Southbourne Parish Council



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SOUTHBOURNE PARISH COUNCIL Meeting held 14th January 2024

PRESENT: Councillors: A. Tait (Chair), G Kimpton-Scott (From Min 142.1) L. Meredith, J. Money, N. Redman, S. Rosenberg (From Min 142.2) K. Sivyer and M. Wheeler

IN ATTENDANCE: S. Hodgson (Clerk and RFO)

M. Banach (Administrator and Comms Officer)

M Carvajal-Neal (Deputy Clerk)

CDC Cllrs. Tracie Bangert and Oona Hickson

WSCC Cllr. Andrew Kerry-Bedell

1 Member of the public

The meeting opened at 7.00pm.

137. CHAIRMANS INTRODUCTION AND WELCOME

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

138. APOLOGIES FOR ABSENCE

No apologies for absence had been given.

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

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 12th November 2024 and they were duly signed by the Chairman.

140. 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

Cllr. Redman declared an Ordinary Interest in Agenda Item 17 as an officer of Bosham FC.

SPC 14th January 2024

141. ADJOURNMENT FOR OPEN FORUM

The Chairman Adjourned the meeting at 7.03pm for Open Forum and invited members of the public to speak.

141.1

CDC Cllr Oona Hickson spoke about devolution and the WSCC decision to join the priority programme for the devolution of new strategic powers and to postpone the County Council elections in May 2025. She added that whilst not necessarily opposed to devolution there were concerns about the postponement of elections. CDC had not yet voted on the motion to fast track the process.

141.2

Mr. Macdonald, a resident of Nutbourne, raised the ongoing issue of constant speeding on the A259 Main Road and the impact it has on residents and users of the area. There is no adherence to the speed limit and he questioned if it would take a fatality to convince the authorities to react. For the past 3 years Mr. Macdonald has been lobbying, WSC Councillor Andrew Kerry-Bedell, the Police and the WSC Cllr. Paul Marshall, Leader of the Council. He is frustrated by their continued responses that refer to the proposed ChEm Route initiative and the plans to incorporate speed reduction into the scheme. This project has been stalling for years and is not likely to come to fruition now.

Mr. Macdonald would like to see an immediate reduction of the speed limit on the A259 to 30 mph and asked the Parish Council to support this.

Cllr. Wheeler asked for clarification of the site.

WSC Cllr. Kerry-Bedell stated that speed reduction for the area had formed part of discussions with the SPC Road Safety Group which he attends. The Southbourne Parish Council Road Safety Group has already submitted a number of Traffic Regulation Orders (TRO's) and as the area in question also falls within the Parish of Chidham & Hambrook, this may be better placed with them and this was reflected within the Groups report to the Parish.

The Chair thanked Mr. Macdonald for raising the issue directly with the SPC. She advised that the Road Safety Group had made recommendations to the Parish relating to this matter and Members would take his comments into account when considering.

The Chair re-convened the meeting at 7.19pm

142. CONSIDERATION OF APPLICATIONS FOR THE ROLE OF CO-OPTED MEMBER TO SOUTHBOURNE PARISH COUNCIL

Members were invited to consider two applications for co-option and invited the applicants to speak if they wished to do so.

142.1 Co-option of Gaynor Kimpton-Scott

Following consideration of the application Members **AGREED** to appoint Gaynor Kimpton-Scott as a Co-opted Member to Southbourne Parish Council.

Cllr. Kimpton-Scott signed the Declaration of Acceptance of Office and took her place on the Council.

142.2 Co-option of Shelley Rosenberg

Following consideration of the application Members **AGREED** to appoint Shelley Rosenberg as a Co-opted Member to Southbourne Parish Council.

Cllr. Rosenberg signed the Declaration of Acceptance of Office and took her place on the Council.

143. CLERKS UPDATE

143.1 Home Start Chichester

Members **NOTED** a letter of thanks from Home Start for the donation to support families in Southbourne.

143.2 Update from Cllr Kerry-Bedell on condition of the footpath outside 139 Main Road

Members **NOTED** the update from WSC Cllr. Kerry-Bedell as provided by the WSCC Highway Steward

143.3 SPC Business Plan Review

Members **NOTED** the Clerks report regarding the SPC Business Plan and the item will be placed on a future agenda for further discussion.

143.4 Ditch Warden

Members **NOTED** the Clerks report regarding the possibility of running a similar initiative as that of Chidham & Hambrook to appoint a Ditch Warden for the Parish and the item will be placed on a future agenda for further discussion.

143.5 EV Chargers

Members **NOTED** the WSCC update on the EV Charger installations within the Parish.

143.6 Tree at Priors Close

Members **NOTED** the letter of thanks from residents following the tree installation at Priors Close facilitated by SPC.

143 .7 Covid Day of Reflection

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

Members did not wish this to be placed on a future agenda for further discussion.

144. 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
- INSPECTORS BI-MONTHLY REPORT

144.1 WSCC Councillor's Bourne Parishes Report

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

144.2 CDC Councillor's Report

Members NOTED the CDC Councillors report as previously circulated

Cllr. Bangert added that there are now grants available from CDC for the VE Day commemorations.

Cllr. Hickson added that she had passed the information provided to her regarding Operation Watershed to the relevant landowners and was awaiting responses.

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

144.3 Road Safety Group

Members **NOTED** the Clerks Report as previously Circulated and considered the recommendations:

144.3.1 Clovelly Road TRO proposal

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. They are now seeking the support of the Parish Council.

The Road Safety Group had considered the application and identified a number of concerns as follows:

- If implemented the TRO would push the problem elsewhere
- There is no evidence that businesses adjoining the Business Park (north/south/opposite) supported the application
- The application is of low priority compared with other TROs
- Improved visibility at the exit from the Business Park could be achieved by reconfiguring the parking spaces adjacent to Clovelly Road.

The group felt that they could not support the application, and their recommendation was that SPC should also not give their support.

During discussions Cllr. Money commented that there were severe problems with the whole of the area. Cllr. Wheeler suggested that the wider area required consideration.

Following discussion, Members unanimously **AGREED** <u>not</u> to support the TRO proposal.

144.3.2 To reduce the speed limit on the A259 from 40mph to 30mh between eastern boundary of Southbourne Parish Council and Priors Orchard.

As referred to under Open Forum, this was to be included within the ChEm Route initiative.

The Road Safety Group report highlighted that Southbourne Parish Council are already planning a Community Highway Scheme for 2025, to reduce speed limits around Stein Road from 30mph to 20mph. The Parish is only permitted one application a year so the recommendation is for SPC to consider approaching Chidham and Hambrook Parish Council to ask if they would coordinate a Community Highway Scheme to reduce the speed limit on the A259 from the west end of Bosham Straight, to Priors Orchard from 40mph to 30mph.

Following discussion Members **AGREED** to the recommendation from the Road Safety Group to approach Chidham and Hambrook Parish Council as detailed.

144.3.3 Response to WSCC Project Officer concerning LTIP0066 Stein Road

The Road Safety Group made recommendation to SPC to consider raising the following points with the WSCC Project Officer in relation to the ongoing LTIP0066 scheme for Stein Road as follows:

 To ask the outcome of the meeting that took place with designers on the 5th December

- Could the yellow reflective bollards be placed on the east side of Stein Road only, outside Tesco?
- Pedestrian crossing south of Crooks Lane, essential for school pupils accessing the railway station, with yellow reflective bollards on both sides of the Stein Road
- What would be the cost of maintaining coloured tarmac at crossings and how often would it be necessary?
- Would it be helpful to have a meeting?

Members **AGREED** to the recommendations as proposed.

144.4 Inspectors Bi-Monthly Meeting

The Clerks Report was **NOTED**

145. TO APPOINT A REPRESENTATIVE TO THE ALLOTMENT COMMITTEE Nominations for Cllrs. Rosenberg and Wheeler were put forward.

Following discussions, it was **AGREED** to appoint both Cllr. Rosenberg and Cllr. Wheeler to the Allotment Committee.

Members further **AGREED** to amend the Terms of Reference as necessary to facilitate the two appointments.

146. TO RECEIVE AND NOTE THE MINUTES OF THE JOINT BURIAL COMMITTEE MEETING HELD ON 2nd DECEMEBR 2024 INCLUDING ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the minutes of the Joint Burial Committee meeting held on the 2nd December 2024

- 147. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD 21st NOVEMBER 2024, THE EXTRAORDINARY PLANNING MEETING HELD ON 4th DECEMBER 2024. THE PLANNING COMMITTEE MEETING HELD ON 12th DECEMBER 2024 AND THE PLANNING COMMITTEE MEETING HELD ON 9th JANUARY 2025 POSTPONED FROM 2nd JANUARY 2025 147.1 There were no recommendations and Members NOTED the minutes of the Planning meeting held on the 21st November 2024.
- **147.2** Members **NOTED** the minutes of the Extraordinary Planning meeting held on the 4th December 2024 and **AGREED** to **RATIFY** the comments in response to the CDC Southbourne Allocation DPD Consultation to Regulation 18.
- **147.3** There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 12th December 2024
- **147.4** There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 9th January 2025
- 148. TO RECEIVE AND NOTE THE MINUTES FROM THE STAFFING COMMITTEE MEETING HELD ON THE 21st NOVEMBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Staffing Minutes are confidential and not for general circulation.

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

Members **AGREED** to **RATIFY** the proposed financial increases and further **AGREED** to take the figures into account when considering the budget.

149. TO RECEIVE AND NOTE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 5th DECEMBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the minutes of the Allotment meeting held on the 5th December 2024.

150. TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD ON 14TH NOVEMBER 2024

Members **NOTED** the minutes of the Southbourne Environment Group meeting held on 14th November and considered the following recommendations:

150.1 To approve the plans for the Triangle

Members **AGREED** to **APPROVE** the plans for the Triangle

150.2 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.

Members **AGREED** to **CONSIDER** that one of the remaining benches to be sited on the Triangle Area following renovation when discussing agenda item 22.

150.3 To purchase trees and shrubs whips (small bare rooted woody plants) to be planted in the Triangle in the winter.

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

150.4 SEG have purchased a number of items such as bulbs and compost for the planters totalling £31.00.

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

151. 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

151.2

Members **AGREED** to **APPROVE** and **NOTE** the financial reports for November and December as circulated and they were duly signed by the Chair and authorised signatories.

151.2

Members **AGREED to RATIFY** the payments as previously circulated and further **APPROVED** the pending payments as circulated.

- 152. TO CONSIDER AND APPROVE THE FINAL DRAFT OF THE BUDGET FOR 2025/26 AND TO FURTHER APPROVE THE PRECEPT FOR SUBMISSION TO CHICHESTER DISTRICT COUNCIL
- **152.1** Members considered and **AGREED** to **APPROVE** the 2025/26 Budget
- **151.2** Members **AGEED** to **APPROVE** the precept of £257,647.00 be submitted to Chichester District Council

153. 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 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

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

153.1 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

Members **NOTED** that the Clerk is still in the process of obtaining quotations.

The Chair left the meeting at 8.17pm for a short time and Members **AGREED** for the Vice Chair to take the Chair until she returned.

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

Due to the sensitivity of the item and the need to discuss legal matters, Members **RESOLVED** to move to confidential business (S.O.3d) Legal.

Minutes recorded under Confidential Business will be appended separately and confidentially to the Minutes.

Members **AGREED** to move from Confidential Business at 8.21pm

The Chair re-joined the meeting at 8.21pm and retook the Chair.

153.3 consideration of meeting request with Bourne Sports, Emsworth FC and Bosham FC regarding arrangements for pitch hire and licences going forward As per the Clerks report, Members **NOTED** that there are a number of clubs, in addition to those currently using the facilities, who wish to book the pitch for matches. The concern is the pitch will not be able to sustain overuse. There has also been a request for a joint licence for the next season.

Following discussion, Members **AGREED** for the Clerk to arrange a meeting with the interested clubs to discuss. Members further **AGREED** that Chair and the Vice Chair would attend.

153.4 Update on maintenance requirements for playground equipment.

The Administrator clarified the quotations for Members and answered questions relating to the various types of matting and guarantees.

During the discussion Members overall preference was option 2 but wished to include new matting for the Basket Swing.

Following further discussion Members **AGREED** to **APPROVE** option 2 at a cost of £5988.91 +VAT with the provision to include new matting for the basket swing as long as there was no additional increase to the overall cost of more than £400.00.

Members further **AGREED** that the costs would be met from the remaining Recreation Ground budget for this year with the shortfall to be met from Reserves.

154. PRINSTED AREA INCLUDING:

- UPDATE ON SEA 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

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

Members **AGREED** to **RATIFY** the resubmission for first registration.

Members **NOTED** that Surrey Hills have not received any further update from the Sea Scouts and are continuing to chase.

154.2 Update on Public Liability Claim

Members **NOTED** that no decision has been made from the insurance company regarding the claim.

Members further **NOTED** that the claimant had also approached Jess Fuller MP about the claim. Her office have confirmed that they would be unable to assist the claimant as it was a matter for the Parish Council.

154.3 Consideration of Maintenance for area during dispute

In light of the recent liability claim concerns had been raised regarding the condition of the paving and the need to consider some maintenance. The Council's approval of the proposed enhancement works for the area included resurfacing but this work has been halted due to the adverse possession claim restricting the ability to apply for required Change of Use.

Members discussed the issues surrounding liability and the legal ramifications of the situation.

Following discussion Members **AGREED** for the Clerk to seek clarification on the law on liability relating to the Open Spaces Act and inability to enhance the area.

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

During discussion Members raised the following points:

- A Member had walked the route and reported there were 5 streetlamps which is consistent with other areas within the Parish
- Most people have mobile phones with a torchlight facility, especially young members of the community as referred to within the report
- There had not been any reports of incidents occurring as a result of the current lighting arrangements
- Additional lighting would reflect and shine into residents homes
- The current levels of streetlighting appeared sufficient

Following discussion Members unanimously **AGREED** that no further consideration for the installation of additional lighting was required at this time and further **AGREED** to maintain a watching brief.

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

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

Members spoke of the value they feel the SIDs bring to the community and the perception that SPC are trying to assist with the speeding issues around the parish. The SIDs do act as a deterrent. Members also **NOTED** the associated regulations regarding sitings and use of the SIDs.

Following discussion, Members **AGREED** for quotations to be obtained for new SIDs and asked for a variation of units including solar powered.

157. 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 (12th NOVEMBER MIN 135 REFERS)

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

Members were asked to consider a proposal from Cllr. Wheeler to lobby the local Member of Parliament to challenge why new homes are continued to be built when so many are standing empty and for this to be raised at the highest level.

Cllr. Wheeler Moved to amend his proposal as follows:

To now raise the issue with Chichester District Councils Planning department to ask what measures they have taken to address the empty homes across the district. Councils are under pressure to build more houses so the focus should be on bringing empty homes back into use and there should be a mechanism in place to identify these.

Cllr. Wheeler also asked what CDC are doing in respect of second homes as many of these are empty and should attract additional fees.

Members **AGREED** to consider the proposal as amended.

The Clerk reported that CDC do apply a levy on second homes and proportion of this is passed to the Parishes.

During discussion Members raised the following points:

- How do you determine if a second home is empty
- Owners of houses rented out for holiday homes are required to declare these to the Council
- The Parish have no authority to report

Following discussion Members **AGREED** to **APPROVE** a letter be sent to CDC to thank them for the information and income from second homes. To ask what is being done to bring empty properties back into use and are Officers actively pursuing this. Can there also be a mechanism for reporting empty properties.

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

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

Following discussion Members unanimously **AGREED** that the two remaining benches would be sited at the recreation ground. One to be positioned under the pavilion canopy and one on the triangle area as requested by SEG.

159. CONSIDERATION OF GRANT APPLICATION FOR SAGE HOUSE DEMENTIA SUPPORT FOR AN AMOUNT OF £120.00 TO PROVIDE REFRESHMENTS TO THE GROUP FOR ONE YEAR

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

Following discussion Members **AGREED** to **APPROVE** the application from Sage House Dementia Support and further **AGREED** to increase the donation to the amount of £200 towards the cost of providing refreshments to the group for one year.

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

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

The Chair offered some additional information regarding the history of SPC's involvement and asked if any Member wished to volunteer to undertake the role, independently of Parish Council.

Both Cllrs Rosenberg and Wheeler expressed an interest and asked the Clerk to make arrangements to liaise with the current Trustee to be advised of the requirements and processes for handover.

161. CONSIDERATION AND ADOPTION OF UPDATED LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY

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

Members **AGREED** to **ADOPT** the updated Local Government Pension Scheme Discretions Policy as proposed

162. UPDATE ON SUSSEX DAY EVENT 162.1

Members were asked to consider a proposal to incorporate the 80th anniversary of VE Day into the event. Some Members felt that the Sussex Day Event was too far away from the anniversary date (8th May).

Following discussion Members **AGREED** that the event should remain as the Sussex Day Event but elements relating to the anniversary could be incorporated into the day.

162.2

Members further considered a request from a member of the public to plant a commemorative VE Day tree at the recreation ground during the event.

Members **AGREED** to plant a tree to mark the VE Day commemorations which will be planted following the completion of the proposed enhancements to the recreation ground along with the previously approved tree to mark the D-Day commemorations last year.

162.3

Members were asked to delegate authority to the Clerk to oversee the arrangements including promotion of the event and utilisation of the budget for event related activities and purchases. This was unanimously **AGREED**.

DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for the 11th February 2025 @ St Johns Meeting Rooms

The meeting closed at 21.27pm