to 3rd (least preferable)

Assessment Framework -

2.39. Question for Regulation 18 consultation:

Q11. Do you agree with the list of opportunities or constraints set out above?

Q12. Are there any others which should be mentioned in relation to either category?

3.12. Question for Regulation 18 consultation

Q13. Do you have any comments on the infrastructure requirements set out above, including how they could/should be most effectively delivered?

4.28. Question for Regulation 18 Consultation

Q14. Do you have any comments on the assessment methodology?

6.1. Question for Regulation 18 consultation

Q15. Do you have any comments on the site assessment scoring set out above?

Members were also invited to make comments on:

Southbourne Allocation DPD Reg 18 Interim Sustainability Appraisal

Southbourne Allocation DPD Reg 18 - Viability Assessment

Following a lengthy discussion on the points above and due to the time of the meeting, Members agreed to defer their final decision on their response to a future agenda.

134. UPDATE FROM CHAIR ON THE CDC PLANNING COMMITTEE DECISION REGARDING THE LAND NORTH & EAST 127 MAIN ROAD

Cllr. Tait was unable to provide the update on this agenda item due to time constraints so it will be carried over to the next meeting.

135. CONSIDERATION OF SUPPORT OF LETTER GENERATED BY SOSCA (SAVE OUR SOUTH COAST ALLIANCE) TO BE SENT TO THE SECRETARY OF STATE RELATING TO SOUTHERN WATER PLANS

Members **AGREED** to support the letter generated by SOSCA to be sent to the Secretary of State and would like Officers to send it.

136. TO APPROVE THE DRAFT LETTER TO ENVIRONMENT AGENCY REGARDING DRAINAGE SURVEY REFERS TO MINUTE 117.B

Members **APPROVED** the draft letter and would like Officers to send it to the Environment Agency.

137. TO NOTE THE DATE AND TIME OF THE NEXT MEETING

Thursday 12th December 2024, 6pm at St. John's Church Centre

The meeting closed at 20.30

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Planning Committee Meeting held on 21st November 2024

11.2 Extraordinary Planning Committee Meeting Minutes 4th December 2024

Members are required to **NOTE** the Minutes of the Extraordinary Planning Committee meeting held on 4th December 2024 and to **RATIFY** the responses to CDC.

Minutes of the Meeting of Southbourne Parish Council's Extraordinary Planning Committee held Wednesday 4th December 2024

Present: Cllrs: A. Tait (Chair), L. Meredith (Vice-Chair) and K. Sivyver.

In Attendance: M. Banach (Administrator)

The meeting started at 12.03.

138. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

139. APOLOGIES FOR ABSENCE

Apologies had been received from N. Redman, J. Money, M. Wheeler, R. Humphrey.

140. DECLARATIONS OF INTEREST

There were no declarations of interest.

141. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no speakers present.

142. FURTHER CONSIDERATION OF THE CDC SOUTHBOURNE ALLOCATION DEVELOPMENT PLAN DOCUMENT TO REGULATION 18 CONSULTATION AND TO AGREE THE RESPONSE FROM SOUTHBOURNE PARISH COUNCIL AS DEFERRED FROM MEETING 21ST NOVEMBER 2024 MIN.133 REFERS

Members **AGREED** on the responses to be made to CDC regarding the Southbourne Allocation Development Plan, as stated below.

Main Document - <https://chichester.oc2.uk/document/56>

4.11. Question for Reg.18 consultation:

Q1. Do you agree with the vision and objectives set out? If not, please set out how you think they should be amended.

No.

Objection to Transport – The Consultation only indicates the train station with no reference to road users, bus links etc or the impacts on congestion into, out of and around Southbourne including barrier congestion on Stein road.

5.22. Questions for Regulation 18 consultation:

Q2. Do you agree with the list of benefits or challenges set out above?

Yes.

Q3. Are there other benefits or challenges that you think should also be included?

Benefits:

- GP Surgery

- Pharmacy

Challenges:

-Inadequate sewage capacity

-Water extraction

-Congestion (particularly onto the A259 and around the new proposed schools).

Q4. In this scenario, what do you think would be the challenges or issues if there wasn't a vehicular bridge over the railway line?

If there is no bridge, there should be no new houses!

There is only one North/South running road in Southbourne and during peak times, gates are closed 30 mins of every hour. It would not be an acceptable or sustainable option to build houses without a road bridge.

5.34. Questions for Regulation 18 consultation:

Q5. Do you agree with the list of benefits and challenges set out above?

Yes

Q6. Are there other benefits and challenges that you feel should also be included?

Benefits

-GP Surgery

-Pharmacy

Challenges

-Placement of Community Centre, it is placed on a junction of 3 roads that aren't wide enough to sustain the level of traffic. Obstructs the gap between Southbourne and Nutbourne. – Location for 'West' Proposal is much better

-Inadequate sewage capacity

-Water extraction

-Congestion.

Q7. In this scenario, what do you think would be the challenges or issues if there wasn't a vehicular bridge?

If there is no bridge, there should be no new houses!

It is part of the catchment of the Wildlife Corridor and is an area prone to flooding from the Ham Brook catchment.

5.46. Questions for Regulation 18 consultation:

Q8. Do you agree with the list of benefits and challenges set out above?

Yes

Q9. Are there other benefits and challenges that you feel which should also be included?

Benefits:

- GP Surgery

- Pharmacy

Challenges:

1. Placement of Community Centre
2. Inadequate Sewage Capacity
3. Water extraction
4. Congestion – Moreso than the other options. This WILL cause more congestion that will have a big impact on all of Southbourne. There is only one North/South running road in Southbourne and during peak times, gates are closed 30 mins of every hour. It would not be an acceptable or sustainable option to build houses without a road bridge.

5.47. Question for Regulation 18 Consultation

Q10. Which scenario do you feel should be selected as the preferred option for allocation? Please rank from 1st (most preferable) to 3rd (least preferable).

1st – WEST

2nd – EAST

3rd - MIXED

Assessment Framework - <https://chichester.oc2.uk/document/55>

2.39. Question for Regulation 18 consultation:

Q11. Do you agree with the list of opportunities or constraints set out above?

Yes

Q12. Are there any others which should be mentioned in relation to either category?

- There is insufficient evidence that Southern Water have the sewage capacity for this number of houses, and it does not appear that Southern Water have been consulted.
- Existing narrow lanes particularly to the east of the village (Cooks Lane, Inlands Road, Prior's Lease Lane) which are going to cause traffic congestion. Some of these are only wide enough for one car and can cause dangers to cyclists and pedestrians on overtaking. Frustration caused by traffic jams will increase the likelihood of pedestrian and cyclist accidents.

3.12. Question for Regulation 18 consultation

Q13. Do you have any comments on the infrastructure requirements set out above, including how they could/should be most effectively delivered?

Enforceable phasing and Implementation Plan PIP is needed with the development carried out with a systematic approach. Without this, the entire project would be undermined.

Transport

- A vehicular bridge should be a sine qua non not '**Road level crossing improvements or replacement with road bridge**'. This should read '**road level crossing improvements and a new vehicular bridge.**'

Health

- **Community healthcare facilities:** phases for improvement and expansion needed – this improvement and expansion needs to predate the development. It is already extremely hard to get a doctor's appointment and the developments going out and likely to go ahead in Cooks Lane are going to exacerbate this. Infrastructure must be in place before new residents move in.

Social

- New shops, pharmacy, café, take away, etc as part of the hub so residents go to one area to do many things.
- Support and expand the current Library.
- Age Concern to be added to the community hub. Keeping a variety of shops, cafes etc within one area. Consideration/suggestion of a U3A for greater provision for the older population.

Utilities – Wastewater treatment 'reinforcement needed'. This is an **understatement**. Expansion of Thornham for capacity increase must happen before houses are built. Consultation about wastewater treatment should predate building.

There is no mention of flood prevention – this should be a major infrastructure consideration. Keeping the surface water separate from foul water. Chichester Harbour water quality is already in decline and an increase in housing will only intensify the problem.

4.28. Question for Regulation 18 Consultation

Q14. Do you have any comments on the assessment methodology?

Yes – there is no attempt to weight the considerations in order of importance. This consultation shows the need for the provision of houses outweighs all other considerations.

6.1. Question for Regulation 18 consultation

Q15. Do you have any comments on the site assessment scoring set out above?

Yes – there is no attempt to weight the considerations in order of importance and in general, the assessment has overweighted benefits of the mixed scenario. Specific points noted below.

Integrated, Well-Serviced Community - #2 -Reduce The Barrier Effect Of Rail Tracks

- This should be graded as – Strong/Very Poor/Very Poor not Very Strong/Very Strong/Reasonable
- Scenario 1 West – a pedestrian/cycle bridge alone will help a very limited number of people. Those who live in the west of the village who wish to access the new hub. A definite commitment to a vehicular bridge would make this Very Strong as it would undoubtedly reduce the impact of traffic caused by new building.

- Scenario 2 East - a pedestrian/cycle bridge alone will help a very limited number of people. Those who live in the east of the village (essentially Prior's Orchard) who wish to access the new hub. There is very little opportunity realistically to build a vehicular beach in the east as the land is owned by multiple landowners, there is already an application pending regarding the relevant land south of the railway, the area is subject to flooding.
- Scenario 3 Mixed – There is no bridge and so not a viable option.

Support delivery of a community hub – a 'Heart for Southbourne'

- This should read Reasonable/Very Poor/Very Poor instead of all being Reasonable.
- The same argument applies for both Scenarios 2(East) and 3 (Mixed). The location of a separate hub to the east of the village would impact the separation of the villages (Southbourne and Nutbourne West).
- The proposed East hub is not closer to the existing facilities than the proposed West hub as stated, and it would be better if the new hub was a genuine consolidation of all facilities. So those going to the Leisure Centre could also access all the new facilities. Making another separate hub just splits up the facilities more so that people will drive from one location to another, increasing the traffic in the village. The main route to the new hub in the east from those living to the south (except Prior's Orchard/Harris Scrapyard development) would be along Cooks Lane into Prior's Lease and that road does not take two-way traffic.

Promote access to nature and open space

- It is overstated in all categories. All categories should be classed as 'Reasonable' as the nature provided within the green ring will be limited compared to that of open space that is currently enjoyed within the village. Access to nature and open space beyond the development must be considered.

Support local employment opportunities

- Overstated in all three scenarios. There has been very little evidence provided of what these employment opportunities might be. The assessing of Scenarios 2 and 3 as being stronger than 1 is based on the previous misassumption that a hub in the east is better than a hub in the west. As we have shown, that is not the case. So, we assess the grading to be Reasonable/Poor/Poor.

Housing for all

Site Capacity to meet 800 homes delivery requirement

- This should read Reasonable/Very Poor/Poor as the problems relating to the construction of a vehicular bridge in the east impacts Scenarios 2 and 3.

Transport and Sustainable Travel

Providing active travel connectivity

- All of these should be reasonable rather than strong. None of the existing routes through the existing village can be improved to make walking and cycling safer especially in relation to young people going to and from school and the railway station. People already think it is too dangerous to let their children cycle – once there are increased cars in the village, that will get worse, not better.

TRANSPORT AND SUSTAINABLE TRAVEL

- **Providing active travel connectivity** – All of these should be reasonable rather than strong. None of the existing routes through the existing village can be improved to make walking and cycling safer especially in relation to young people going to and from school and the railway

station. People already think it is too dangerous to let their children cycle – once there are increased cars in the village, that will get worse, not better.

Improvements in pedestrian/ cycle access to the train station – At the moment the only route between the pedestrian cycle bridge to the train station is via Cook's Lane and Stein Road. This means the bridge 'adjacent to the station' as stated in the assessment is only reliant on the Elivia Site going ahead, so the grading of this category should be Reasonable, Reasonable, Reasonable, not Reasonable, Strong, Strong.

Climate Change, move towards net zero carbon living

Potential to create buildings to high environmental performance and meet Future Homes Standard

- No current developments do this – how do CDC plan to ensure this happens?

Green ring for people and wildlife

- The provision for the green ring for people and wildlife is a major point of our neighbourhood plan. Of the scenarios, there is no set outline of where the green ring goes, it is not a circle around the village. It must access open green space as well as connect all parts of the village with safe cycle and pedestrian routes. Scenario 3's weighting of 'Very Strong' is wrong as the green ring is more than just a footpath around the village and for scenario 2 and 3, the development site is mostly in Nutbourne and therefore not part of the green ring's area. With the Cook's Lane development, the east end of the green ring is already being constructed now.

Protect and/or mitigate existing wildlife and biodiversity

- All should be very poor due to the loss of land and habitat.

Development location within Flood Zones

- All should be **very poor** as all are going to have knock on effect on flooding as per NPPF Dec 2023 para 165, 166. Scenarios 2 and 3 threaten all of the east down to the sea. It is not enough just to think of the actual land that the houses will sit on, it is also important to think of the land that lies downstream. Scenarios 2 and 3 will negatively impact the Ham Brook and everything that the river runs through.

Character

Impact on views to and from Chichester Harbour

- All should be Poor. It is a massive change in size for the village – what currently appears as greenery will be urban.

Retention of landscape gaps between villages and settlements

- All should be very poor. If all the building goes ahead in Cooks Lane and Inlands Road as well as either Scenario 2 or 3, the gap is lost. It is disingenuous of this Consultation not to take pending and pre-apps into consideration.

Growth of the village sympathetically to its existing form and structure – We would alter the ranking of this category to Reasonable, Reasonable, Poor. In scenarios 1 and 2, the new road links proposed would create new spines in the village creating a new shape. This new shape would reduce congestion in the village. In scenario 3, the current structure of the village would be maintained, but would limit vehicle traffic to 1 main road creating enormous congestion. The new 2 spine shape of scenarios 1 and 2 is better suited to a larger village/town.

In section 6, the deliverability (viability) considerations do not match the score given in Section 5. In section 5, the scores are Poor, Poor, Poor and in section 6, they are given as Very Poor, Very Poor, Reasonable. This should not be the case and must be rectified.

Section – Deliverability (viability) Considerations

We consider Scenarios 2 and 3 should be ranked Very Poor due to the potential lack of communication between multiple landowners.

Southbourne Allocation DPD Reg 18 Interim Sustainability Appraisal – comment to be made

DOCUMENT: [Southbourne Allocation DPD Reg 18 - Interim Sustainability Appraisal \(814.08 KB\)](#)

[NO COMMENT](#)

Southbourne Allocation DPD Reg 18 - Viability Assessment - Comment to be made for each document

DOCUMENT: [Southbourne Allocation DPD Reg 18 - Viability Assessment Stage 1 \(1.01 MB\)](#)

[NO COMMENT](#)

DOCUMENT: [Southbourne Allocation DPD Reg 18 Viability Assessment Appendix 1 \(834.88 KB\)](#)

[NO COMMENT](#)

DOCUMENT: [Southbourne Allocation DPD Reg 18 - Viability Assessment Appendix 2 \(856.34 KB\)](#)

[NO COMMENT](#)

DOCUMENT: [Southbourne Allocation DPD Reg 18 - Viability Assessment Appendix 2a \(918.38 KB\)](#)

[NO COMMENT](#)

138. TO NOTE THE DATE AND TIME OF THE NEXT MEETING

Thursday 12th December 2024, 6pm at St. John's Church Centre

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Extraordinary Planning Committee Meeting held on 4th December 2024 and **RATIFY** the agreed responses to CDC

11.3 Planning Committee Meeting Minutes 12th December 2024

As there are no recommendations Members are only required to **NOTE** the Minutes of the Planning Committee meeting held on 12th December 2024

Minutes of the Meeting of Southbourne Parish Council's Planning Committee held Thursday 12th December 2024

Present: Cllrs: A. Tait (Chair), L. Meredith and N. Redman.

In Attendance: M. Banach (Administrator)

The meeting started at 18:02.

139. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

140. APOLOGIES FOR ABSENCE

Apologies had been received from K. Sivyer, R. Humphrey and J. Money due to illness and M, Wheeler due to holiday.

141. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 21st November 2024

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 21st November 2024. Members also **AGREED** to **APPROVE** the Minutes of the Extraordinary meeting held on 4th December 2024.

142. DECLARATIONS OF INTEREST

There were no declarations of interest.

143. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no speakers for Public Open Forum.

144. CLERK'S UPDATE

Members **NOTED** that the Environment Agency for Planning Application for 24/01161/OUTEIA have confirmed that the Lead Local Flood Authority would be dealing with this application as it is surface water being discharged into the ditches. However, they have amended their previous comment and suggested that the developers may also need to apply for a Permit which is separate to the Planning Application.

Members **NOTED** that the support for SOSCA's letter has been sent.

Members **NOTED** the results from the Council for Preservation for Rural England (CPRE) Sewage Survey have been published. If anyone wishes to view, please contact officers for a copy.

Members were asked to **NOTE** that the reports Southbourne Parish Council commissioned in 2017 as part of a transport study to check whether a bridge and links to the west (as anticipated in NP1) could be accommodated on the land available, were forwarded to CDC and Tibbalds as approved. Both parties have thanked SPC for furnishing them with these documents.

Members were asked to **NOTE** the update on the "Examination of Chichester Local Plan - SFRA Documents - Inspector led Consultation".

145. PRESENTATIONS

There were no presentations.

146. CONSIDERATION OF PLANNING APPLICATIONS WEEKS 47-49

Week 47

8.1.1 24/02508/DOM - 35 Kelsey Avenue Southbourne Emsworth West Sussex

Members **AGREED** that they had **NO OBJECTIONS** to this application.

8.1.2 24/02609/OBG -Land North Of Main Road And West Of Inland Road, Southbourne Emsworth

Members **AGREED** that they had **NO OBJECTIONS** to this application.

Week 48

8.2.1 24/01908/DOM - 67 Stein Road Southbourne Emsworth PO10 8LE

Members **AGREED** that they had **NO OBJECTIONS** to this application.

8.2.2 24/02291/DOM - 41 Manor Way Southbourne Emsworth West Sussex

Members **AGREED** that they had **NO OBJECTIONS** to this application.

8.2.3 24/02605/TPA - Land North Of Hartland Court Southbourne West Sussex

Members **AGREED** to **OBJECT** to this application as they recognise that this tree is of great sentiment to the people of Southbourne and will be upset with the loss of it. However, they understand that highway safety is of paramount importance, so they understand the need for it to be removed and that a new tree will be

planted. They do hope that WSCC will complete a full repair of the footpath once the tree has been removed.

Week 49

8.3.1 24/02645/FUL - The Sussex Brewery 36 Main Road Southbourne Emsworth
Members **AGREED** that they had **NO OBJECTIONS** to this application.

8.3.2 24/02646/LBC - The Sussex Brewery 36 Main Road Southbourne Emsworth
Members **AGREED** that they had **NO OBJECTIONS** to this application.

147. CONSIDERATION OF AMENDED APPLICATIONS:

Members **NOTED** that there were no applications for consideration.

148. CONSIDERATION OF PLANNING APPEALS:

a. 22/01477/FUL- GATEHOUSE, INLANDS ROAD, NUTBOURNE APP/L3815/W/24/3337056

Members **NOTED** that the Appeal has been dismissed.

b. 10.3 21/01910/OUT- WILLOWBROOK RIDING CENTRE PO18 8UJ REF NO: APP/L3815/W/24/3345297

Members **NOTED** that there was no update on this appeal.

149. TO REVIEW ALL PERMITTED AND PENDING APPLICATIONS IN THE SOUTHBOURNE PARISH AREA AND TO CONSIDER ANY REQUIRED ACTIONS.

Members **NOTED** that there were no updated applications to consider.

150. UPDATE FROM CHAIR ON THE CDC PLANNING COMMITTEE DECISION REGARDING THE LAND NORTH & EAST 127 MAIN ROAD

Members **NOTED** the update given by the Chair regarding the CDC Planning Committee Decision about the Land North and East 127 Main Road.

151. TO NOTE THE DATE AND TIME OF THE NEXT MEETING

Thursday 2nd January 2024, 6pm at St. John's Church Centre

The meeting closed at 18.30

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Planning Committee Meeting held on 12th December 2024

11.4 Planning Committee Meeting Minutes 9th January 2025

As there are no recommendations Members are only required to **NOTE** the Minutes of the Planning Committee meeting held on 9th January 2025

Minutes of the Meeting of Southbourne Parish Council's Planning Committee held Thursday 9th January 2025

Present: Cllrs: A. Tait (Chair), N. Redman (Deputy Chair), K. Sivyer, M. Wheeler and J. Money.

In Attendance: M. Banach (Administrator)

The meeting started at 18:00.

1. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from L. Meredith. No further apologies were received.

3. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 12th DECEMBER 2024

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 12th December 2024.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. ADJOURNMENT FOR PUBLIC OPEN FORUM

C. Stunt wished to make comment regarding her Planning Application (Agenda item 9.2) and explained that she planned to improve biodiversity around the pond area and provide gaps under fences to allow easy movement of hedgehogs.

C. Stunt also made comment regarding 24/01161/OUTEIA relating to updates made by Network Rail on the Portal. Network Rail have stated that they are lifting the holding rejection, and she was unsure what this meant. She would like to see clarification of this statement made.

6. CLERK'S UPDATE

Members were asked to **NOTE** the correspondence from Jackie Mellish regarding Mountain Ash, 106 Main Road, Southbourne, PO10 8AY, CDC ref SB/24/00315/CONCOU.

7. PRESENTATIONS

There were no presentations.

8. CONSIDERATION OF PLANNING APPLICATIONS WEEKS 50-52

Week 50

8.1.1 24/02653/TPA - 32 Russet Gardens Hermitage Southbourne
Application was withdrawn prior to meeting.

8.1.2 24/02693/DOM - Rosebrook Farm Lane Nutbourne
Members **AGREED** that they had **NO OBJECTIONS** to this application.

9. CONSIDERATION OF AMENDED APPLICATIONS:

9.1 24/02176/FUL – Glebe Farm Nutbourne Chichester West Sussex PO18 8RZ

Members **AGREED** to uphold the **OBJECTION** to this application as it doesn't conform with Policy SB1 of the Southbourne Neighbourhood Plan as it is outside the settlement boundary.

"POLICY SB1: DEVELOPMENT WITHIN AND OUTSIDE THE SETTLEMENT BOUNDARIES:

B. Development proposals outside the Settlement Boundaries are restricted to those which require a countryside location or meet an essential local rural need or supports rural diversification in accordance with development plan policy on development in the countryside and the alteration, change of use or reuse of existing buildings in the countryside."

9.2 24/02464/FUL – Tree Tops Inlands Road Nutbourne Chichester West Sussex PO18 8RJ
Members **AGREED** that they had **NO OBJECTIONS** to this application.

10. CONSIDERATION OF PLANNING APPEALS:

a. **10.3 21/01910/OUT- WILLOWBROOK RIDING CENTRE PO18 8UJ REF NO: APP/L3815/W/24/3345297**
Members **NOTED** that there was no update on this appeal.

b. **10.2 24/01171/ELD - 35 KELSEY AVENUE SOUTHBOURNE EMSWORTH WEST SUSSEX PO10 8NG**
Members **NOTED** that this application has now been approved.

11. **TO REVIEW ALL PERMITTED AND PENDING APPLICATIONS IN THE SOUTHBOURNE PARISH AREA AND TO CONSIDER ANY REQUIRED ACTIONS.**

Members **NOTED** that there were no updated applications to consider.

12. Members **NOTED** the correspondence from CDC regarding the TPO for SB/22/00327/TPO – The Sussex Brewery.
Members **AGREED** for Officers to get clarification on the wording of the changes made on these trees to confirm whether they are still protected.

13. **TO NOTE THE DATE AND TIME OF THE NEXT MEETING**

Thursday 23rd January 2025, 6pm at St. John's Church Centre

The meeting closed at 18.17

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Planning Committee Meeting held on 9th January 2025

AGENDA ITEM 12

TO RECEIVE AND NOTE THE MINUTES FROM THE STAFFING COMMITTEE MEETING HELD ON THE 21st NOVEMBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Staffing notes are confidential and not for general circulation. Therefore, only the recommendations and appropriate related information will be submitted.

The report for this item will be circulated confidentially.

DECISION:

Do Members **AGREE** to **RATIFY** the related financial increases and take into account when considering the budget.

AGENDA ITEM 13

TO RECEIVE AND NOTE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON THE 5th DECEMBER 2024 AS PREVIOUSLY SCHEDULED

As there are no recommendations Members are only required to **NOTE** the Minutes of the Allotments Committee meeting held on 5th December 2024

**MINUTES OF THE MEETING OF THE
SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 5th DECEMBER 2024**

PRESENT: Cllrs: L. Meredith (Chair), K. Sivyver and A. Tait (Ex Officio)

IN ATTENDANCE: S. Hodgson (Clerk)

The meeting started at 13:00

15. **CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chair welcomed everyone to the meeting.

16. **APOLOGIES FOR ABSENCE**

Apologies had been received from J. Ullman who was on leave

17. **TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 13TH JUNE 2024.**

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 13th June 2024 and they were duly signed by the Chairman.

18. DECLARATIONS OF INTEREST

There were no declarations of interest.

19. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for Open Forum

20. CLERK'S UPDATE

20.1

The Clerk reported she had received a request from Jenny Ullman to consider the purchase of new padlocks. As the request was received post publication of the Agenda it was NOTED that this will be considered at a future meeting.

20.2

The Clerk advised that the water supply at Southbourne Fields had been turned off for the winter period.

The Clerks update was **NOTED**.

21. BUDGET, INCOME AND EXPENDITURE. INCLUDING TO NOTE THE INCOME AND EXPENDITURE TO DATE, TO CONSIDER RENTAL FEES FOR THE NEXT FINANCIAL YEAR (2025-26) AND TO NOTE THE BUDGET FOR 2025/26 AS PROPOSED BY COUNCIL.

21.1

Members **NOTED** the Income and Expenditure for the year to date

21.2

Members **NOTED** the 2025/26 Budget as proposed but Council of £1,000

21.3

Following discussion Members **AGREED** not to raise the allotment rents for 2025/26 and they will remain as:

- Southbourne Fields £100 per annum – standard plot size
- Southbourne Fields £115 per annum – large plot size
- Flanders Close - £20 per annum

22. SOUTHBOURNE FIELDS - TO RECEIVE ANY UPDATES AND CONSIDER ANY REQUIRED ACTIONS INCLUDING:

22.1 Fencepost Repair

Members **NOTED** the repair to the fencepost was complete

22.2 Boundary repair

Members **NOTED** the repair to the boundary of one plot was complete

22.3 Pathway

Members agreed that the paths are only slippery in extreme weather and there was no onus or duty on the Committee to install hard surfaces. At the last meeting Members considered adding a clause to the Tenancy agreement regarding the pathways but this was rejected.

Members **AGREED** not to install permanent path surfaces and further **AGREED** that no signage was required or any amendment to the Tenancy Agreement.

Members **NOTED** that Parish Council's contract caretaker is now strimming the pathways when weather and schedules allow and further **AGREED** that no further action was required.

22.4 Dog Bin

Members **NOTED** the Clerks Report.

The area around the allotments is not the property of Southbourne Parish Council and as previously advised the Housing Association Management Team would be responsible for managing any installation of a new Dog Bin.

The Clerk had also reported that should SPC be able to gain the relevant permissions and install a bin via CDC Waste Management they have advised that the associated costs would be in the region of £60k p/a

Members **AGREED** to not progress this further.

22.4 Plot 9

Members **NOTED** that the tenant on Plot 9 had given Notice to Quit. The Clerk reported that the plot has been vacated and left in a satisfactory condition. Officers will make arrangements re-let the plot.

23. FLANDERS CLOSE- TO RECEIVE ANY UPDATES AND CONSIDER ANY REQUIRED ACTIONS.

23.1 Communal Plot

Members **AGREED** to **RATIFY** the expenditure of £77.87 to cover the communal plot with mypex following a complaint from neighbours. (Financial Reg 5.13)

Members further asked for an update at the next meeting on the situation regarding Tuppeny Barn.

23.2 TO CONSIDER A PROPOSAL BY A TENANT TO ERECT A FENCE OR BARRIER BETWEEN HIS PLOT AND THE WILDLIFE CORRIDOR.

During discussion the following points were raised:

- Creating a barrier will not stop seeds from blowing onto any of the plots and will prevent wildlife access to and from the area
- The corridor was in place when the plot was let and tenancy was agreed on this basis
- Haphazard strimming of the wildlife corridor endangers hedgehogs and other species as they can be severely injured
- The corridor forms part of the original 106 Agreement and removal would be in violation of this agreement
- Any trimming back of the area should only be undertaken by the SPC Operative
- The tenant can apply to go on the waiting list for the other allotment garden.

Following discussion Members **AGREED** not to erect a fence or barrier given that the area is a wildlife corridor and should be freely accessible to wildlife. The wildlife corridor is also part of a section 106 agreement with the developers and as such any removal or obstruction would be in violation of the agreement.

Members **AGREED** that the Clerk should write to the tenant to advise.

24. TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES.

These were **NOTED**.

25. SITE INSPECTIONS- TO NOTE THE REPORT FROM INSPECTIONS UNDERTAKEN ON 15TH AUGUST AND TO CONSIDER ANY ACTIONS.

Members **NOTED** the Inspection report undertaken on 15th August 2024.

The Chair reported that on the whole the plots were being cultivated and maintained as per the tenancy agreements but drew Members attention to one of the plots on the Southbourne Fields site. At the time of inspection, it was noted that the trees planted in pots on Plot 12 were still not being stored above ground as previously instructed.

Members **AGREED** for the Clerk to check if this had been rectified since the inspection, and if not to contact the Plot holder to request the plots are dug up and stored above ground.

26. TO NOTE THE DATE AND TIME OF NEXT MEETING

6th March 2025 @ St Johns Meeting Rooms

The meeting ended at 13:43pm

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Allotments Committee Budget meeting held on 5th December 2024

AGENDA ITEM 14

TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD ON 14th NOVEMBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members are required to **NOTE** the minutes of the Southbourne Environment Group meeting held on the 14th November 2024 and to consider the recommendations.

Southbourne Environment Group

Minutes of the meeting held on Thursday 14 November 2024, 7.30 pm at St John's Church Centre, Southbourne

Present: Lyn Davies (LD) (Chair), Alison Barker (AB) Judy Knapp (JK) Lyn Hicks (LH) Julia Hankers (JH), Naomi Pattinson (NP), Elizabeth Medler (EM)

Apologies: Amanda Tait(AT)

Minutes of the last meeting of 16 October 2024 were approved.

1. **Matters arising:** LD reported that remaining bulbs had been planted around the Hermitage sign and either side of Hurstwood Avenue junction with Cooks Lane. Margaret Melhuish and JK took remainder. The planting around Smallcutts Avenue by JK had been commended by neighbours.
2. **Budget:** LD reported that SEG had spent £521 of the £1500 allocated.
3. **Recommended: autumn/winter purchase** of compost, violas, crocus, daffodils and muscari for imminent planting.
Recommended: purchase of trees and shrubs whips (small bare rooted woody plants) to be planted in the Triangle in the winter.
4. **Reports.**
Triangle wildlife area: LD reported she had met with Martin Hampton (MH) who had made a valuable contribution. Recommendations from MH and LD as to layout and planting were agreed. LD produced a plan copied and pasted at the end of this email. Further ideas were contributed as follows:
 - Martin Hampton will donate Marjoram and other plants
 - LD will donate appropriate perennial plants

- Tree whips: would need to be planted this Winter possibly accompanied with tree treegator(water bag)
Action: LD to speak to AT about Woodland Trust whips – can we get them free? **Action:** AB can donate a rowan.
- Possibility water could be introduced, possibly sunken bowl, depending on a risk assessment.
- AB has a rose to donate.
- ACTION re wildlife value of nettles: JK will check to see what existing nettles may be present.
- Suggestion of grasses (eg Calamagrostis Karl Foerster) – helpful to reptiles

It was reported that the following Saturday Max, the Parish caretaker, would remove the membrane. JK had investigated and found it to be hard underneath with concrete in one area.

Discussion ensued as to placing of the existing bench. It was reported that the PC had three benches available, although these may have been allocated. **Recommendation:** an extra bench for the triangle

Planters: AT had passed on a message that one of the planters outside Boots were draining too quickly. LD agreed to purchase compost with JA to transport it. A date for planting was fixed at **26th November, 2.30pm.**

Stein Road cherry trees. JA reported that the cherry trees at top of Stein Road were overhung by tall hedges which need to be removed on Western side for their health and growth. ACTION: JA to obtain quote from tree surgeons to carry this out.

Shed and tools: LD reported that Steve Hill WSCC active communities officer is taking an active interest in sheds in the area. He had assessed SEG's inherited (from WSCC, then SPC) shed near the Village Hall and suggested reorganisation, including installation of new shelves and anything else required to put the shed into good order. This would also mean the removal of inherited items like broken Perspex. WSCC would meet the cost of this, including new border forks, spades, rakes and hoes up to £250. LD reported that PC will pay for Max's labour. **Action:** LD to relay this to Sheila, parish clerk.

Liaison with Southbourne Junior School. AB reported that she had spoken to Karen Lowrey deputy and outdoor head at Southbourne junior school. Year 4 would, when ready, be happy to be involved in the Triangle renovation/enhancements with things like bee hotels etc. **Action:** AB to keep Ms Lowrey in the loop. AB reported that the school had a tiny orchard remnant and had suggested that they might like to add new trees. LD confirmed that a community grant was available for up to 5 trees. The deadline for application was **25 January 2025.** **Action** AB.

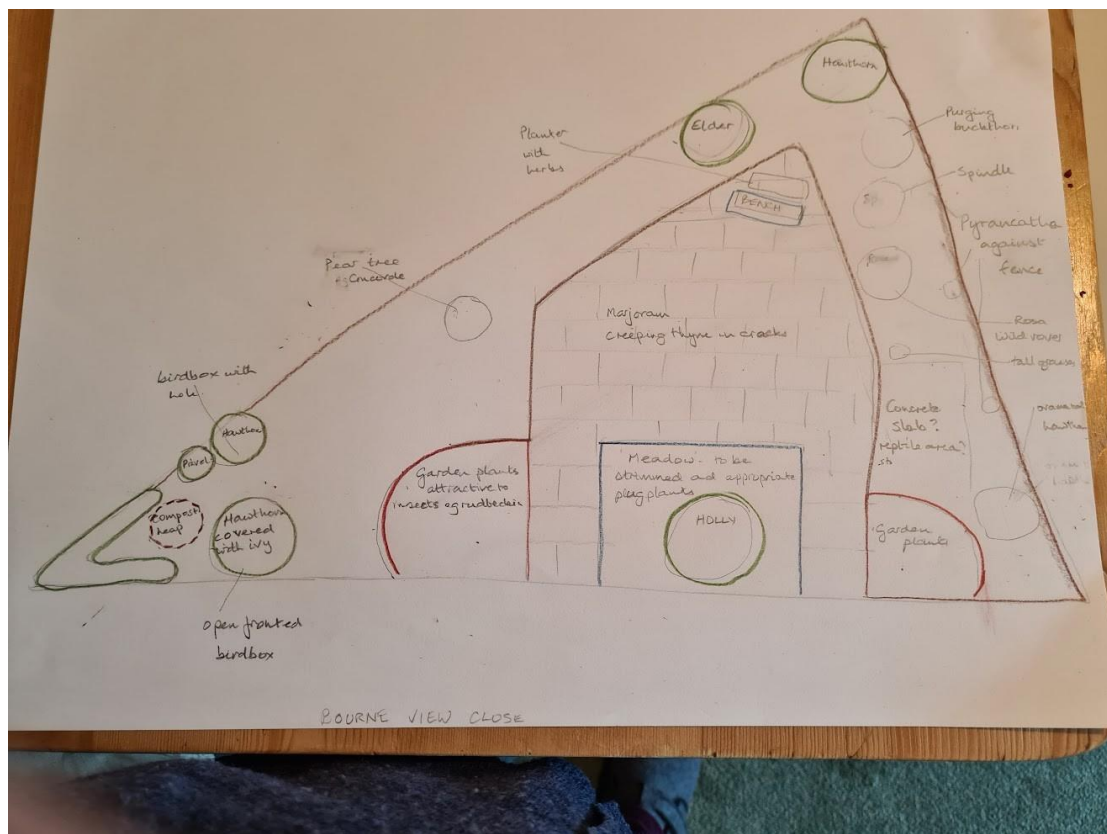
Talks: It was agreed that speakers would continue to be invited to recommend a charity to whom donations for their talks could be given. It was reported that Michael Blencowe's butterfly talk had been well attended at 35.

Future events: The following were agreed:

- 13 February 2025: Sarah Hughes had agreed to speak on [probably] wildlife corridors.
- 13 March 2025 John Arnott will speak on Harbour plants, having been obliged to cancel November talk because of illness.
- Green-winged orchid walk. 3rd May settled on as a date subject to AB checking with Siriol Seabrook. AB to put on Eventbrite with maximum of 20 walkers.
- Other suggestions for future:
Speaker from South Downs National Park – Dark Skies
Jane Reeve, Manhood Peninsula: reintroducing hedgerows, water voles for October/November. **ACTION:** AB to contact and ask her how much she would charge for a talk.
AB kindly offered Sussex dragonfly walk, Oct/Nov depending on date Jane Reeve chooses.
Walk to look for fungi, a fungal foray. An expert would be needed.

AB offered bat walks starting at sunset May and September. Suggestion from LD: Beside Lumley Peter Pond. **Action:** AB to ask Sarah Hughes what dates would be good for her. JA suggested trip on solar boat/Canal. **Action** JA to look into.

7. **Next meeting:** Thursday 12th December. LD reported there would be a short meeting followed by Christmas celebration. Everyone invited to contribute nibbles etc.
8. **AOB:** LD reported that one trees on Hermitage verge had died, and Hannah White had asked for a tree to replace a dead tree near her house. If anyone wanted a tree, they should ask AT.
JA reported Tom Broughton had sent an email with details of a climate and nature rally in Chichester the next day.
Rough copy of proposed plan for the triangle.



RECOMMENDATIONS

- To approve the plans for the Triangle
- The SEG volunteers have been undertaking some renovation of the Triangle Area and would ask Council to consider siting one of the remaining benches recently purchased from some remaining New Home Bonus funds. There are currently two remaining.
- To purchase of trees and shrubs whips (small bare rooted woody plants) to be planted in the Triangle in the winter
- SEG have purchased a number of items such as bulbs and compost for the planters totalling £31.00

DECISION

Do Members **AGREE** to **APPROVE** the plans for the Triangle

Do Members **AGREE** to **APPROVE** that one of the remaining benches to be sited on the Triangle Area following renovation.

Do Members **AGREE** for the purchase of Trees and Shrub to be planted at the Triangle in winter to be funded from the SEG budget.

Do Members **AGREE** to **RATIFY** the cost of £31.00 to be funded from the SEG budget

AGENDA ITEM 15

CONSIDERATION OF A PROPOSAL REGARDING THE UNDERUTILISATION OF EMPTY HOMES ALONGSIDE THE GOVERNMENTS DIRECTIVE TO BUILD MORE HOUSES INCLUDING CONSIDERATION OF LOBBYING THE LOCAL MP DEFERRED FROM MEETING 12th NOVEMBER 2024 MIN. 135 REFERS

<https://www.bbc.com/news/articles/c4q518le0r5o>

Cllr. Wheeler has proposed that Members consider the following question as raised and highlighted in the article within the link above.

Why are we building homes when so many are standing empty?

At this level there is probably not a lot SPC can do in terms of challenging the Planning Authority as house building is a government directive. However, consideration could be given to lobbying the local Member of Parliament to raise the issue at a higher level.

Since this item was initially proposed there has been a number of changes at government level regarding house building policy, which Members may wish to take into account when debating.

DECISION

Do Members **AGREE** to lobby the local MP to raise the issue at a higher level and for Officers to write to Jess Fuller MP

AGENDA ITEM 16

FINANCIAL REPORTS - MONTH END

- TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF NOVEMBER 2024 AND DECEMBER 2024 AS FOLLOWS:
- TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA DEPOSIT ACCOUNT, NATIONWIDE ACCOUNT AND REDWOOD ACCOUNT FOR THE MONTHS OF JULY AND AUGUST IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS
- TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1ST APRIL 2024 – 31ST DECEMBER 2024
- TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT
- TO NOTE THE PROPOSED DROP IN INTEREST RATES FOR BARCLAYS, REDWOOD AND NATIONWIDE BANKS
- TO NOTE THE SAVINGS ACCOUNT OPENED WITH NAT WEST AS PER THE COUNCILS RISK MANAGEMENT STRATEGY
- TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

Due to the size and number of these reports they have been circulated separately.

Additional Pending Payments

Mulberry & Co	£169.20	Payroll Services
HMRC	£1753.52	NI Liability
WSCC Pension	£1844.18	Pension Cont
Printerland	£530.40	New Printer and Ink

DECISION.

Do Members **AGREE** to **APPROVE** and **NOTE** the financial reports for November and December as circulated

Do Members **AGREE** to **RATIFY** the payments as previously circulated and further **APPROVE** any pending payments if applicable

AGENDA ITEM 17

TO CONSIDER AND APPROVE THE FINAL DRAFT OF THE BUDGET FOR 2025/26 AND TO FURTHER APPROVE THE PRECEPT FOR SUBMITTING TO CHICHESTER DISTRICT COUNCIL

The spreadsheet for this item has been updated and circulated separately due to its size.

The Clerk will give a more detailed overview at the meeting

DECISION

Do Members **AGREE** to **APPROVE** the Budget for the 2025/26 Financial Year and to submit to CDC.

AGENDA ITEM 18

RECREATION GROUND INCLUDING:

- **FURTHER CONSIDERATION OF PROPOSAL TO INSTALL KISSING GATES AT ENTRANCES TO PREVENT QUAD BIKES ENTERING THE GROUND INCLUDING, STYLE AND TYPE OF GATE AND IDENTIFICATION OF BUDGET**
- **UPDATE OF RECENT EVENTS AND CORRESPONDENCE RELATING TO AFC SOUTHBOURNE/SOUTHBOURNE FC INCLUDING ADVICE AND UPDATES FROM SURREY HILLS SOLICITORS AND SUSSEX FA**
- **CONSIDERATION OF MEETING REQUEST WITH BOURNE SPORTS, EMSWORTH FC AND BOSHAM FC REGARDING ARRANGEMENTS FOR PITCH HIRE AND LICENCES GOING FORWARD**
- **UPDATE ON MAINTENANCE REQUIREMENTS FOR PLAYGROUND EQUIPMENT**

18.1 Further consideration of proposal to install kissing gates at entrances to prevent quad bikes entering the ground including, style and type of gate and identification of budget

The Clerk is in the process of gathering more quotations as some of the contractors contacted have not undergone site visits and accuracy cannot be assured. Only one contractor so far has undertaken a site visit but there are arrangements in place for more.

The Clerk has also made a request to CDC for confirmation that the expenditure can be met from CIL but this is yet to have this confirmed but the latest update from the CDC Officer indicates that this would meet the CIL criteria.

WSCC have approved the application for the installation of medium mobility access gates on the Public Right of Way section of the recreation ground.

Members are also asked to **NOTE** that Bourne School are requesting that SPC make good the section of fencing that was damaged last year following one of the trees being brought down during a storm. The Clerk has asked for this to now be included within the quotes.

18.2 Update of recent events and correspondence relating to AFC Southbourne/Southbourne FC including advice from Surrey Hills Solicitors, Sussex FA and the Police

Due to the sensitivity of the item and the need to discuss legal matters, Member may wish to consider moving to Confidential Business.

The Clerk has been continually chasing Sussex FA for an update on how the claim is progressing but at time of circulation has been unable to get a response.

Surrey Hills are now progressing recovery of the remaining outstanding accounts. The Solicitor handling the case is on leave until 13th January so the Clerk will attempt to have an update at the meeting.

18.3 Consideration of meeting request with Bourne Sports, Emsworth FC and Bosham FC regarding arrangements for pitch hire and licences going forward

Emsworth FC have approached SPC to see if any arrangement can be made for a joint licence for the 2025/26 season. Bourne Sports do not seem averse to this idea as the two teams have been making joint use of the facilities this season.

The Clerk would like to arrange a round table meeting with both teams to discuss how this could be implemented and would therefore ask Members to support a meeting and advise if they wish to attend.

DECISION:

Do Members **AGREE** to a meeting to discuss the potential of a joint licence for pitch facilities for 2025/26 season

If so

Do Members **AGREE** to appoint a representative/s to attend the meeting

18.4 Update on maintenance requirements for playground equipment

As Members will see from the table a number of quotes with variations have been obtained. Due to the complexity of these quotes the Administrator will table a detailed explanation for clarity at the meeting.

Members will be required to consider the quotations and decide how they wish to proceed and to identify an associated budget.

Quotes for Park Repairs

Item	QUOTE 1	QUOTE 2	QUOTE 3	QUOTE 4
Basket Swing				

Breakout and reset swing leg	935.00 +vat	935.00 +vat	660.00 +vat	660.00 +vat
Lift existing grass mats, level ground and reinstall mats		1136.55 + vat		
Level area and install new grass mats over existing mats	728.35 + vat			
New grasslock matting			1165.91 +vat	
Mulchbond surfacing				2616.83 + vat
Standing Slide				
Replace seized fixings on slide	85.00 +vat	85.00 +vat	00.00	00.00
-Remove and dispose existing surface 35m2 -install new black wetpour surface complying with CFH		2901.85 +vat		6423.00 + vat
-Install base rubber in tiles gaps and lifting tiles -Install complete overskim over existing tiles	2560.05 +vat			
Base rubber and 20mm overlay			3518.00 + vat	
Cradle Swing Frame				
Strip down swing frame, remove snapped bolts, re-tap and install new bolt	885.00 + vat	885.00 + vat	495.00 + vat (both swing and muga)	495.00 + vat (both swing and Muga)
MUGA end				
Strip down goal end, replace missing inserts and reassemble goal	430.00 +vat	430.00 +vat		
Herras Fencing			150.00	150.00
Total:	3960 + vat	6373.40 + vat	5988.91 + vat	10344.83 + vat

To note:
QUOTE 3 &4

- 1 - Please note that these swings are not currently concreted into the ground. As detailed in the attached information sheet. Our pricing includes excavating to inspect the fixings on all four legs and concreting around them to ensure stability and prevent any future movement. Excavated soil to be spread and lost on site.
- 2 - We have chosen not to include the lifting and relaying of the existing mats in our pricing. Based on our experience, even with the utmost care, the mats can become damaged during this process. Additionally, we cannot assess the condition of the mats that are currently beneath the surface.

Grasslock matting

Supply and Lay approx. 25.5sqm of Grasslock 23mm matting 1165.91 1165.91 with a tested FFH of 3.0m. (Area 8.5m x 3.0m @ 1.6m CFH)

Mulchbond Surfacing

To supply and lay 25.5m² of EN1177 certified Mulchbond (shredded rubber mulch onto grass / earth). Includes 40 l/m edge cutting where necessary and a weed suppressing geotextile membrane. Colour of mulch to be agreed from: greens, browns, beige & mahogany red (colours can be blended). Coloured Wetpour wear pads have been allowed for under basket swing for foot traffic. (Area 8.5m x 3.0m @ 1.6m CFH = 60mm deep)

Remove surfacing and replace

Take up existing tiles and remove off site. Take up remaining edgings and remove off site. Supply and Lay approx.. 27linm of new timber edgings Supply and lay approx. 35sqm of 90mm Black Wetpour with full colour wear pads in high wear areas.

Base rubber and 20mm overlay

We have allowed to cut back the perimeter edges totalling 27 linear metres in preparation for the Wetpour + Vat overlay. To supply and lay a total of 35m² of 20mm depth EN1177 certified Wetpour rubber surfacing, colour to be Black - inclusive of 2 x Coloured Wetpour Wear pads at entry and exit of current slide

DECSION:

Members are required to **AGREE** one of the quotations and further **AGREE** to identify an associated budget

AGENDA ITEM 19

PRINSTEAD AREA INCLUDING:

- **UPDATE ON SEAS SCOUTS REGARDING ADVERSE POSSESSION CLAIM AND TO RATIFY RESUBMISSION OF APPLICATION FOR FIRST REGISTRATION**
- **UPDATE ON PUBLIC LIABILITY CLAIM**
- **CONSIDERATION OF MAINTENANCE FOR AREA DURING DISPUTE**

19.1 Update on Sea Scouts regarding adverse possession claim and to ratify resubmission of application for first registration

Members are asked to **NOTE** and **RATIFY** the resubmission of the application for first registration to the Land Registry as previously circulated.

The Clerk is awaiting further information from Surrey Hill and will table any update if available in time for the meeting.

DECISION

Do Members **AGREE** to **RATIFY** the resubmission of application for first registration

19.2 Update on Public Liability Claim

The Clerk will table a report for this item at the meeting.

19.3 Consideration of Maintenance for area during dispute

As Members will recall following a number of consultation meetings with local residents and stakeholders of the Prinstead area, Council agreed to undertake a number of improvements and enhancements to the area. To enable these improvements Council will need to seek approval for Change of Use. The application for this has been halted due to the ongoing dispute with the

Sea Scouts regarding the small piece of land within the designated area known as the “Triangle”. Until this has been resolved the Land Registry will not grant SPC the registration rights needed to support the Change of Use application.

There are parts of the area that need immediate attention. The plan was to include these works within the overall scheme, but as a resolution regarding the dispute is not likely to be forthcoming in the near future, Members are asked to consider if they wish to address these maintenance issues separately. Members should Note that there is no identified budget for any associated costs.

Members are asked to advise how they wish to proceed.

DECISION:

Members are asked to **AGREE** and advise how they wish to proceed.

AGENDA ITEM 20

FURTHER CONSIDERATION OF STREETLIGHTING FOLLOWING COMMUNICATION FROM MEMBERS OF THE PUBLIC (SPC 11th JUNE MIN.39 REFERS)

A member of the public recently raised some concerns with CDC Cllr Bangert regarding issues in Gordon Road including streetlighting.

Streetlighting was discussed by Council at their meeting in March 2024 and again in June 2024 which I have summarised below to give some background information:

BACKGROUND.

Extract of Mins from March Meeting

Streetlighting – consideration of the poor streetlighting in some parts of Southbourne including New Road and Gordon Road

Members **NOTED** the Clerks Report as previously circulated

Members spoke about the need for extra lighting in certain areas but were also mindful of light pollution. Cllr. Bangert reported that she had received a lot of requests about more lighting by the railway which is frequently used by young people who have said they feel unsafe and vulnerable in poorly lit areas.

During the discussion it was acknowledged that whilst SPC do own a number of streetlights there is no budget provision to provide new ones and this really is the remit of WSCC.

It was proposed that in the first instance WSCC be approached to see if they would be willing to install any new lights in some of the poorly lit areas. It was also proposed to see if the Road Safety Group could help by identifying areas of risk.

Members **AGREED** for the Clerk to approach WSCC to see if they have any plans or would be willing to install more lighting. Members further **AGREED** for the Clerk to approach the Road Safety Group to see if they are able to assist with identifying areas of risk.

Following the meeting WSCC were approached and confirmed that they had no plans for additional lighting in the area as follows:

Response from WSCC

Regarding the roads you mention, these are unlit roads from a WSCC standpoint and have always been this way as far as I can see, presumably built that way back when ever that occurred. WSCC have many unlit roads around the county so it's not unusual occurrence. I note though they do have some Parish lighting in them but it won't be to any highway lighting standard.

We do not have any plans to increase the lighting on these roads and often is the way for every person that wants extra lighting there are equal number who do not, so it's a fine line. Of course, these days WSCC have to be very mindful of our energy usage and carbon footprint that comes with any additional lighting.

There were however a couple of other options open to the parish follows:

"Regarding the roads you mention, these are unlit roads from a WSCC standpoint and have always been this way as far as I can see, presumably built that way back when ever that occurred. WSCC have many unlit roads around the county so it's not unusual occurrence. I note though they do have some Parish lighting in them but it won't be to any highway lighting standard.

We do not have any plans to increase the lighting on these roads and often is the way for every person that wants extra lighting there are equal number who do not, so it's a fine line. Of course, these days WSCC have to be very mindful of our energy usage and carbon footprint that comes with any additional lighting.

That said there are a couple of options available to you.

One is the Parish can increase their own lighting columns in these roads by however many they feel is suitable, you already have a number of columns in these roads and as a Parish the lighting would not need to meet any highway standard and could be installed on an ad hoc basis , this is sometimes referred to as Footway lighting. I see you joined the WSCC PFI last year so we look after your Parish lights for you, so as long as you ask whoever you get to install them that they are PFI specification you can install however many and wherever you see fit, they will then be added to your inventory for on-going maintenance and energy invoicing. I would recommend using Enerveo, our service provider, to carry out any installation as this negates any checks required after the install process.

The other option is to make a application for the delivery of a WSCC community highway schemes <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/>

Our highway improvements team will assess the project and if with the evidence supplied it gains enough points and after consultation agreement it would then be built. However, the difference here is the lighting will be built to highway standard (which will likely be a lot brighter than ad hoc Parish lighting so you do have to be mindful of what you wish for) and the lighting units will then be added to our own inventory for ongoing Energy and Maintenance. Although generally street lighting tends not to score very high unless there are already known about recorded safety issues."

These responses were taken to the June meeting for consideration

Extract of Mins from June Meeting

Further consideration of request for additional streetlighting

Members **NOTED** the Clerks report as previously circulated.

The options proposed by WSCC regarding the possibility of installing additional streetlights, as detailed within the Clerks report, were considered by Members.

Whilst some Members favoured Option 2, others felt the lights would be too bright. However, other Members felt the areas on the route from the station to the new estates are very dark and reported having received reports that young people in particular feel unsafe.

*Following discussion, it was **AGREED** that Cllrs, would undertake a survey of the areas to ascertain what levels of additional lighting, if any, would be required and suitable. Their findings will be reported back to Council for further consideration on how to proceed*

As Members are aware since the June Meeting there has been a number of changes to the Councils administration and it is likely that these surveys have not been progressed.

Members are asked how they wish to proceed.

DECISION:

Members to **AGREE** how they wish to proceed

AGENDA ITEM 21

SPEED INDICATOR DEVICES (SIDS) CONSIDERATION OF REPLACEMENT DEVICES THAT ARE NOT WORKING DEFERRED FROM MEETING 12th NOVEMBER 2024 MIN. 135 REFERS SPEED INDICATOR DEVICES (SIDS) CONSIDERATION OF REPLACEMENT DEVICES THAT ARE NOT WORKING

The Clerk has been made aware that the SID at end of Inlands Road is not working and a resident questions the usefulness of it. The contract caretaker has confirmed that all the SIDs can be temperamental now. This is probably due to the age of the units which will have a bearing on their efficiency. It may be time to consider replacements should Members wish to continue with this initiative. No data is collated from the units and they are purely used as a deterrent to speeding and cannot be used for enforcement purposes.

Highway Rules state that devices have to be removed for a 2-week period on a rolling rota. The one at Inlands Road was to be taken down last week and will remain down until Members instruct how to proceed.

New units range from an average of £1000 - £5000+, depending on specification There are currently three units in operation. Members are asked if they wish Officers to undertake some research for replacements. It should be **NOTED** there is no budget for these costs. The alternative is to remove the faulty unit completely and just operate the remaining units.

DECISION

Members are required to **AGREE** how to proceed.

AGENDA ITEM 22

BENCHES – REVIEW OF THE SURVEY RESULTS AND CONSIDERATION OF INSTALLATION SITES FOR THE REMAINING TWO BENCHES.

There are 2 remaining benches from the 5 purchased from the remaining Home Bonus Funds. Members asked for a survey to be undertaken with the community as to where these benches should be sited.

Requests as a result of the survey are for the benches to be sited:

- Priors Orchard within circle
- Underneath the canopy of the pavilion
- Printhead foreshore with memorial plaque
- Southfield green area by Mons close
- Outside 26 Manor Way
- Thornham Marina and/or point
- Beach at Printhead
- Nutbourne East
- Under Holm Oak Stein Road

Members should Note that some of these suggestions are not plausible as they are outside of the parish or unsuitable for placement.

Members are also asked to note the request from SEG (Agenda Item 14) for a bench to be placed on the Triangle at the rec ground.

DECISION:

Members are asked to **AGREE** where they wish to site the 2 remaining benches.

AGENDA ITEM 23

CONSIDERATION OF GRANT APPLICATION FROM SAGE HOUSE DEMENTIA SUPPORT FOR A CONTRIBUTION OF £120.00

The Grant Fund currently stands at **£3295.00**

Sage House Dementia support have applied for a donation of £120 to be restricted to the cost of providing refreshments to the group for one year.

The application forms and supporting information have been circulated separately as they contain confidential information.

DECISION

Do members **AGREE** to make a donation of £120 to Sage House Dementia Support.

AGENDA ITEM 24

CONSIDERATION OF REQUEST FROM A TRUSTEE OF THE HENRY SMITH FOUNDATION TRUST REGARDING ONGOING INVOLVEMENT WITH THE TRUST

BACKGROUND

Henry Smith lived between 1545 and 1682 and during his lifetime created a number of charitable trusts for the relief of the poor, aged and infirm for 202 specific parishes.

In January 2001 a new scheme for the Henry Smith Foundation was registered with the Charities Commission which replaces all provisions of the old scheme. The main objective of the estate fund is still to provide relief for the poor, aged or infirm persons and their advancement in life within named parishes. The income from this fund is now distributed amongst individual Parishes entirely at the Trustees discretion.

A complete copy of the Guideline for Parishes has been circulated separately.

Ex Southbourne Parish Councillor, Marjorie Bulbeck, has for many years taken on the role of "Parish Trustee" *(in this case, the term Trustee is loosely given as it is a volunteer role and not in fact an actual Trustee of the Foundation)*

Marjorie has now decided to step down from this position and is asking if anyone from the Council would like to assume this role.

My understanding is that a sum of £2000 is made available each year to be distributed within the parishes of Southbourne and Westbourne. I refer you to paragraph 4 of the guidelines.

Members are now asked to consider the request and advise how they wish to proceed.

AGENDA ITEM 25

CONSIDERATION AND ADOPTION OF UPDATED LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY

As a member of the Local Government Pension Scheme, the Council are required to hold a Pension Scheme Discretion Policy. The current Policy requires updating and Members are asked to consider the amendments to the policy for adoption.

The Policy Document has been circulated separately with the amended and/or additional text highlighted for ease.

There is also an optional discretion (Part B) attached to the end of the policy which Members are further asked to consider

DECISION

Do members **AGREE** to **ADOPT** the updated Pension Scheme Discretion Policy as proposed

Do Members **AGREE** to **ADOPT** any of the Optional Discretions (part B)

AGENDA ITEM 26

UPDATE ON SUSSEX DAY EVENT

As next year will mark the 80th anniversary of VE Day (Victory in Europe) which is 8th May. It has been proposed that these celebrations be incorporated into the current Sussex Day Event. Members will be asked to consider if they wish to theme the event accordingly. Officers have already started preparations for the event and will update Members of the progress at the meeting.

A request from a Member of the public has been received for a tree to be planted to in commemoration of VE Day to sit alongside the tree that was previously approved to mark the DD Landings.*

**this tree has yet to be planted as it will need to be incorporated into any design for the pending enhancements for the rec ground.*

DECISION

Do Members **AGREE** to incorporate VE Day into the Sussex Day Event

Do Members **AGREE** to plant a commemorative tree in the future to mark the event

AGENDA ITEM 27

DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday 11th February 2025