

REPORTS

SPC 11th MARCH 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. Can I please urge you all to do your best to attend to ensure we are quorate. If you do find you are unable to attend, please do let me know as soon as possible so arrangements can be made accordingly.

AGENDA ITEM 3

TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 11th FEBRUARY 2025

SOUTHBOURNE PARISH COUNCIL

Meeting held 11th February 2025

PRESENT: Councillors: A. Tait (Chair), J. Money, S. Rosenberg, K. Sivyer and M. Wheeler.

IN ATTENDANCE: S. Hodgson (Clerk and RFO)

M Carvajal-Neal (Deputy Clerk)

CDC Cllrs. Tracie Bangert and Oona Hickson

WSCC Cllr. Andrew Kerry-Bedell

The meeting opened at 7.10 pm.

164. CHAIRMANS INTRODUCTION AND WELCOME

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

The Chair advised Members that she had received notification from WSALC asking for nominations for attendance at the annual Buckingham Palace Garden Parties 2025. Members were asked to contact the Clerk for further information.

165. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Meredith due to a personal appointment and Cllr. Redman due to work commitments.

166. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 14th JANUARY 2025

Members **NOTED** that at the meeting of the 14th January 2025, when considering Min 153.4, 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 a 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.

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 14th January 2025 **NOTING** the correction to the unconfirmed minutes and they were duly signed by the Chairman.

167. 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

Cllrs Rosenberg and Wheeler stated they may need to Declare an Interest in relation to agenda item 19, depending on the debate. If necessary, they will make their Declaration at that time.

168. ADJOURNMENT FOR OPEN FORUM

The Chairman Adjourned the meeting at 7.19 pm for Open Forum and invited members of the public to speak.

168.1

CDC Cllr. Tracie Bangert reported she has been invited to sit on the CDC panel for devolution alongside the Leader, Deputy Leader and Finance Member for CDC. She will keep the Parish updated with events as soon as she is able to do so.

168.2

CDC Cllr. Oona Hickson confirmed that she had passed on the relevant paperwork for Operation Watershed Parham Place. She asked what the Parish were going to do going forward and made reference to ongoing maintenance.

The Chair confirmed that Southbourne Parish Council had made their decision not to fund any ongoing maintenance costs and that decision would stand. She also thanked Cllr. Hickson for helping with the consent forms.

168.3

WSCC Cllr. Andrew Kerry-Bedell reported that the Community Highway Scheme for Compton and Stoughton had been accepted and this bode well for other TRO applications.

Cllr. Kerry-Bedell will also circulate a copy of the full response from the recent Bournes Forum meeting to Southern Water.

The Chair re-convened the meeting at 7.27pm

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

Members **NOTED** the resignations of Cllr. Humphrey and Cllr. Kimpton-Scott.

The Chair is speaking to a possible candidate for co-option and urged all Councillors to do whatever they could to promote and advertise the vacant positions.

The Clerk asked Members to consider adopting a different angle to perhaps highlight to the community that there are currently only 7 serving Members of the Parish Council making decisions for the whole of

Southbourne. A more diverse and wider representation is needed. This was **AGREED**. Officers will adopt the new approach when promoting the vacancies.

170. CLERKS UPDATE

170.1 Update on Operation Watershed

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

The Clerk is in liaison with other landowners but there are restrictions on when work can be undertaken due to farming of the crops. The Clerk will also begin to contact appropriate contractors to initiate site visits.

170.2 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 Road Safety Group for their input and will be included within the SPC March reports.

170.3 Devolution

Members **NOTED** the information previously circulated from WSCC and CDC. The Government have approved the West Sussex County Council, East Sussex County Council and Brighton & Hove's 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.

Members further **NOTED** that at the recent CDC All Parish Meeting the Chair asked about CIL money. The response was that 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.

171. 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**

171.1 WSCC Councillor's Bourne Parishes Report

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

Cllr. Kerry-Bedell gave a brief update on the Thorney path works and also referred to Parish support for the Bourne Bus, as detailed within his report.

The Chair reminded Cllr. Kerry-Bedell that SPC had fulfilled its original commitment to supporting the bus but had not received any further application or request for ongoing funding, so no provision was budgeted for 2025. Therefore, if the new CIC wished to make an application for some Grant funding this would need to be requested via the usual channels and the relevant paperwork submitted for consideration.

171.2 CDC Councillor's Report

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

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

171.3 Inspectors Bi-Monthly Meeting

Members **NOTED** that the meeting scheduled for that day had been rescheduled for the 25th March 2025.

171.4 CDALC

Members **NOTED** that for a second time in a row, the CDALC meeting had been 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.

171.5 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. This was **NOTED**.

172. TO APPOINT A REPRESENTATIVE TO THE JOINT BURIAL COMMITTEE

A nomination was received for Cllr. Rosenberg to be considered for the appointment to the Joint Burial Committee. There being no other nominations Members unanimously **AGREED** to appoint Cllr. Rosenberg to the Joint Burial Committee.

173. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD 9th JANUARY 2025

There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 9th January 2025.

174. TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETING HELD ON 9th JANUARY 2025

There were no recommendations and Members **NOTED** the minutes of the Southbourne Environment Group meeting held on 9th January 2025.

175. RECREATION GROUND INCLUDING:

- **CONSIDERATION OF QUOTATIONS TO INSTALL KISSING GATES AT PARK ENTRANCES AND REPAIRS TO BROKEN FENCE PANELS MIN 153.1 REFERS**
- **TO NOTE RECEIPT OF THE OUTSTANDING PITCH FEES OF £150.00 FROM AFC SOUTHBOURNE**
- **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 THE 2025/26 LICENCE AGREEMENT**

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

175.1 Consideration of quotations to install kissing gates at park entrances and repairs to broken fence panels min 153.1 refers

Members **NOTED** the quotations as previously circulated.

The Clerk expanded on the costs explaining that the 3rd quotation was supply only and did not include installation. She was still awaiting contact from another supplier. In view of the increasing ASB incidents of joy riding at the recreation ground that is damaging the pitch causing danger to other users, Members did not want delay making a decision whilst awaiting a further quotation.

Members were asked to consider if they wished to repair or replace the current fence as option 2 had provided costings for both options.

During discussions the following comments were made:

- As there are plans to undertake major refurbishment of the recreation ground it seems a good idea to protect the park with robust fencing
- Could the driveway fencing be higher as bikes could be lifted over.
- Will kissing gates stop motorcycles entering the park
- If it is difficult to gain access the riders may move on
- The kissing gates allow for wheelchair access so will a bike be able to get through
- The main gate is on a PROW and requires all-inclusive access as part of the conditions

Members were shown examples of the proposed replacement fencing. Further comments included:

- This type of fencing looks far better than the cross wire fencing
- The current wire fencing can be easily pushed down to gain access
- Repairs will not be strong enough

The Clerk detailed the price variations of quotation 2 for replacement or repair.

- Replacement £21923.38 including main gate, kissing gates and installation
- Repair £9415.39 including main gate, kissing gates and installation

Members were asked to **NOTE** that the quote also includes repairs to the school fence damaged by fallen tree branches at no extra cost.

The Clerk confirmed that there are 3-4 fencing panels by the drive that are missing and some of the concrete posts on Park Road are badly tilted and dangerous.

Quotation 1 will re-sit these posts, not replace as part of the overall cost of £4755.66. This includes repairs to the school fence.

Members felt repairs would only provide a short term solution. The fence has been in situ for over 30 years and needs replacing.

Following further discussion, Members unanimously **AGREED** to **APPROVE** quotation 2 with the replacement fencing option at a cost of £21,923.38 to be funded from CIL funds.

175.2 To Note receipt of the outstanding pitch fees of £150.00 from AFC Southbourne

Members NOTED receipt of the outstanding pitch fees of £150.00 from AFC Southbourne

175.3 Update on ongoing claim for replacement goal nets and waste removal via small claims court

The Clerk reported that Surrey Hills were in the process of initiating a Small Claims Court application to recover the costs for the goal nets and waste removal.

175.4 To Note the notes of the meeting with Bourne Sports and Emsworth FC in relation to the 2025/26 Licence Agreement.

Members **NOTED** the Clerk and Deputy Clerk's reports as previously circulated. The Clerk will continue to liaise with Bourne College as detailed in her report.

176. PRINSTED AREA INCLUDING:

- **UPDATE ON SEA SCOUTS REGARDING ADVERSE POSSESSION CLAIM**
- **UPDATE ON PUBLIC LIABILITY CLAIM**

176.1 Update on Sea Scouts regarding adverse possession claim

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

176.2 Update on Public Liability Claim

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

177. SPEED INDICATOR DEVICES (SIDS) INCLUDING CONSIDERATION OF QUOTATIONS FOR REPLACEMENT DEVICES MIN. 156 REFERS

Members NOTED the Clerks report as previously circulated.

The Clerk provided 3 quotes with various specifications. One without data gathering capability, one with and one solar powered. All suppliers can supply all specs at similar costs. Members were asked to first agree which type of unit they require.

SPC do not gather data from the current units as they are a deterrent and not an enforcement tool. The Deputy Clerk confirmed that it has previously been established that data collected from SIDs is not compatible with the WSCC reporting systems. Police advice is that data gathered from mobile handheld monitoring units, as supplied by their Road Safety Unit, is their preferred method of reporting and encourage community groups to do this on a regular basis.

A Member was insistent that SPC should be able to gather the data from the SIDs and felt that new units are more likely to be compliant. If it can be established that new units will be compatible with the WSCC Highways systems he would be willing to gather the and collate the relevant information.

Another Member felt that as a deterrent the units work well and proposed that it would be more beneficial to form a community group of volunteers, along with Councillors, who will be willing to gather evidence from the handheld police monitors.

Following a lengthy discussion Members unanimously **AGREED** that the Road Safety Group be asked to consider establishing a community group to undertake speed monitoring sessions using the Police Road Safety Unit's monitoring equipment.

Members further **AGREED** to look at Quotation 2 in more detail to ascertain what format data is gathered and to check if it is compatible with WSCC Highways systems.

Whilst Members are mindful of the benefits of solar powered units this option is not cost effective. Current SIDs are moved between locations but solar powered units have to stay in situ meaning additional units would be required. This will heavily impact the costs.

178. 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

Members NOTED the accompanying report as previously circulated.

Members felt it was fitting to engage with new businesses to the Parish and to write a welcome letter where appropriate. Members unanimously **AGREED** for the Clerk to write to the pharmacy owners and welcome them to Southbourne.

Members further **AGREED** to invite the owners to the Annual Electors Meeting held later in the year (date to be arranged) to give a presentation on the services they can provide.

179. CONSIDERATION OF ARRANGEMENT FOR BUSINESS PLAN INCLUDING LONG TERM PLANNING FOR PENDING DEVOLUTION

Members **AGREED** to form a Working Group to review and update the Southbourne Parish Council Business Plan. Members further **AGREED** that all Councillors will be appointed to the Group. Officers will also be invited to attend the meetings.

The Clerk will make arrangements for the first meeting of the group to be held in March.

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

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

It was reported that since circulation of the report, 2 new heaters have been installed in the Parish Office and the situation has improved. The Chair of the Village Hall Trust requested a Heating System Operation Agreement be put in place and this was duly drafted by SPC Officers.

The Village Hall Chair also requested a meeting with the SPC Chair. During their discussion it was proposed that the draft agreement be taken to both committees for consideration and mutual approval.

Members unanimously **AGREED** to **ADOPT** the Heating System Operation Agreement as proposed to be signed by the relevant Chairs.

181. 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.

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

During discussion Members raised the following points:

- Gathering the information will be a huge task
- Could SPC seek a volunteer to map the site
- Will it be possible to approach the Chidham & Hambrook Warden to see if he will undertake a similar brief for Southbourne
- If not, will he be willing to assist in some training and share some knowledge

Following discussions, Members unanimously **AGREED** to approach the Chidham & Hambrook Ditch Warden to ask if is able to assist and advise what type of support he may be able to offer.

182. UPDATE ON SUSSEX DAY EVENT INCLUDING:

- **TO RATIFY ANY ASSOCIATED EXPENDITURE**
- **TO CONSIDER A CHOSEN CHARITY FOR THE EVENT**

Members **NOTED** the Clerks report as previously circulated. The Deputy Clerk tabled a brief update on arrangements for the event so far.

Work has started on promoting the event and Members were asked to assist by displaying posters, promoting wherever possible and to try to secure some good quality raffle prizes.

The Deputy Clerk also asked Members to let her know if they will be available to help on the day.

182.1 To Ratify any associated expenditure:

Members unanimously **AGREED** to **RATIFY** the following expenditure:

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

182.2 To consider a chosen charity for the event.

Members unanimously **AGREED** to split any proceeds from the event 50/50 between AGE Concern and the Army Benevolent Fund.

Cllr. Rosenberg declared an Ordinary Interest as a volunteer for Age Concern. It was not deemed necessary for Cllr Wheeler to declare an interest.

182.3 CDC Grant Fund

Members **NOTED** that CDC are offering small grants for any event connected to VE Day. At the last meeting it was agreed that the Sussex Day event will include elements to commemorate VE Day including the planting of a commemorative tree at the recreation ground.

Member's **AGREED** for the Clerk to make an application to CDC for funding to purchase a suitable plaque to mark the tree planting.

183. 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 Chair and Cllr. Money both spoke briefly in support of the application. The project would supply valuable data and it was good to support projects that local groups, such as FROTH, can be involved.

Members unanimously **AGREED** to support the application and donate £842.35 to the Sussex Rivers Trust to support monitoring of the Hambrook using electrofishing.

184. DATE AND TIME OF NEXT MEETING.

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

The meeting closed at 8.57pm

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the SPC meeting held 11th February 2025

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

CLERK'S UPATE

6.1 Update on Operation Watershed

The Clerk has now received two completed Landowner Consent Forms and is currently in the process of liaising with potential contractors for quotations. Both landowners have placed restrictions on when the project can be undertaken due to crops and weather and any maintenance work will have to comply with these conditions.

6.2 Annual Buckingham Palace Garden Parties

As Members will recall from the last meeting WSALC were inviting nominations for attendance to this years Buckingham Palace Garden Parties. Cllr. Money nominated our Cemetery Manager Lindy Nash and I am delighted to be able to share with you the news that she has received an invitation to attend. Lindy has had a very challenging year but has worked hard to improve relations and connections with the local Gypsy and Traveller Community by engaging with families and working alongside the CDC GT&C liaison officer.

6.3 Councillor Training

Members are reminded that there is still budget available for Councillor training. Please contact the Clerk for a list of available online training sessions.

AGENDA ITEM 7

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**

7.1 WSCC Councillor's Bourne Parishes Report

Due to the size this report has been 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.

7.2 CDC Councillor's Report

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

- **Anti-Social Behaviour (ASB).** On 4 February TB attended a meeting with Cllr Adrian Moss, Council Leader, and Constable Eboufaol, about ASB in Eastgate Square. Then, on 4 March TB attended a further meeting with senior officers, Stone Pillow, Adrian and the police to work out a

strategy to deal with this issue, which includes street drinkers harassing businesses and members of the public and getting into fights. As a result, an application has been made for a Public Spaces Protection Order (PSPO) and also the police have implemented a Sec 34 dispersal order to run over the weekend. The PSPO will take some time to implement but should be in by the beginning of June. A meeting is also planned with residents and businesses in the near future.

In Sussex, ASB remains a top concern followed by road safety – largely because many more people experience abuse, vandalism and poor and dangerous driving than fall victim to more serious crime.

- **Licensing.** On 5 February TB attended Licensing, where there was a discussion on increasing Hackney Cab licensing fees by 10%, which was passed, following an interesting debate on the subject. Chichester has, however, some of the lowest Hackney Cab licensing fees in the South. TB suggested that cameras should be fitted to Cabs for security reasons, to protect both passengers and drivers, but it was explained that it is a grey area due to confidentiality. TB also raised the issue of sexual exploitation from taxi companies and was pleased to be told that CRB checks are made on taxi drivers and office staff.
- **Covid-19 Day of Reflection.** On 9 February TB informed St John's Church that this will be happening on Sunday 9 March and mentioned it in her Despatch in the Chichester Observer.
- **Joint Action Group (JAG).** On 12 February TB attended the JAG which included discussion of ASB involving young people on the rail network.
- **Informal Cabinet.** On 17 February TB and OH attended informal Cabinet to discuss the budget.
- **Local Government Reform (LGR).** On 19 February TB attended a Southeast LibDem briefing on LGR.
- **Parham Place.** On 20 February TB attended a meeting to discuss flooding at Parham Place with Jess Brown-Fuller MP. This was a positive meeting where ideas were discussed on how to solve the ongoing problem, including an application to Operation Watershed (which is now in progress with Southbourne Parish Council). Hopefully this will lead to progress.
- **Civilian Military Partnership (CMP).** On 21 February TB attended the CMP, where there was an update on current serving units – including cadets – and organisations which support military personnel, families and veterans. There was a review of the outcome of D-Day 80 events from the West Sussex archivist Wendy Walker. The meeting also looked forward to VE and VJ Day commemorations and TB outlined the grants available for Parish Councils (£10,000 total).
- **Grants and Concessions.** On 5 March TB attended the pre-briefing for the Grants and Concessions meeting on 19 March.
- **Full Council.** On 25 February TB and OH attended Full Council, where the budget was passed unanimously. The net budget requirement of £20,336,000 was approved, as was the Council Tax increase of £5.58 for a Band D equivalent. An additional sum of £189,300 was transferred from Grants and Concessions Reserve to fund a new Community Assets grant programme, on top of

the existing allocation of £175,000. Grants are awarded in line with Council priorities, which can be environmental, community, business, culture or sport. TB is Chair of Grants and Concessions. TB also briefed Council on the grants available to parish Councils for the VE and VJ 80 commemoration.

- **LGR Group.** On 26 February TB, along with Adrian Moss (Leader), Jonathan Brown (Deputy leader) and Mark Chilton (Cabinet Member Finance), and a senior officer, discussed the submission to the Government on LGR.
- **Together Our Community (TOC).** On 28 February TB visited TOC with Jess Brown-Fuller MP to meet with staff, volunteers and architects of the project to provide meaningful skills and employment to adults with learning disabilities between 18 and 35 (which is sadly lacking in our community). TOC is based in the Broadway Arcade at the top of North Street; the building was bought and is being fitted out by a benefactor who – once the project is complete – will give it over to the charity. The joint CEOs, Hillary and Louise, TB knows from working at Fordwater School in Chichester. Jess was welcomed warmly by the team.
- **Overview and Scrutiny.** On 4 March TB attended OSC to present her portfolio, as Cabinet Member Communities, Customer Service and Wellbeing. The review went well and TB answered questions about her portfolio, to a friendly audience.

This month TB and OH also dealt with an:

- Discussions with councillors from other councils regarding LGR.
- Business Enquiry.
- Speeding on the A259.
- Arranging a meeting between the CEO of New Park and Maggie Haynes, CEO of Tuppenny Barn.
- Discussed non-British service personnel visas with Jess Brown-Fuller MP.
- Planning.

Finally, an update on the changed position of Andrew Kerry-Bedell. In August 2024 he announced that he would not be standing for re-election in the May 2025 WSCC election. In October 2024 Richard Bates was selected as the LibDem candidate for the Bourne Division. Then on 5 February 2025 the Government postponed the WSCC elections. Andrew Kerry-Bedell then announced he would stay on as WSCC Councillor for the Bournes Division. On 19 February he left the LibDem Party and is now representing the Bourne Division as a member of the West Sussex Green and Independent Alliance Party.

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

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

7.3 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.

AGENDA ITEM 8

TO APPOINT A REPRESENTATIVE TO THE ALLOTMENT COMMITTEE TO REPLACE CLLR. SIVYER WHO WISHES TO STEP DOWN FROM THE COMMITTEE.

Cllr. Sivyer wishes to step down from the Allotment Committee and therefore, Members are asked to appoint a new representative.

DECISION

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

AGENDA ITEM 9

TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD 13th FEBRUARY 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 13th February 2025

Minutes of the Meeting of Southbourne Parish Council's Planning Committee held Thursday 13th February 2025

Present: Cllrs: A. Tait (Chair), J. Money, S. Sivyer, M. Wheeler.

In Attendance: M. Carvajal-Neal (Deputy Clerk), 1 Member of the public.

The meeting started at 18:05.

1. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. L. Meredith who is on leave and from Cllr. N. Redman due to work commitments. No further apologies were received.

3. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 23rd January 2025

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 23rd January 2025.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. ADJOURNMENT FOR PUBLIC OPEN FORUM

The meeting was adjourned at 18:09

One member of the public advised that he was in attendance regarding two applications: 25/00101/DOM. He did not support the conversion of garages to habitable accommodation. 21/01910/OUT. He was keen to receive an update on this application.

The meeting was re-adjourned at 18:10.

6. CLERK'S UPDATE

- a. Members **NOTED** the publication of the Highway Network Management Plan.

7. PRESENTATIONS

There were no presentations.

*It was proposed and **AGREED** to change the order of business and consider agenda item 8.3 followed by 10.1.*

8. **SB/25/00101/DOM - 63 PRIORS ORCHARD SOUTHBOURNE EMSWORTH WEST SUSSEX.**

Members considered this application. Members did have some concerns and some queries regarding this application including;

- The reduction in off street parking spaces by the loss of a garage & the importance of retaining off street parking.
- Why are developers building garages which can easily be converted into habitable accommodation?
- There is no requirement for 3 bedroomed properties in Southbourne.
- Extending properties does not keep the housing system moving.
- Does the removal of a garage equate to the loss of cycling provision?

Though Members could not support the loss of a parking space they did not feel that this was a strong enough reason to object to the application as a whole. Members unanimously **AGREED** not to object to this application.

9. **21/01910/OUT- WILLOWBROOK RIDING CENTRE PO18 8UJ REF NO: APP/L3815/W/24/3345297**

- a. Members **NOTED** that there had been an appeal document uploaded to the CDC planning portal. Members were unclear as to the significance of this document in relation to the outcome of the appeal. It was proposed and **AGREED** that Officers write to CDC and ask for clarification.
- b. It was further proposed that if this appeal is allowed Officers are to write to C&H PC and request a joint meeting with developers.

*It was proposed and **agreed** to return to the order of business.*

10. **CONSIDERATION OF PLANNING APPLICATIONS WEEKS 3-5**

- a. **SB/24/02863/DOM- CEDAR CROFT 15 NEW ROAD SOUTHBOURNE.** Members considered this application and **AGREED** to object to the application for the following Material Considerations:
- Appearance and design of development and materials proposed- Members object to the proposed materials as they will significantly alter the appearance and design of the car port. The new materials are not in keeping with the existing structure and will create a discordant visual impact
 - Impact on character or appearance of area- The substantial change to the car port's appearance and design will negatively impact the character of the development. This alteration is not in harmony with the architectural style and character of the surrounding buildings and area. The proposed changes will disrupt the visual cohesion and aesthetic appeal of the neighbourhood, leading to a detrimental effect on the overall streetscape.
- b. **SB/24/02536/DOM - 68 MAIN ROAD SOUTHBOURNE EMSWORTH WEST SUSSEX.** Members considered this application and **AGREED** to object to the application. Members wished to make the following comments:
- Members have no objection to the works being done to the dwelling, provided that Velux windows are internally shaded to reduce light pollution in conformity with NP SB17: Achieving Dark Skies.
 - However, Members object to the siting of an outside storage container due to the following Material Considerations:
 - Appearance and Design of Development and Materials Used- A metal storage container is out of keeping with the appearance and design of neighbouring properties and the character of the area. The proposed container will create a visual discordance that is not in harmony with any existing structures.
 - Impact on Character or Appearance of Area- The metal storage container is out of keeping with the character and appearance of the area and will negatively impact the streetscape. This alteration will disrupt the visual cohesion and aesthetic appeal of the neighbourhood.
 - Scale and Dominance- The height and size of the storage container will dominate the garden. Additionally, there are no details provided regarding the size of the garden in comparison to the size of the container, making it impossible for Members to determine the scale of the area lost to the storage container.

- Traffic and Parking Issues- Members cannot support the installation of the storage container if it will reduce the number of available parking spaces or if it will impede access to neighbouring properties. The potential impact on traffic flow and parking availability is a concern.
- c. **SB/25/00158/DOM - 39 WOODFIELD PARK ROAD HERMITAGE SOUTHBOURNE EMSWORTH.** Members consider this application and **AGREED** that they had no objection.
- d. **SB/25/00185/TPA - UNADOPTED LAND, NUTBOURNE HOUSE FARM LANE NUTBOURNE CHICHESTER.** Members consider this application and **AGREED** that they had no objection.

11. CONSIDERATION OF AMENDED APPLICATIONS:

There were no applications for consideration.

12. CONSIDERATION OF PLANNING APPEALS:

- a. **24/01171/ELD - 35 KELSEY AVENUE SOUTHBOURNE EMSWORTH WEST SUSSEX PO10 8NG**

Members **NOTED** that this application has still not been updated on the planning portal.

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

- a. Members **NOTED** the updates.

14. CONSIDERATION OF A PROPOSAL TO APPROACH CDC TO INCORPORATE THE PROVISION OF A NEW PARISH OFFICE AS PART OF ANY SIGNIFICANT NEW PLANNING APPLICATIONS

Members unanimously **AGREED** to the proposal. Members further **AGREED** to officers writing to CDC to advise. Members wished officers to highlight the following main reasons:

- **Lack of a Central Hub in Southbourne:** Currently, Southbourne lacks a central hub that can serve as a focal point for the community. This absence hinders the ability to foster a cohesive and connected community environment.
- **Need for Multi-Functional Community Spaces:** There is a pressing need for multi-functional community spaces in Southbourne, including council meeting rooms and a parish office. These facilities are essential for accommodating various community activities, meetings, and administrative functions.
- **Impact of Population Growth:** The significant increase in housing and the subsequent population growth in the area have created an urgent demand for these facilities. The current infrastructure is insufficient to meet the needs of the expanding community.
- **Inadequacy of Existing Facilities:** The facilities currently available in Southbourne were not designed to support the requirements of a rapidly growing population. As a result, they are now inadequate and unfit for purpose, failing to provide the necessary support and services to residents.
- **Responsibility for Emergency Planning:** Parish councils have an increased responsibility to provide effective emergency planning. Without a central hub and adequate storage space, the parish council is unable to fulfil these critical requirements, compromising the safety and preparedness of the community.

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

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

The meeting closed at 19.01

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the Planning Committee meeting held 13th February 2025

AGENDA ITEM 10

TO RECEIVE AND NOTE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD 27th FEBRUARY 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

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

The report for this item has been circulated confidentially.

DECISION:

Do Members **AGREE** to **NOTE** the report from the Staffing Committee

AGENDA ITEM 11

TO RECEIVE AND NOTE THE MINUTES OF THE JOINT BURIAL COMMITTEE MEETING (IF AVAILABLE) HELD 3rd MARCH 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

The Minutes for this meeting will not be available before the meeting. The Cemetery Manager has confirmed that there are no recommendations. therefore, the Minutes of the meeting will be noted at the SPC meeting in April

AGENDA ITEM 12

TO RECEIVE AND NOTE THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD 6th MARCH 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

As there are no recommendations Members are only required to **NOTE** the Minutes of the Allotment Committee meeting held on 6th March 2025

**MINUTES OF THE MEETING OF THE
SOUTHBOURNE PARISH COUNCIL ALLOTMENT COMMITTEE 6th March 2024**

PRESENT: Cllrs: L. Meredith (Chair), S. Rosenberg and M. Wheeler

IN ATTENDANCE: L. Davies (Non- Councillor Committee Member)
S. Hodgson (Clerk)

The meeting started at 13:02

27. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

28. APOLOGIES FOR ABSENCE

Apologies had been received from J. Ullman. No apologies had been received from Cllr. Sivyver.

29. TO APPROVE AND SIGN THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 5th December 2024.

Members **AGREED** to **APPROVE** the Minutes of the Allotment Committee meeting held on 5th December 2024 and they were duly signed by the Chairman.

30. DECLARATIONS OF INTEREST

There were no declarations of interest.

31. ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for the Open Forum

32. CLERK'S UPDATE

There was no report from the Clerk

33. BUDGET, INCOME & EXPENDITURE

- **To Note Income and Expenditure to date**
- **To ratify any payments**

33.1 Members **NOTED** the Income and Expenditure as detailed in the accompanying budget spreadsheet.

33.2 Members **NOTED** the Payments as detailed in the accompanying report and **AGREED** to **RATIFY** the payments

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

- **REPAIR TO THE BOUNDARY OF PLOT 9**
- **TO RECEIVE AND NOTE AN UPDATE ON THE TAPS, TO CONSIDER A COURSE OF ACTION AND TO NOTE THE DATE THE WATER WILL BE SWITCHED ON**
- **TO CONSIDER A PROPOSAL TO PURCHASE NEW PADLOCKS AND IF AGREED TO FURTHER AGREE TO A MAXIMUM BUDGET**

34.1 Repair to the boundary of Plot 9

Members **NOTED** that the contract caretaker had completed the repair

34.2 To receive and note an update on the taps, to consider a course of action and to note the date the water will be switched on

Members **NOTED** the report and discussed whether the damage was deliberate or as a result of someone not realising the water had been turned off.

Following discussion Members **AGREED** for the contract caretaker to undertake the repairs and to box the pipework in.

Members **AGREED** to set a budget for the works to a maximum of £250.00

Members **AGREED** that going forward for a notice to be placed on the taps when the water is switched on/off

Members **NOTED** the water had already been switched on for this year.

34.3 To consider a proposal to purchase new padlocks and if agreed to further agree to a maximum budget

The Chair asked if there was a problem, or, if anyone had reported a fault with the existing locks. The Clerk confirmed that to her knowledge there was no known problem.

Following discussion Members **AGREED** to leave the current padlocks in situ and reconsider at a later date if necessary.

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

The Clerk reported that to date the proposed joint enterprise between the Arun and Chichester District Food Partnership and Tuppenny Barn had not progressed and the partnership was not in a position to finalise the project. Residents of Flanders Close continued to raise complaints about the plot not being managed and looking unsightly. The contract caretaker has covered the plot on two occasions at additional costs to the Council. The Clerk had also received a number of requests from a Flanders Close resident to be allowed to cultivate the plot.

Members were reminded that the original funding criteria had stipulated that there should be a communal area but despite approaches to a number of organisations such as the Sea Scouts, Schools and environment groups there had been no uptake.

During discussions Members felt that the Council had exhausted all avenues and taken reasonable steps to secure a community partnership. As it stands the area is costing money to maintain and is causing distress to residents.

Members **AGREED** to make one last approach to the Arun and District Food Partnership and Tuppenny Barn for a definite commitment with a deadline for finalising the arrangements. If this is unforthcoming, Members **AGREED** to allow the Flanders Close resident to cultivate the plot and offer a Tenancy Agreement at a cost of £50.00 per annum.

36. TENNANCIES AND WAITING LIST:

- **TO NOTE THE CURRENT TENANCIES AND WAITING LISTS FOR BOTH SITES**

- **TO NOTE THE LETTING PROCESS FOR A RETURNED PLOT**

36.1 To Note the current tenancies and waiting lists for both sites

These were **NOTED**.

36.2 To Note the letting process for a returned plot

Members **NOTED** the report at previously circulated

Members had asked if the current processes could be improved to reduce the time that plots are vacant and relet. The Clerk proposed that it would save time if the Allotment Clerk had the autonomy to undertake and streamline the process. The Allotment Clerk does not make regular visits to the allotments and uncultivated plots are sometimes slow to come to the Councils attention.

As the contract caretaker makes regular visits to the sites to undertake maintenance work Members suggested that he could take a photograph of any plot he notices to be overgrown and pass to the office.

Following discussion Members **AGREED** that should the contract caretaker notice any uncultivated plots, to bring them to the attention of Officers who would then visit the site to check.

Members further **AGREED** for Officers to initiate a process as appropriate. Members also **AGREED** for Officers to streamline any processes to facilitate a speedier turnaround including termination of agreements if necessary.

37. SITE INSPECTIONS- TO RECEIVE AND ANY FURTHER UPDATES ON ANY OUTSTANDING ISSUES

37.1 Members **NOTED** the outstanding issue regarding the plot with trees in pots had been resolved

37.2 Members **NOTED** that trees in situ on all plots have been trimmed back below the fence line

38. TO NOTE THE DATE AND TIME OF NEXT MEETING AND TO CONSIDER DATES FOR THE YEAR 2025/26

Members **NOTED** the proposed dates as previous circulated and **AGREED** for the following dates to be recommended to Council when considering the Schedule of Meetings for 2025/26

Thursday 8th May 2025 in order to carry out an inspection at the beginning of the growing season.

Thursday 11th September 2025 in order to carry out an inspection towards the end of the growing season.

Thursday 30th October 2025 to consider any budget recommendations to SPC Full Council.

Thursday 5th March 2026 To consider any required recommendations to Tenancy Agreements ahead of tenancy renewals issued 1st April

All meetings to be held at St Johns Church Centre, 1pm.

The meeting ended at 13:42pm

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the Allotment Committee meeting held 6th March 2025

AGENDA ITEM 13

FINANCIAL REPORTS - MONTH END

TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF JANUARY 2025 AND FEBRUARY 2025 AS FOLLOWS:

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA DEPOSIT ACCOUNT, NATIONWIDE ACCOUNT, REDWOOD ACCOUNT AND NAT WEST ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**

- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2024 – 28th FEBRUARY 2025**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS**

Members are required to **APPROVE** the reports as circulated and for the Chairman to sign the relevant documents .

Due to the size of the reports these have been circulated separately

DECISION.

Do Members **AGREE** to **APPROVE** and **NOTE** the financial reports for January and February as circulated

AGENDA ITEM 14

TO APPROVE PENDING PAYMENTS AND RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

DECISION

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

AGENDA ITEM 15

TO NOTE THE DATE FOR THE END OF THE YEAR END AUDIT

Members are asked to **NOTE** that the year-end Internal Audit for 2024/25 is scheduled for the Tuesday 20th May 2025

AGENDA ITEM 16

CONSIDERATION OF UPDATE IN RESPECT OF EMPLOYERS PENSION LIABILITY INSURANCE

Following on from previous discussions it has been confirmed that the pension liability insurance renew automatically every year. Cost are calculated at the end of they year to allow adjustments for member enrolment. Therefore, the premium for 2024/25 is now due at a cost of £990.74
Members should **NOTE** there is sufficient funds withing the insurance budget to cover this expenditure.

With this in mind, the policy will be due for renewal in April 2025 for the 2025/26 financial year. Members are asked if they wish to continue with this cover.

DECISION

Do Members **AGREE** to **RATIFY** the premium of £990.74 for the Pension Liability premium 2024/25

Do Members **AGREE** to **APPROVE** continuance of the policy due for renewal in April for 2025/26

AGENDA ITEM 17

CONSIDERATION OF SPREADING FUNDS HELD IN RESERVES MORE EVENLY ACROSS THE PORTFOLIO TO MITIGATE RISK

As Members would have noted from the financial reports circulated for agenda item 13, the bulk of the Parish Councils reserves are held in the Barclays Premium Account. (see bank reconciliation reports and Income & Expenditure report, Cost Centre 100 - Code 1080)

To help mitigate risk in the event of a banking failure, and as per the Councils Financial Risk Assessment, a number of other bank accounts have been set up to combat potential risks. To further mitigate these risks Members are asked to consider spreading the amounts more evenly across the portfolio.

Interest returns are currently favourable but the rates are dropping. Returns from the accounts are pretty much even. However, the CCLA account appears to attract the highest return and although AAA rated this account is not FSCS compliant.

Members are therefore asked to consider transferring sums from the Barclay Premium Account into the Nationwids, Nat West, Unity and Redwood Bank accounts and the CCLA Account.

DECISION

Do Members **AGREE** to spreading the risk by transferring amounts from the Barclay Premium Account across the portfolio and further **AGREE** to **APPROVE** an amount for each account.

AGENDA ITEM 18

FURTHER CONSIDERATION OF ARRANGEMENTS FOR BUSINESS PLAN

The previously arranged meeting for the business plan review was cancelled as the date proved unsuitable for the majority of Members. Therefore, can Members please bring their diaries to the meeting so a mutually convenient date can be agreed.

AGENDA ITEM 19

CONSIDERATION OF ARRANGEMENTS FOR THE ANNUAL ELECTORS MEETING TO BE HELD BETWEEN 1st MARCH AND 1st JUNE INCLUDING DATE AND VENUE AND PROMOTION

It is statutory requirement of the Parish Council to hold an Annual Electors Meeting to be held between the dates of 1st March and 1st June.

Members are asked to consider a suitable date and venue for the meeting and to further advise on the content for the agenda in order to assist with promotion.

A guideline for new Members has been circulated with the reports.

DECISION

Members to **AGREE** a date, time and venue for the Electors Meeting

Members to **AGREE** to advise on the content for the Agenda to assist with the promotion of the meeting

AGENDA ITEM 20

PUBLIC ART SECTION 106 PRIORS ORCHARD – CONSIDERATION OF SUPPORT OF A PROPOSAL FOR UTILISATION OF FUNDS FOR A PROJECT TO INSTALL SOME ARTWORK AT PRIORS ORCHARD

An approach has been received from the directors of the Priors Orchard Management Company seeking support and approval for an artwork project to be funded from the Public Art Section 106 fund. The Clerk has made an initial approach to CDC ensure the project matches the required criteria and early indications from them suggest this would be appropriate.

Members are therefore asked to consider the project request as follows:

“On behalf of the directors of the Prior's Orchard management company, we would like to propose that the Bourne school art department invite their students to design a sign that could be attached to the wall at the front of the development. The design should include the name, Priors Orchard and have some reference to Orchard trees. We believe that if the chosen design could be then laser cut into a stainless steel sheet, the end result will be an attractive, low maintenance addition

to the village The wall is 2.7 m wide by 1.6m high. Ideally, we would like to have a selection of designs for the residents to pick their winner at the shareholders meeting scheduled for early December but we are content to allow the Art Department to adjust the timing to meet their curriculum plans. Please use me as the point of contact for any questions and to agree the way forward in getting the chosen design produced and installed”

Do Members **AGREE** to **SUPPORT** the project as proposed subject to confirmation of approval by CDC on receipt of quotations.

AGENDA ITEM 21

CONSIDERATION OF GRANT APPLICATION FROM AGE CONCERN FOR A DONATION OF £1,125.00 TOWARDS REPLACEMENT FENCING.

The application form and supporting information has been circulated separately as they contain confidential information.

The Grant Fund currently stands at **£2252.65**

AGE Concern have applied for a donation of £1125.00 towards replacement fencing. The total cost is estimated to be between £1340.40 & £1475.00.

DECISION

Do Members **AGREE** to make a donation of £1125.00 to AGE Concern.

AGENDA ITEM 22

UPDATE ON SUSSEX DAY EVENT INCLUDING:

- **TO RATIFY ANY ASSOCIATED EXPENDITURE**
- **UPDATE ON PLANNED ENTERTAINMENT AND CONSIDERATION OF RECOMMENDATION AS DETAILED IN ACCOMPANYING REPORTS**
- **CONSIDERATION OF WORDING FOR TWO TREE PLAQUE IN RESPECT OF D-DAY 2024 80th ANNIVERSARY AND VE & VJ DAY 2025 80th ANNIVERSARY**

22.1 To ratify any associated expenditure

Members are asked to **RATIFY** the following expenditure:

Community Bus	£150.00	Bus Hire for Sussex Event
Donna Bramich	£300.00	Bounce Fitness Sussex Event
Skyline Events & Inflatables	£750.00	Deposit Sussex Day Event
Total	£1200.00	

DECISION

Do members **AGREE** to **RATIFY** the expenditure of £1200.00

22.2 Update on planned entertainment and consideration of recommendation as detailed in the Deputy Clerks Report

Report to Full Council 11th March 2025: Sussex Day Fete

1. Charity

- 1.1** Confirmed- Age Concern and ABF. Both have been written to.

2. Confirmed items:

- 2.1** Skyline- marquee, tables, chairs, bouncy Castle, VW bar (hay bales if in budget)
- 2.2** Music- Duet 2x Performances
- 2.3** Donna Bounce Fitness
- 2.4** History Tent- CDC Cllr. T. Bangert
- 2.5** Circus arena- circus performance and fire performance
- 2.6** Races
- 2.7** Fairground rides- Chain swings and Harness trampoline
- 2.8** Just Slush- reduced price slushies and candy floss
- 2.9** BBQ- St Johns Church- Donation made.
- 2.10** Emsworth Sweets
- 2.11** Justin's Beach Ice creams
- 2.12** Vicar, Tom Robson to say some words for VE day
- 2.13** MOD Stormer and Equipment
- 2.14** Brownies- celebrating birthday and selling Brownies
- 2.15** PTA facepainting, glitter tattoos and sweet cones
- 2.16** Men's Shed- Stall
- 2.17** Bourne Leisure- Stall
- 2.18** Girl guides-Tea, Coffee from Pavilion
- 2.19** Bourne Sports Penalty shootout TBC
- 2.20** Age Concern- stall
- 2.21** SEG- stall at the triangle TBC
- 2.22** Tuppeny Barn? (no response)

3. To Do:

- 3.1** Finalise risk assessment
- 3.2** Complete St John's Ambulance booking
- 3.3** Complete Site Plan
- 3.4** Literature to be displayed on the day
- 3.5** Certificates for races
- 3.6** Further advertising

4. Advertising

- 4.1** Posting Weekly on website and Facebook
- 4.2** Posters to go up in the village
- 4.3** Cllrs to share posters- in windows and businesses.

5. Outstanding Items:

- 5.1** Raffle- Unfortunately, we haven't been able to secure any raffle prizes due to the vacant administrator position and time has not allowed this. Recommendation: That SPC organise a tombola instead as it will be easier to secure prizes suited to a tombola. If agreed a volunteer will need to be identified to man the stalls and councillors are asked to please secure some prizes.
- 5.2** Councillor stand- Do councillors want to have a stand advertising the PC and promoting the councillor vacancies?

6. Volunteers are required on the day:

- Marshall- Cllr. Sivyer & Deputy Clerk
- Tombola
- Set up
- Pack down
- PA
- Councillor stand?
- Races?

DECISION

Do Members **AGREE** to **APPROVE** to run a tombola stand

Do Members **AGREE** to have a SPC Promotion Stand

Members are invited to advise in what capacity they would like to volunteer.

22.3 Consideration of wording for tree plaque Consideration of wording for two tree plaques in respect of D-Day 2024 80th anniversary and VE & VJ Day 2025 80th anniversary

As previously agreed, Members approved the planting of 2 trees at the recreation ground, 1 for the 2024 D-Day 80th anniversary and 1 for the 2025 80th anniversary for VE&VJ Day. Members are required to approve the wording for the associated plaques and further approve if they wish the associated costs to be met from the Event Budget.

Members are further asked to advise if they wish to plant the trees during the event.

DECISION

Members to **AGREE** wording for the plaques

Members to **AGREE** for costs to be met from Events budget

Members to **AGREE** if planting to take place during the event

AGENDA ITEM 23

DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday 8th April 2025