

REPORTS

SPC 11th FEBRUARY 2025

AGENDA ITEM 1 & 2

CHAIRMANS 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.

Apologies have been received in advance from Cllrs. Meredith and Redman so can I please urge you all to do your best to attend to ensure we are quorate.

AGENDA ITEM 3

TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 14TH JANUARY 2025 INCLUDING TO NOTE THE CORRECTION. MIN. 153.4 REFERS

Members are asked to Note the correction to Min 153.4 of the unconfirmed Minutes.

Members chose option 2 at a cost of 6373.40 + 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 (as recorded in the Clerks Notes). However, an error was made by the Clerk who recorded at cost of £5988.91 + VAT on the unconfirmed minutes. This amendment will be made in accordance with the statutory requirements and signed by the Chair.

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.

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 not** 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 DECEMBER 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 - DEFERRED 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

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the SPC meeting held 14th January 2025 and to further **AGREE** to **NOTE** the amendment to the unconfirmed Minutes

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

TO NOTE THE RESIGNATION OF CLLR HUMPHREY DUE TO ILL-HEALTH AND CLLR. KIMPTON-SCOTT DUE TO WORK COMMITMENTS AND CONSIDERATION OF RECRUITMENT FOR NEW CO-OPTED MEMBERS

As I am sure Members already know Cllr. Humphrey has been unwell for some time now and has decided to step down.

Due to new work commitments that may take her away for periods of time, Cllr. Kimpton Scott has also had to step aside.

Council is now back to operating with only 7 out of the required 13 Members.

This obviously presents problems inasmuch as it is difficult to share the load for representation on outside bodies and ensuring we remain quorate. Can I please urge you all to try your best to recruit new Members. Staff are working to produce new recruitment material for publication and promotion, and it is the focus of newsletters and the Village Mag.

Perhaps it is time to consider a fresh approach to the problem and be more direct on highlighting the implications of only having 7 Members representing such a large parish, especially with the impending devolution.

DECISION

Members are asked to **NOTE** the resignations of Cllrs Humphrey and Kimpton Scott.

Members are also asked to consider how to recruit new Members

AGENDA ITEM 7

CLERK'S UPATE

7.1 Update on Operation Watershed

WSCC have produced and updated the 3rd Party consent form for Parham Place removing the reference to ongoing maintenance. It has been established that the landowner will not agree to this neither will SPC. CDC Cllr. Hickson is in liaison with the landowner and has been furnished with the new consent form.

The Clerk is in liaison with other landowners, one of which is in agreement, but there are restrictions on when work can be undertaken due to farming of the crops. The Clerk will also now begin to contact contractors.

7.2 Road Safety Group

The Clerk has received a response from WSCC to the questions as recommended by the Road Safety Group and approved by Council. These will be forwarded to the group for their input and will be included within the SPC March reports

7.3 Devolution

Members will have noted the information circulated from WSCC and CDC. The Government have approved the WSCC/ESCC and B&H application. At this stage there is little information on any effect to Parishes and no suggestion of changes to their powers. If there are to be amendments these will be outlined in the pending Devolution Bill. At the recent CDC All Parish Meeting the Chair asked about CIL money. The response was that at this stage there is no indication on how this will be distributed going forward but it is likely that monies already allocated will not be reclaimed. Therefore, Members will need to take this into account when considering the 5 year business plan.

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**

- **INSPECTORS BI-MONTHLY REPORT**
- **CDALC**
- **ALL PARISH MEETING**

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

District Councillors Activity Report for January 25

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

- **Local Government Devolution.** TB attended a number of meetings on devolution but as yet it is unclear as to what will happen in Sussex [**STOP PRESS:** As of 5 February the District Elections have been cancelled and our area has been fast tracked for local government reform]. TB also attended a number of Webinars on devolution, one of which was a National discussion with councillors and council leaders; and another with representatives from the Southeast, together with the think tanks who were advising the Government on devolution. A good point was made about the workload of any councillors in the new unitary authority being under a heavy burden that may preclude those with work or family commitments from standing for office. The other concern was that of the unitary authorities paying off the debt of indebted councils. CDC, which has been prudent with its reserves, may find that they are used to pay off the debts of other authorities (such as West Sussex). TB has been asked to join a panel, with the Leader, Deputy Leader and Chair of Finance to work on the implementation of whatever is decided for devolution locally – and will keep the Parish Council appraised of progress.
- **Grants and Concessions.** On 10 and 16 January TB attended a pre-briefing on Grants and Concessions, for the formal meeting held on 29 January. This included two applications for rate relief, ten grant applications and a discussion on funding VE and VJ day commemorations. The panel – chaired by TB - meets quarterly and has a pot of £175,000. CDC's priorities for grant funding are reviewed annually, and subsequently published to guide applicants to the type of grants that may be awarded. In addition, CDC has identified some key factors that make a strong bid or project, and which are also published to guide applicants.
- **Informal Cabinet Meeting.** On 13 January TB and OH attended an informal meeting with the SLT
- **Parish Council.** On 14 January TB and OH attended the Southbourne Parish Council meeting, and spoke briefly on devolution.
- **Sage House.** On 17 January TB visited Sage House, the dementia hub in Tangmere, with Cllr David Betts, who represents the ward. Sage House was incredibly busy, with many people there

for lunch. People generally seem to have a sense of ownership of this charity. They are undertaking more charity outreach with their own transport, though there are a lot of additional activities they would like to undertake if funds were available. There is a Southbourne drop-in every other Monday, 1-30 to 3pm, at St John's, by Sage House.

- **Full Council.** On 21 January TB and OH attended CDC Full Council. Cllr Maureen Corfield brought a motion to Council after discussions with TB, further to the murder of Sara Sharif:

For this council to ask that Chichester MP, Jess Brown Fuller, actively support

1. The abolition of the legal notion of 'reasonable chastisement' as a defence for physical abuse, and thereby close this loophole to give children the same protection from assault as adults.
2. For schools to become a fourth statutory safeguarding partner with the police, social care and health services We need proper oversight of children being educated at home, through the long-promised register of children not in school and by requiring councils to sign off on home educating requests for some of the most vulnerable children.
3. For the introduction of a unique ID for every child to facilitate better data sharing for those 'ghost' children not in school.

TB responded as follows:

1. Firstly, I would like thank Cllr Corfield for bringing this motion to the Council, and to offer my support for it, and to commend it to the Council.
2. On the first point of the motion, I am aware of the valuable work Cllr Corfield has done over many years with the NSPCC, who have applied pressure to Government to abolish the legal notion of "reasonable chastisement" as a defence from physical abuse. As the NSPCC stated in July 2024, "in England and Northern Ireland, children are the only group of people who are not fully protected from physical assault." It is time to offer them the same protection as adults and close this loophole in the law.
3. On the second point of the motion, I have long been concerned at the number of children reported absent from school on a long-term basis, through being educated at home. The Government's guidance "Working Together to Safeguard Children", published in December 2023, contains sensible and comprehensive advice for achieving safeguarding through multi-agency working. Nonetheless, achieving this in practice is hampered by the lack of practical means to track absent children and ensure that the education they are receiving at home is suitable. By introducing a register of children not in school, and requiring councils to sign off requests for home education, stronger safeguarding can be achieved through more effective management of data which can be shared with other agencies. The present system relies too much on *ad hoc* checks by teachers and other professionals, and it is not fair to expect them to identify potential risks – especially for children who may have been absent from school for years.
4. On the third point, the Government's White Paper, "Keeping Children Safe, Helping Families Thrive", published in November 2024, commits to introducing a Single Unique Identification number for all children. Given reports that less than half of local authorities have stated that they are linking data on all children in their areas, this is a simple but essential step to improving safeguarding, and should be introduced as quickly as is reasonably possible.
5. I therefore call on the Leader to take this motion forward to our MP, Jess Brown-Fuller and Andrew Griffiths.

The debate that ensued was very passionate and varied, but the Motion was carried and the requested letter to both MPs.

- **Parham Place.** On 22 January and 4 February, TB had discussions with Cllr James Vivien, who works for Jess Brown-Fuller MP, about the flooding issues at Parham Place. Jess will be visiting residents there sometime in the future.
- **Community Safety Partnership (CSP).** TB chaired the CSP on 22 January, which explored the most recent crime figures. The worrying trends were the increasing carrying of knives, shoplifting and violence against women and girls.
- **Gypsy and Traveller Liaison Officer.** Debbie Kimpton and TB discussed local gypsy and traveller affairs on 23 January, and raised issues of local interest.
- **Holocaust Memorial Day.** On 27 January the liberation of Auschwitz was commemorated. Chair of the Council, Clare Apel, spoke on it, as she does annually, from the perspective of her family. TB also attended The Last Train to Tomorrow at CFT, an opera written by Carl Davis which commemorates the Kindertransport arranged by Sir Nicholas Winterton, that rescued many children from Prague. The children who were saved came to London, including Clare Apel's cousin Alenka, who enjoyed a long life and died in 2023.
- **Bournes Forum.** On 27 January TB attended the Forum at Fishbourne, where there was a presentation by Southern Water and a discussion on devolution.
- **PCC Meeting.** On 31 January TB attended the quarterly Police Crime Commissioner (PCC) meeting in Lewes. All attendees voted in favour of increasing the precept for FY25/26 by the maximum amount allowable (£14 on a Band D property, which works out as £1.17 per month, or a 5.5% rise). Despite this rise, Sussex Police will still require a saving of £5m. I personally raised a question on the delays on DBS checks (raised by a local head teacher and a senior police officer) and was reassured by Katy Bourne that addressing this was one of her priorities. I will follow this up in a months' time. A few points of interest:
 - We are the top police force (out of 43) in England and Wales for answering 999 calls.
 - We are also the second top rated police force in England and Wales for answering 111 calls.
 - We are the 13th lowest area for crime, though sadly there was a 7% increase in crime last year, and the rise in knife crime is a particular concern, as is increasing violence against women and girls.
- **All Parishes Meeting.** On 3 February TB and OH attended this online. The discussions were on the new planning policy framework and devolution. The Chair and Clerk of Southbourne Parish Council also attended.

This month TB and OH also dealt with an:

- Enquiry on traffic issues.
- Enquiry on the situation in Gaza.
- TB attended three meetings at Thorney island as Governor for the School

After a long struggle to keep funding Choose Work by CDC, TB was successful – with support from OH and others – in her endeavours,

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

Tracie Bangert: tbangert@chichester.gov.uk Oona Hickson: ohickson@chichester.gov.uk

Please note at time of circulation Cllr. Oona Hickson had not included her comments. These will be added on receipt.

REPORT NOT AVAILABLE AT TIME OF CIRCULATION

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

8.3 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.

8.4 CDALC

Once again, the CDALC meeting was held on the same day as the SPC Council meeting meaning the Chair, who is also the Vice-Chair of CDALC, was unable to attend. Requests have been made to CDALC to ensure there are no future clashes.

The minutes of the CDALC meeting are available should any Member wish to view.

8.6 All Parish Meeting

The CDC Online All Parish Meeting was attended by the Chair and the Clerk.

There were presentations on the revised NPPF document and an update on devolution as previously outlined in the Clerks Update.

AGENDA ITEM 9

TO APPOINT A REPRESENTATIVE TO THE JOINT BURIAL COMMITTEE

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

DECISION

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

AGENDA ITEM 10

TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD 30th JANUARY 2025, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

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 23rd January 2025

Present: Cllrs: A. Tait (Chair), G. Kimpton-Scott, L. Meredith, S. Rosenberg, M. Wheeler.

In Attendance: M. Carvajal-Neal (Deputy Clerk), 2 Members of the public and 2 representatives of Elivia Homes.

The meeting started at 18:01.

1. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. K. Sivyer (due to ill health) and from Cllr. N. Redman and Cllr. R. Humphries. No further apologies were received.

3. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 9th January 2025

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 9th January 2025.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. ADJOURNMENT FOR PUBLIC OPEN FORUM

The meeting was adjourned at 18:03

E. Medler spoke in relation to the Elivia application (Agenda item 12). She had attended the public consultation and wished to make comment to the Parish Council. She advised that she was concerned about the level of development taking place throughout the village and queried if the 90 proposed houses could be reduced in number. She is also concerned about the speed limit within the village particularly where the A259 increases from 30mph to 40mph, her concern is that cars already speed along that stretch of road and an increase in cars throughout the village would exacerbate the current issues. She noted that the application appeared to be somewhat sympathetic to the environment.

The Chair responded that Elivia has been working quite extensively with SPC and agreed that the proposed development does appear to be considerate towards the environment in comparison to other recent developments.

There were no other items for Open Forum.

The meeting was re-adjourned at 18:08.

6. CLERK'S UPDATE

174.1 Members **NOTED** that application 24/02645/FUL – The Sussex Brewery has been refused by CDC.

174.2 Members **NOTED** the Enforcement Notice on application SB/23/00303/CONCOU.

174.3 Members **NOTED** that confirmation has been sought regarding the change of wording for application SB/22/00327/TPO and that the tree is confirmed as having a TPO.

174.4 Members **NOTED** the WSALC report written by Steve Tilbury and that training sessions are available. Members to contact the office if they wish to attend any training.

174.5 Members **NOTED** the survey completed by CPRE Sussex as part of their “sewerage before development” campaign, for more information Members should contact the office.

174.6 Members **NOTED** the update from the Divisional planning Manager at CDC regarding the local plan.

174.7 Members **NOTED** the enforcement notice regarding Land Known As Thornam Products.

174.8 At the time of the meeting the relevant information regarding the Response from the Conservation and Design Team for application 24/02646/LBC was not available. As such this will be added to a future agenda.

7. PRESENTATIONS

There were no presentations.

8. CONSIDERATION OF PLANNING APPLICATIONS WEEKS 53-55

176.1 24/02477/DOM Members considered this application and **AGREED** that they had no objection to the application.

176.2 24/02755/FUL Members considered this application and **AGREED** to **OBJECT** to the application for the following reasons:

Material Considerations:

- Overlooking and loss of privacy- Due to the proximity of the proposed developments to the existing surrounding buildings the development would overlook neighbouring properties and gardens including a nursery, resulting in a lack of privacy for the existing properties.
- Overshadowing and loss of light- Due to the proximity of the proposed developments to the existing surrounding buildings the development would overshadow the existing buildings and gardens resulting in a loss of light.
- Scale and dominance- the proposed two storey building is too large in scale and would dominate the area and surrounding properties.
- Layout and density of buildings- The proposed development is situated too close to the neighbouring properties, leading to an increased building density in the area. This results in an overly congested environment.
- Highway safety- The single access lane to the proposed property which exits onto the A259, a busy road, is insufficient and poses a safety risk.
- Noise, dust and fumes- The proximity of the development to neighbouring properties would result in unacceptable levels of noise, dust and fumes during construction.
- The proposed development's close proximity to neighbouring properties would negatively impact the community for the reasons stated above. Additionally, the proximity of the proposed two-storey development to a neighbouring nursery is inappropriate and would adversely affect their use of outdoor space.

SPC Neighbourhood Plan:

- The proposed development is contrary to Policy SB3: Local Housing Needs- There is no requirement for three bedroom two-storey properties within the Parish of Southbourne.
- The proposed development is contrary to Policy SB4A: Design in Southbourne Parish- As the scale, density, massing, height and landscape design do not enhance the architectural and historic character of the area.

9. CONSIDERATION OF AMENDED APPLICATIONS:

There were no applications for consideration.

10. CONSIDERATION OF PLANNING APPEALS:

178.1 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.

178.2 24/01171/ELD - 35 KELSEY AVENUE SOUTHBOURNE EMSWORTH WEST SUSSEX PO10 8NG

Members **NOTED** that this application has now been approved but has not yet been updated on the planning portal.

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

179.1 The Chair advised that the Penny Lane application has now had the S106 agreement signed.

179.2 The Chair proposed that Officers contact the CDC Planning Officer with regards to the Metis Homes application on Inlands Road as several new pieces of information have been uploaded to the CDC planning portal for which the SPC planning committee has not been asked to review.

179.3 Members **AGREED** that Officers write to the planning officer to seek clarity as to whether this application will be resubmitted for consideration.

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

12. TO CONSIDER AND RESPOND TO THE GREEN RING DRAFT LANDSCAPE FRAMEWORK AND THE CONSULTATION FOR ELIVIA HOMES- COOKS LANE DEVELOPMENT

Members were asked to choose their preferred version of the proposed Green Ring included in the planning application and circulated separately. The Chair reminded Members that the detailed aspects of the development, including the Green Ring, would be reviewed during the Reserved Matters submission.

Members unanimously **AGREED** to support in principle the informal option of the Green Ring and further **AGREED** to review its finer details during the Reserved Matters submission.

Cllr. Meredith expressed her gratitude to the members of the public for their attendance and contributions. She emphasised that SPC Planning Committee Members are also residents of Southbourne and share the community's concerns about continuous development. However, she noted that the CDC's Local Plan mandates the construction of approximately 1,000+ homes in Southbourne. To ensure these homes adhere to the SPC NP policies and bring improvements or benefits to the village, it is essential to engage with developers.

She further highlighted that the developer present has worked closely with the Parish Council, regardless of their requirements. As a result, this development could bring positive enhancements to Southbourne, especially when compared to more recent developments.

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

Thursday 13th February 2025, 6pm at St. John's Church Centre

The meeting closed at 18.50

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the Planning Committee meeting held 30th January 2025

AGENDA ITEM 11

TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD 9th JANUARY 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

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

Southbourne Environment Group

Minutes of the meeting held on Thursday 9th January 2025 7.30 pm at St John's Church Centre, Southbourne

Present: Lyn Davies (LD) (Chair), John Auric (JA) Amanda Tait (AT) Judy Knapp (JK) Lyn Hicks (LH) Julia Hankers (JH), Naomi Pattinson (NP), Paul Metcalfe (PM) Sarah O'Brien-Twohig (SOT) Elizabeth Medler (EM)

Apologies: Alison Barker

1. **Minutes** of the last meeting of 14 2024 were approved.
2. **Budget** : AT reported that this will remain the same for 2025 at £1,500. AT hoped to get tree budget back and order more trees, including those free from the Woodland Trust. However, these were in bundles of 50. **Action:** Amanda to check what they have. PM proposed that any spare trees could go to Friends of Hambrook. SOT suggested that trees could be offered to new housing estate residents. **Recommended:** to purchase two bird boxes for two trees at the triangle. **Action:** JA to approach Men's Shed to make these. PM suggested bat boxes but it was unclear where these could be sited. **Recommended:** new perennial plants and shrubs be purchased to replace both weak and dominating plants in the Tesco bed.
3. **Reports . Triangle** – LD reported that most of the membrane was up. JK had started a dead hedge on the south west corner.; there is a compost heap. Next job: mark out areas for planting in 'dot' formation. Structure could be introduced by bits of old brick (LD can donate) and planting could start in March.

Action: LD had written a list of possible plants but analyses was needed. 5/6 whips probably needed. She mentioned 'Purging Blackthorn' but not much was known about it. LD to prepare and circulate plant suggestions for year round attractiveness/food for insects. It was thought quite a lot of plants could be grown from seed which anyone could contribute. (NP donated some seeds at the meeting.) Bug hotel: It was agreed that Southbourne Junior School could be involved in making one. JK had experience of making one from an old wine rack. AT offered to donate chicken wire. There will be a gardening session at the Triangle each month initially. **Action: PM** to collect gas canister found at the site from LD's home and take it to Westhampnett

Holm Oak: AT confirmed that Holm Oak was being felled because it was diseased. It had been monitored for years, but now completely hollow inside. It will be replaced – probably with a native species tree. LH suggested that a statement should be put out. AT reported that the PC would put out an announcement.

Action: LD to make reference to this in her article for the Village News.

Cherry trees, Stein Road. JA reported that he had contact four tree surgeons. He was waiting for quotes. Public liability insurance would automatically be included. He also reported that one cherry tree had been pushed down and needed staking.

Action: AT to report to Darren at WSCC Highways and ask if he could deal with it.

E-coli Testing: PM reported that samples had been taken from the Hambrook, Black Barn, CSO outlet and ford on Farm Lane to test for e-coli/nitrates. This was also done monthly at Nutbourne Marshes. SEG had already agreed a donation of £100 in respect of testing water in March 2024. **Action: LD** To refund PM and claim £104.99 (the full cost) from the budget. **Action:** as suggested by AT, **PM** should apply for a grant from SPC as his work for the Western Sussex Rivers Trust (a registered charity) and is for the benefit of Southbourne.

Shed: LD reported that the shed had been tidied up but there were things belonging to SPC that had not been moved. LD suggested that lighting go into the shed.

Discussion ensued. **Action: PM** can donate strip of led lighting. Recommended:

Battery and charger needed. PM located solar panel and lithium battery controller at £90 on Amazon. Tools: LD reported that tools had been purchased by WSCC for SEG including forks, spades, Wolf Garten tool handles and various tool heads to attach to them, mainly rakes, hoes and weeders.

Planters: JA was thanked for his repair work on the planters after they were hit by a vehicle.

Tesco planting: tidying would continue monthly. Plants such as Salvias had become dominant and would need attention. **Action: PM** offered to donate some Rudbeckia plants.

4. **Talks:** Sarah Hughes' forthcoming talk on February 13th would be advertised on Facebook, Village Magazine and posters. She would talk on 'The state of our rivers'.

Action: AB to liaise with SH on audio-visuals. There will be a cash collection in aid of Western Sussex Rivers Trust. On 13 March John Arnott will speak. He does not ask for a fee but SEG will collect donations in aid of Chichester Harbours Trust and top up to £75 from SEG budget. Group to arrive at 7pm to set up chairs.

Possible future events: Gillian Edom – foraging walks (AT has sent LD details), October possibly a talk by Final Straw. **Action:** LD to investigate. SOT suggested therapeutic gardening as another subject. A previous suggestion by JK that Jane Reeve from the Manhood Wildlife Heritage Group (MWHG) might speak to us will be followed up.

5. **SEG 2025 calendar :** dates for various events was put down on the draft calendar, some TBC. **Action:** all suggestions to be confirmed and sent to LD for inclusion on the final calendar.

The meeting finished at 9pm. **Date of next meeting:** 13th February 2025 at 7pm in order to put chairs out for talk which will start at 7.30pm.

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the Southbourne Environment Group meeting held 9th January 2025

AGENDA ITEM 12

RECREATION GROUND INCLUDING:

- **CONSIDERATION OF QUOTATIONS TO INSTALL KISSING GATES AT PARK ENTRANCES AND REPAIRS TO BROKEN FENCE PANELS**
- **TO NOTE RECEIPT OF OUTSTANDING PITCH FEES OF £150.00**
- **UPDATE ON ONGOING CLAIM FOR REPLACEMENT GOAL NETS AND WASTE REMOVAL VIA SMALL CLAIMS COURT.**
- **TO NOTE THE NOTES OF THE MEETING WITH BOURNE SPORTS AND EMSWORTH IN RELATION TO 2025/26 LICENCE AGREEMENT**

12.1 Consideration of quotations to install kissing gates at park entrances and repairs to broken fence panels

Members are asked to consider the following quotes and Note that the Clerk will elaborate at the meeting.

QUOTE Contractor 1

5 Bar Gate	
4 Kissing Gates	
1 Wooden Gate	£3569.56
Chain Link repair	£ 448.00
Chain Link Replacement Posts	£145.30
Repairs to School fence	£592.00
Total	£4755.66 + VAT

QUOTE Contractor 2

Replacement of front fencing	£ 8875.96
Replacement Driveway fencing	£5872.59
Entrance 5 bar gate + Kissing Gate	£2172.83
4 additional kissing gates	£5002.00
Driveway Fencing if repaired with gate	£507.20
Front fencing if repaired	£765.61
Infills	£967.75

Total dependant of choice of replacement or repair to fencing

QUOTE Contractor 3

Due to complexity the Clerk will present at meeting.

DECISION

Do Members **AGREE** to **APPROVE** :

Quote 1

Or

Quote 2

If so, do Members **AGREE** to **APPROVE** replacement fencing or repairs?

Or

Quote 3

12.2 To **NOTE** receipt of outstanding pitch fees of £150.00 from AFC Southbourne

DECISION

Members are asked to **NOTE** receipt of the outstanding pitch fees of £150.00 from AFC Southbourne

12.3 Update on ongoing claim for replacement goal nets and wate removal via small claims court.

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 requested an update from Surrey Hills which will be tabled at the meeting if available.

12.4 To **NOTE** the notes of the meeting with Bourne Sports and Emsworth in relation to the 2025/26 Licence agreement

Members are asked to **NOTE** the Clerk and Deputy Clerks Reports

Meeting with Bourne Sports and Emsworth FC 27th January 2025

Present: Jimmy Ruston (Emsworth Town) Calvin and Craig Soper (Bourne Sports) Sheila Hodgson (Clerk to SPC) Maria Carvajal-Neal (Deputy Clerk to SPC) Neil Redman (Councillor, SPC)

- The meeting aimed to discuss the license for the next season. Both teams are interested in using the pitch at Southbourne Recreation Ground. Bourne Sports currently holds a license with SPC for the 2024/25 season.
- Bourne Sports mentioned that their club is expanding, and they will have a new men's 11-a-side team next season. They want this team to be included under their existing license agreement. Their teams will continue to play on Sundays.
- Bourne Sports will need two different-sized pitches. It was discussed that these pitches could be marked out at Southbourne Rec with overlapping lines to ensure neither pitch is too close to Park Road.
- Jimmy highlighted the need for a suitable permanent pitch for his team, emphasising their strong performance in the league and the importance of keeping Emsworth Town as a local team. Currently, there are no available pitches in the area.
- It was agreed that during the winter and wetter months, the pitch would not be able to support both clubs using it.
- It was suggested that both teams could consider using Bourne Schools' pitch and the Rec Ground pitch, allowing both teams to play locally. This would require adding a gate to provide direct access from the Pavilion to the school's pitch, as per league rules.

- Both teams have found communication with the school challenging. It was suggested that a joint approach by all parties might help engage the school.
- Both teams showed willingness to work together and respected each other's point of view.

As mentioned within the Deputy Clerks report the Clerk agreed to make contact with Bourne College to see if they would be willing to allow some of next seasons matches to be played on their pitches to alleviate the wear and tear on the recreation park pitch.

The Clerk has since spoken with Jess Artis from at Bourne College. Due to severe mole infestation and the current condition of their sports ground, the Bourne College Board of Governors have deemed the pitches unsafe and are not allowing the facilities to be hired out for the time being. However, Jess is keen to relook at the proposal in 6-7 months' time.

DECISION:

Members are asked to advise how they wish to proceed.

AGENDA ITEM 13

PRINSTED AREA INCLUDING:

- UPDATE ON SEAS SCOUTS REGARDING ADVERSE POSSESSION CLAIM
- UPDATE ON PUBLIC LIABILITY CLAIM

19.1 Update on Sea Scouts regarding adverse possession claim

The Clerk has requested an update from Surrey Hills which will be tabled at the meeting if available.

19.2 Update on Public Liability Claim

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

DECISION:

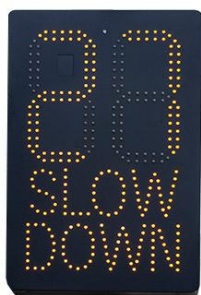
Members are asked to **NOTE** the updates and advise how they wish to proceed

AGENDA ITEM 14

SPEED INDICATOR DEVICES (SIDS) INCLUDING CONSIDERATION OF QUOTATIONS FOR REPLACEMENT DEVICES SPC 14th JANUARY MIN 156 REFERS

Members are asked to consider the following quotations for replacement devices and to identify an associated budget.

QUOTE 1



1 SID - 1Battery(Non Data)

****6 Year Return to Base Warranty****

Dimensions: (660 x 430 x 110)

£2,395.00 £2,395.00

300mm AMBER Digital Speed Display
 Displays over limit Vehicle Speeds + SLOW DOWN
 Weight (excluding Batteries) 7Kgs
 Trigger Speed 5-75Mph/KPH
 Display Time 0-7.5secs
 Operating Range 90metres
 Auto Dimming for Nighttime use
 Fully Weatherproof.
 Includes:
 1 x Battery
 1 x Battery Charger
 Custom Post Mounting Plate
 fixing Brackets for 76mm posts

£2,395.00 each excluding VAT
Delivery £ 90.00

QUOTE 2



Portable Speed Indicator Device (SID)

- Portable Speed Indicator Device (SID) with Thank You/ Slow Down Legend beneath
- battery powered complete with spare Lead Acid battery, 'intelligent' charger,
- sign weatherproof cover
- bracket set
- Weight: 13kg
- Weight with battery: 25kg

£3,607.00 each excluding VAT.

OPTIONAL PORTABLE SOLAR POWER SYSTEM:

- 10W Portable Solar Panel with bracket set for a cost of **£650.00** per sign excluding VAT.



Solar Panel Dimensions:
 H 355mm x W255 x D34mm
 Solar Panel Weight: 3.3kg

QUOTE 3

SID (Solar Powered)	
SAS300 - Mobile 'SID' with Slow Down	£2,480.00
Mobile 'SID' Essential Starter Pack (Solar)	£ 185.00
Mobile Solar Adaption Kit	£ 630.00
Total cost per SID	£ 3,295.00

DECISION

Do Members **AGREE** to **APPROVE** :

Quote 1

Quote 2

Quote 3

AGENDA ITEM 15

CONSIDERATION OF A PROPOSAL TO WRITE A LETTER TO THE NEW PHARMACY TO WELCOME THEM TO SOUTHBOURNE AND INVITE THEM TO A FUTURE MEETING TO GIVE AN UPDATE ON THE SERVICES THEY CAN PROVIDE TO THE RESIDENTS OF THE PARISH

Councillor Wheeler would like Members to consider writing to the owners of the new pharmacy to welcome them to the Parish and invite them to a future meeting to give an overview of the services they can provide.

DECISION

Do Members **AGREE** to write to the owners of the new pharmacy as proposed.

AGENDA ITEM 16

CONSIDERATION OF ARRANGEMENTS FOR BUSINESS PLAN INCLUDING LONG TERM PLANNING FOR PENDING DEVOLUTION

The Parish Council 2021-2025 Business Plan is due for review. A copy of the current plan has been circulated separately.

It is best practice to have a business plan in place to focus the Council and assist Officers to execute the Council Business in line with adopted policy.

This document should be produced with the input of all Members and Officer recommendation would be to appoint a working group to facilitate this project.

DECISION

Do Members **AGREE** to **APPOINT** a working group and further **AGREE** a date and time to meet.

AGENDA ITEM 17

TO CONSIDER DRAFT AGREEMENT AS AN APPENDIX TO THE LICENCE WITH SOUTHBOURNE VILLAGE HALL IN RELATION TO THE ONGOING ARRANGEMENTS FOR HEATING

A new heater recently installed at the office has proven to be inadequate and unfit for purpose. The temperature in the office drops considerably overnight and displays a temperature of 6 degrees when entering the office in the morning.

The timer facility only allows the heater to be switched off at a certain time and cannot be programmed to come on earlier to allow the room to heat before staff arrive. Even after arrival and having turned up the heater, it still takes up to 4 hours to reach a temperature of 19 degrees. This is not a suitable working temperature.

To try and combat this, Officers began to leave the heater on a very low heat overnight to keep some warmth. However, it came to light that a Trustee of the Village Hall deemed this too expensive and unbeknown to staff was controlling the temperature remotely and switching the unit off. When the Clerk raised this issue, with the member of the Trust, he was dismissive and implied that the fault was “user error” and that the office staff were acting “ludicrously”.

The Parish Office is particularly cold even in the summer. With the recent cold spells working conditions have been well below the expected average. In the past Officers have always been mindful of rising energy costs and have been respectful of their use of the heating. They are somewhat disappointed with the attitude now being relayed to them by the Village Hall Trustees. It is not unreasonable to expect to be provided with adequate heating.

After weeks of discussion, the Village Hall Trustees have agreed to install another heater but have asked for a Heating System Operation Agreement to be implemented. Officers have drawn up a draft proposal and would ask Members to consider this agreement. The Village Hall Committee will also need to be in accordance.

A copy of the proposed draft agreement has been circulated separately.

DECISION

Do Members **AGREE** to the proposed Heating System Operation agreement.

AGENDA ITEM 18

CONSIDERATION OF PROPOSAL TO APPOINT A DITCH WARDEN FOR THE PARISH TO MAP THE MAIN DITCHES OF THE VILLAGE, TO PROVIDE REGULAR INSPECTIONS OF THE SYSTEMS TO ENSURE THEY ARE CLEAR AND ABLE TO RUN FREE, AND TO LIAISE WITH LAND AND RIPARIAN OWNERS.

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 village 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 to replicate a similar initiative for Southbourne and to consider how this should be managed and if necessary, identify any associated budget as there is no contingency within the 2025/26 budget.

DECISION

Members are asked to advise how they wish to proceed.

AGENDA ITEM 19

UPDATE ON SUSSEX DAY EVENT INCLUDING

- **TO RATIFY ANY ASSOCIATED COSTS**
- **TO CONSIDER A CHOSEN CHARITY FOR THE DAY**

19.1 To ratify any associated costs

Members are asked to ratify the following event costs:

Simon Chainey	£450.00	Entertainer Sussex Day Fete
Lauren E Potter	£67.50	Deposit Singer Sussex Day Fete

DECISION

Do Members **AGREE** to **RATIFY** the cost of £450.00 for and entertainer and £67.50 deposit to secure a singer for the event

19.2 To consider a chosen charity for the day

Members are asked to consider a chosen charity to benefit from any proceeds from the day.

DECISION

Members are required to **AGREE** a chosen charity for the Sussex Day Event

AGENDA ITEM 20

CONSIDERATION OF GRANT APPLICATION FROM THE WESTERN SUSSEX RIVERS TRUST FOR AN AMOUNT OF £842.35 TO SUPPORT MONITORING OF THE HAMBROOK USING ELECTROFISHING DURING THE SPRING OF 2025 AT THREE SITES ON THE HAMBROOK.

The Grant Fund currently stands at **£3095.00**

The Western Sussex Rivers Trust have applied for a donation of £842.35 to support monitoring of the Hambrook using electrofishing during the spring of 2025 at three sites on the Hambrook

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

DECISION

Do members **AGREE** to make a donation of £842.35 to the Western Sussex Rivers Trust.

AGENDA ITEM 21

DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday 11th March 2025