

REPORTS

SPC 8TH APRIL 2025

ADDITIONAL AGENDA ITEM

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

The full page advertisement in the Village Magazine has prompted some enquires resulting in an application for co-option from Mr Finnegan. The candidate will be sending in an application form prior to the meeting and will attend on the 8th. (application will be circulated confidentially on receipt). Fortunately, there was time to issue an additional agenda item which will enable the application to be considered at the meeting.

Members will be required to advise at what point they would like to take the additional item. Officer recommendation would be after the Open Forum to allow Mr Finnegan to join the meeting if appointed.

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.

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 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 MARCH 2025

SOUTHBOURNE PARISH COUNCIL

Meeting held 11th March 2025

PRESENT: Councillors: A. Tait (Chair), J. Money, N. Redman, 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

4 Members of the public

The meeting opened at 7.01pm.

185. CHAIRMANS INTRODUCTION AND WELCOME

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

186. APOLOGIES FOR ABSENCE

Apologies were given by Cllr. Meredith due to a personal commitment and Cll. Sivyer due to ill health.

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

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 11th February 2025 and they were duly signed by the Chairman.

188. 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. Rosenberg Declared an Ordinary Interest in Agenda Item 20

189. ADJOURNMENT FOR OPEN FORUM

The Chairman Adjourned the meeting at 7.04pm for Open Forum and invited members of the public to speak.

189.1

Sue Talbot spoke on Agenda Item 21 as a Trustee of AGE Concern and asked Members to consider supporting their application for a donation towards new fencing.

Cllr. Wheeler asked if the fence was internal or external. It was confirmed to be a boundary fence. He further asked for the height and length of the fence and how many panels would be fitted.

Cllr. Redman asked what materials would be used.

189.2

Hilary Excell and Gina Cole both asked for an update on the Operation Watershed Parham Place project and if the application had been submitted.

The Chair allowed the Clerk to give an update who referred to the comments within her report detailed under agenda Item 6.1 (Clerks Update). The Clerk further confirmed that the application would be submitted on receipt of the outstanding requirements.

189.3

David James spoke on agenda Item 21 as a Resident Director of the Priors Orchard Management Committee. He gave Members an overview of the project, which in liaison with Bournes College, is to design, produce and install a piece of artwork in accordance with the criteria of the S106 Public Art works fund.

189.4

CDC Cllrs. Bangert and Hicks both gave a brief update on their attendance at the CDC Cabinet meeting that had taken place that day. Members were invited to speak with them directly if they had any questions.

189.5

Cllr. Money asked WSCC Cllr. Andrew Kerry Bedell about SID data. Further consideration of SIDs will be on the April agenda.

The Chair thanked everyone for their comments and re-convened the at 7.24pm

The Chair proposed to move the order of business to consider agenda item 21 to allow Mrs Talbot to hear the debate and leave the meeting following their decision.

Members **RESOLVED** to move the Order of Business and **AGREED** to take agenda item 21 at this point

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

Members **NOTED** the Clerks report as previously circulated and the comments from the open forum

Members **AGREED** to fund the total cost of the project to a maximum of £1475.00 from the grant fund.

191. CLERKS UPDATE

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

191.1 Update on Operation Watershed

Members **NOTED** that 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. Any maintenance work will have to comply with these conditions.

191.2 Annual Buckingham Palace Garden Parties

Members were delighted to **NOTE** that Cllr. Money's nomination of our Cemetery Manager, Lindy Nash, to attend one of the annual Buckingham Palace Garden Parties had been approved by WSALC and Lindy has since received her invitation.

191.3 Councillor Training

The Clerk reminded Members there are remaining funds within the Councillor Training budget for this year and asked them to contact her for list of available online training sessions. This was **NOTED**.

192. 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**

191.1 WSCC Councillor's Bourne Parishes Report

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

192.2 CDC Councillor's Report

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

192.3 Inspectors Bi-Monthly Meeting

The Clerks Report was **NOTED**

Cllr. Wheeler asked why these meetings were confidential. The Clerk explained that it is at the explicit request of Inspector Lyons that only Clerks attend bi-monthly meetings and that reporting remains strictly confidential as some of the information relates to ongoing Police operations.

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

Cllr Tait said she was happy to sit on the Allotments Committee. There being no other nominations it was **AGREED** that Cllr. Tait be duly appointed to the Allotment Committee.

194. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13th FEBRUARY 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

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

195. TO RECEIVE AND NOTE THE REPORT OF THE STAFFING COMMITTEE MEETING HELD 27th FEBRUARY 2025 INCLUDING, TO NOTE THE RESIGNATION OF THE ADMINISTRATOR & COMMUNICATIONS OFFICER AND CONSIDERATION OF ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the report of the Staffing Committee meeting held on the 27th January 2025.

Members **NOTED** the resignation of the Administrator and Communications Officer. It was further **NOTED** that the position will be advertised once the job description had been reviewed and approved.

196. 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 JBC meeting were not yet available. The Cemetery Manager confirmed that there are no recommendations and therefore, the Minutes of the meeting will be noted at the SPC meeting in April

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

There were no recommendations and Members **NOTED** the Minutes of the Allotment Committee meeting held on the 6th March 2025.

198. 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, UNITY BANK ACCOUNT AND THE 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 **NOTED** the reports as circulated which were duly signed by the Chair and authorised signatories.

199. TO APPROVE PENDING PAYMENTS AND RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

198.1 Members **AGREED** to **APPROVE** the additional pending payments as circulated.

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

200. TO NOTE THE DATE FOR THE END OF THE YEAR END INTERNAL AUDIT

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

201. CONSIDERATION OF UPDATE IN RESPECT OF EMPLOYERS PENSION LIABILITY INSURANCE INCLUDING CONSIDERATION OF 2025 RENEWAL

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

The Clerk confirmed that the pension liability insurance renews automatically every year. Cost are calculated at the end of the year to allow adjustments for member enrolment. Therefore, the premium for 2024/25 is now due at a cost of £990.74

Members **NOTED** there is sufficient funds withing the insurance budget to cover this expenditure and **AGREED** to **RATIFY** the premium of £990.74

Members **AGREED** to renew the policy in April 2025

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

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

As per the Councils Financial Risk Assessment, a number of other bank accounts have been set up to combat potential risks to reserves in respect of a banking failure. To further mitigate these risks Members were asked to consider spreading the amounts more evenly across the portfolio by transferring sums from the Barclay Premium Account into the Nationwide, Nat West, Unity Bank, Redwood Bank and the CCLA Account.

Following discussion Members **AGREED** for the Clerk to transfer funds from the Barclay Premium account across the portfolio to total £150k per account with the exception of CCLA account which will total £200k.

203. FURTHER CONSIDERATION OF ARRANGEMENTS FOR BUSINESS PLAN

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

The Clerk reminded Members of the importance of reviewing and updating the Business Plan. The SPC CIL fund continues to increase and projects need to be identified for its utilisation.

Members **AGREED** to meet an hour before the next SPC meeting on the 8th April 2025 to begin the process. The meeting will start at 6.00pm.

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

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

Members **AGREED** for a provisional meeting date of 7th May subject to venue availability. St Johns Meeting Rooms being the preferred location.

There was discussion on the format for the meeting as to whom should be invited speak. The Clerk asked Members to focus on engagement with the electors by seeking their views and input on the SPC business plan. She also advised that the CDC Gypsy Traveller & Community Liaison Officer and the Police would be happy to attend. Members had previously extended an invitation to the new Pharmacy owners.

After discussion, Members **AGREED** to email the Clerk with any further suggestions for speakers for collation and further review.

205. 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

Members **NOTED** the Clerks report as previously circulated and the comments from the open forum.

Following discussion, Members **AGREED** to support the Priors Orchard Proposal for Section 106 Public Art funding. The Clerk will now liaise with the Priors Orchard Management Committee for quotations and CDC to progress.

206. 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 PLAQUES IN RESPECT OF D-DAY 2024 80th ANNIVERSARY AND VE & VJ DAY 2025 80th ANNIVERSARY**

206.1 To ratify any associated expenditure

Members **AGREED** to **RATIFY** the expenditure to date as previously circulated.

206.2 Update on planned entertainment and consideration of recommendation as detailed in accompanying reports

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

Members thanked the Deputy Clerk for her hard work in securing so many attractions for the Day.

The Deputy Clerk asked for volunteers for various stands and Members **AGREED**:

- Cllr. Rosenberg will man the Tombola Stand
- Cllr. Wheeler and Redman will man the SPC Stand in shifts and help elsewhere as required
- Cllr. Money will assist as required
- The Chair will be responsible for handling civic duties and the PA as required
- Cllr. Sivyer has already volunteered to help with marshalling duties

The contract caretaker will be available to assist on the day but extra help is required for set up and close down which Members were asked to assist with.

The Deputy Clerk also asked Members to source or provide prizes for the Tombola

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

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

After discussion Members **AGREED** for the Clerk to put some wording together for the plaques on their behalf and circulate for approval.

Members further **AGREED** for the Clerk to seek funding from CDC VE Day Grant for the VE Day Plaques. The D-Day plaque will be funded from the events budget.

Members **AGREED** to delegate authority to the Chair and the Clerk, the arrangements for the trees. The required protective fencing will be funded from the tree maintenance budget. The cost of the trees to be met from the capital budget.

It was further **AGREED** that a ceremonial laying of the plaques will take place during the Sussex Day event. The actual tree planting will take place later in the year, as this will be a more suitable time for planting.

207 DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday 8th April 2025

The Chair closed the meeting at 8.34pm

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the SPC meeting held 11th March 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.

ADDITIONAL AGENDA ITEM

Officer recommendation would be to take the additional agenda item at this point.
If so

DECISION

Do Members Resolve to change the order of business and take the Additional Agenda Item at this point

Do Members **AGREE** to appoint the candidate to SPC as a co-opted member

AGENDA ITEM 6

CLERK'S UPATE

6.1 Administrator vacancy

Members may like to **NOTE** that the response has been very positive with a number of suitable candidates applying. Interviews will be held week commencing 28th April 2025

6.2 AGE Concern

The Clerk attended a meeting on the 10th March 2025 to discuss the recent survey undertaken of the ACS Building and the points arising.

6.3 Posters and Flyers

It is disappointing that Councillors have not collected any posters or flyers despite requests from officers for help with the distribution and promotion of events. Please do help if you can.

6.4 Operation Watershed Parham Place

The deadline for contractor submission closes on 7th April and the funding application form will then be submitted to WSCC.

6.4 Councillor Emails

Can I please remind Members that when corresponding by email on SPC business to use their SPC email address only. This is for Members protection of their personal accounts. Any email sent to Officers via a personal email account will not be responded to. If any Member is experiencing IT problems, they can contact the SPC IT helpdesk on 01280814684 or email support@cloudyt.co.uk Alternatively please contact the office.

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
- BOURNES FORUM
- ROAD SAFETY GROUP

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

Report not available at time of circulation

7.3 Bournes Forum

This meeting is scheduled for later in the month so no report will be required.

7.4 Road Safety Group including consideration of recommendations

Members are asked to **NOTE** the Road Safety and to consider the recommendations as proposed.

Members of the Road Safety Group will be in attendance at the meeting to discuss and assist with any questions relating to the recommendations.

**Report from the Road Group following a meeting held on Friday, 28 March, 2025
attended by Andrew Kerry-Bedell (WSCC Councillor), Kevin Sivyer (Southbourne Parish Council) and
Lyn Hicks (delegated representative of Southbourne Parish Council)**
(Highlighted text indicates SPC needs to make a decision about the item.)

Item 1: Stein Road Parking TRO (Traffic Regulation Report) - Application 3096216. This has been withdrawn because the applicant is unhappy with the moderated design. **Does SPC want the Road Group to pursue the moderated design as a new TRO application?**

Item 2: Southbourne Parish 20 mph Speed Limit Zone CHS (Community Highways Scheme). The Road Group and Deputy Clerk have produced a Residents' Questionnaire to accompany the proposed 20 mph speed limit zone map (see attached at end of report). It will be advertised in the SPC Newsletter, Village Magazine, SPC website, SPC Facebook and SPC notice boards and should be completed before 31 May 2025. **Any SPC suggested changes to the questionnaire/map to be submitted by 8 April 2025.**

Item 3: South Stein Road 20 mph Community TRO – Application WSCC-685904006 from a resident requesting SPC support. Subsequent discussions have indicated that the resident would support the SPC 20 mph speed limit zone CHS. **SPC request resident to withdraw their application.**

Item 4: Stein Road 30 mph Speed Limit TRO. The Road Group should submit an application to reduce the Stein Road vehicle speed limit from 40 mph to 30 mph between Old Farm Lane and South Lane (the northern limit of the 20 mph Zone).

Item 5: A259 30 mph Speed Limit CHS. To be applied for by Chidham and Hambrook PC on behalf of SPC.

Item 6: Speed Indicator Devices (SIDs). Only one of the SPC SIDs is currently working reliably so the Road Group recommends that two new SIDs, capable of recording accessible data, should be purchased by SPC. The SIDs will be licensed to be located as currently and Max will continue to move all the SIDs and charge the batteries. Recorded data from these new SIDs should be accessible by volunteers as required for submission to WSCC. The data should be sent by volunteers to Chris Stark (Road Safety Group Manager) at WSCC.

Item 7: LTIP0066 (Local Travel Improvement Scheme) Improvements to Stein Road area are still undergoing design, latest version of drawings should be available beginning April. There are concerns that the two pedestrian crossings will not be sufficiently visible: (1) it is not possible to locate bollards at either of the two pedestrian crossings because of underground utilities; (2) the cost of coloured tarmac would be £60-£70 per square metre maintained every 5-10 years. **Could this be something SPC could plan to pay for?** Road Group to arrange a site meeting in May at school pick-up time.

Item 8: Future project A resident of Alfrey Close (Southbourne Fields Development) has suggested that a crossing of the A259 between St John's Church and Thorney Road (within the vicinity of the Jubilee Mews/Parham Place area) should be proposed. **Is this something SPC would like the Road Group to pursue?**

Southbourne Parish 20 mph Speed Limit Zone

Community Highways Scheme

Southbourne Parish Council is working with West Sussex County Council Highways Department to establish a Community Highways Scheme consisting of a 20 mph speed limit zone.

Our proposal to WSCC Highways is:

1. To reduce the speed limit on busy residential roads within Southbourne Parish
2. To improve road safety
3. To provide a consistent and clear speed limit
4. To encourage more pedestrians and cyclists
5. To reduce air and noise pollution.

In particular the 20 mph zone will apply to roads providing access to Southbourne Infant and Junior School, Bourne Community College and other community and transport facilities. The attached map shows which roads would lie within the 20 mph zone and are indicated in purple.

For these proposals to be considered and accepted by WSCC Highways we need your response to this questionnaire before 31 May 2025.

Proposed 20mph zone



1

Please indicate whether or not you are in favour of the proposed 20 mph speed limit zone

1 Strongly in favour

2 In Favour

3 No preference

4 Against

5 Strongly against

2

Postcode of your property

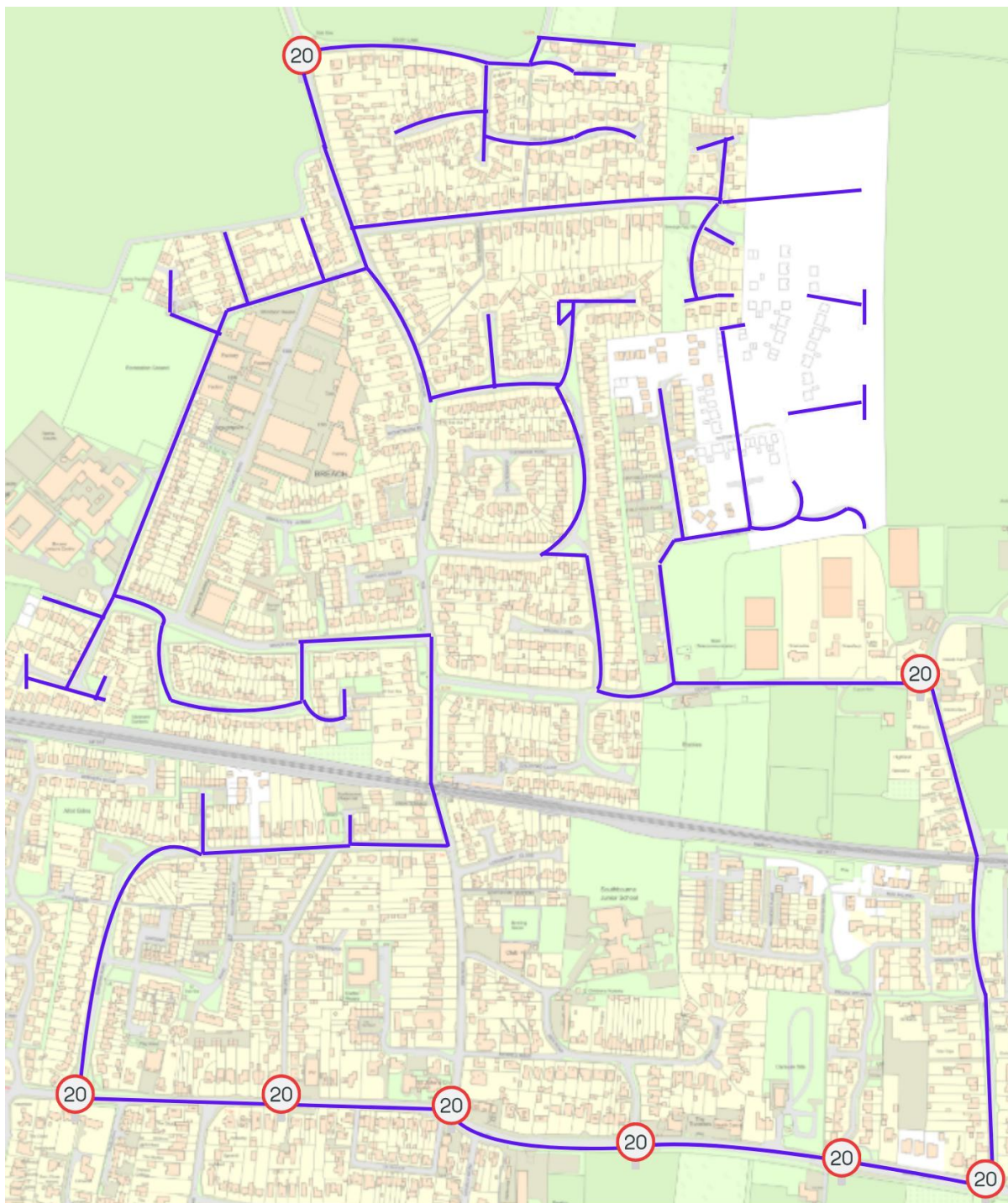
Enter your answer

3

Is your property within the proposed 20 mph zone?

☐ Yes

☐ No



DECISIONS

7.1: Stein Road Parking TRO (Traffic Regulation Report) - Application 3096216

Do Members **AGREE** for the Road Safety Group to pursue the moderated design as a new TRO application?

7.2: Southbourne Parish 20 mph Speed Limit Zone CHS (Community Highways Scheme).

Do Member **AGREE** to **APPROVE** the questionnaire as proposed.

7.3 South Stein Road 20 mph Community TRO – Application WSCC-685904006

Do Members **AGREE** to request that the resident be asked to withdraw their application.

7.4: Stein Road 30 mph Speed Limit TRO.

Do Members **AGREE** for the Road Safety Group to submit an application to reduce the Stein Road vehicle speed limit from 40 mph to 30 mph between Old Farm Lane and South Lane (the northern limit of the 20 mph Zone).

7.5: A259 30 mph Speed Limit CHS. To be applied for by Chidham and Hambrook PC on behalf of SPC.

Do Members **AGREE** to support the Chidham & Hambrook Community Highway Scheme

7.6: Speed Indicator Devices (SIDs).

Do Members **AGREE** to purchase two new SIDs capable of recording accessible data.

7.7: LTIP0066 (Local Travel Improvement Scheme)

Do Members **AGREE** to **APPROVE** that provision be made within future budgets to assist with the tarmac costs?

7.8 Future project

Do Members **AGREE** for the Road Safety Group to pursue a possible crossing of the A259 in between St John's Church and Thorney Road (within the vicinity of the Jubilee Mews/Parham Place area)

AGENDA ITEM 8

TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD 6th MARCH 2025 AND 27th MARCH, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

8.1

Members are asked to **NOTE** the minutes of the Planning Committee meeting held on the 6th March and consider the recommendations as proposed

Minutes of the Meeting of Southbourne Parish Council's Planning Committee held Thursday 6th March 2025

Present: Cllrs: A. Tait (Chair), L. Meredith, J. Money, S. Rosenberg, S. Sivyler, M. Wheeler.

In Attendance: M. Carvajal-Neal (Deputy Clerk), 1 Member of the public and two representatives from Bloor Homes

The meeting started at 18:00.

1. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. N. Redman due to work commitments.

3. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13th February 2025

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 13th February 2025.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. ADJOURNMENT FOR PUBLIC OPEN FORUM

The meeting was adjourned at 18:01

The Deputy Clerk read out the following statement from R. Seabrook:

“There is widespread misunderstanding concerning the legal framework controlling the water companies. The statutory capacity of a treatment works (eg Thornham) is based on the 80 percentile of Dry Weather Flow (DWF). This effectively means that it is based on the driest 73 days of the year; if it rains there is no legal limit on the amount of storm discharge. There is no legal framework defining the pipework infrastructure. For many years now this has meant that many houses have been built with only minimal development of infrastructure sufficient for Dry Weather Flow, relying ever increasingly on storm discharges to cope with wet weather.

For any planning application the District Planning Authority routinely asks about “Sewage Capacity”. When the water company replies that it “has capacity” it is referring to its statutory Dry Weather Flow capacity to which it is contractually committed. It never comments on wet weather capacity for any development application and is never asked for comments on wet weather sewage capacity of any specific development application.

To clarify the true legal situation, I suggest the following questions to Chichester District Council legal department (Nicola Golding):-

- 1. Does the District Council (CDC) have a legal obligation to satisfy itself that any planning application has adequate infrastructure?*
- 2. Would the CDC confirm that the only body that can formally consider the implications of inadequate sewage infrastructure and storm discharge is the CDC planning Committee. Bear in mind that the Environment agency clearly states that they only deal with treatment works and not the feeder networks, and that Southern Water are only contracted to Dry Weather Flow.*
- 3. Would the CDC please confirm whether or not storm discharge of sewage may constitute a danger to both public health and to the environment.*
- 4. Would CDC please confirm the District Planning Committee has never specifically asked for nor received any statements concerning sewage storm discharge for any planning application.”*

Members asked for this item to be added to a future agenda. There were no further items.

The meeting was re-adjourned at 18:09.

6. CLERK’S UPDATE

- a.** Members **NOTED** the response from CDC regarding community facilities in Southbourne.
- b.** Members **NOTED** the transport survey circulated by WSALC and noted that due to timescales this could not be added to an agenda and as such councillors and Members of the public were encouraged to make their own comments via the online link.
- c.** Members **NOTED** that the Southern Water consultation would be added to the next agenda for consideration.

7. PRESENTATIONS

The meeting was adjourned at 18:10

Councillors received a presentation from Rebecca Fenn-Tripp and Lucy Ormrod of Bloor Homes regarding 40 units at Four Acre Nursery.

Bloor displayed a map of the site and discussed how they are looking to connect it to their adjacent site with the emphasis on a seamless connection and a consistent design across both sites.

Bloor displayed an illustrative plan of the proposed development to indicate their plans for the Greenring including adding an orchard, some appropriate natural street furniture and native, wildflower and ornamental species of plants and trees. Bloor understood from information previously sent to them from SPC that the Greenring should be a multi-use area with an emphasis on the environment.

Bloor advised that they are looking to submit their Reserved Matters application in April 2025.

Members raised several inquiries:

1. **Energy Efficiency:** Why is Bloor not exceeding the minimum requirements for energy efficiency in new homes, such as by installing solar panels and heat pumps on every property? Local homeowners are retrofitting these features themselves. Wouldn't homes equipped with these products sell for a higher price? What is the EPC rating for these homes?

Bloor: The homes being constructed are energy efficient and meet all required energy efficiency standards. Bloor will ascertain the EPC rating and inform the SPC accordingly.

2. **Garages:** There have been local applications to convert garages in new build homes into habitable living spaces, resulting in a loss of garages and a reduction in available on-street parking. Could carports be installed instead? Is on-street parking designed to accommodate the conversion of all garages for alternative uses?

Bloor: Homeowners prefer garages over carports. The local planning authority is responsible for ensuring sufficient on-street parking when considering garage conversions.

3. **Connectivity:** During discussions, it was noted that a strip of land around the site is still owned by the original landowner, preventing physical connectivity between the two sites. Members request updates on Bloor's progress in securing this land. Will residents be able to travel between the two sites through this strip of land?

Bloor: Residents will be able to physically cross between the two sites through the land still owned by the original landowner. Efforts are underway to resolve this issue.

4. **Green Ring:** Members prefer the use of native species over ornamental ones and would prefer not to see species such as Red Robin or Laurels. They would like to see species like Hawthorn, Blackthorn, Willow, or Oak. Who is responsible for maintaining these areas before a management company is appointed?

Bloor: Will send the draft plans to councillors to look at in more detail and take on board the points raised regarding species. Bloor stated that they are responsible for any maintenance until a management company is appointed.

The Chair thanked Bloor for their attendance and their engagement with SPC.

Officers will write to Bloor Summarising the above points.

The meeting was re-adjourned at 18:46.

8. CONSIDERATION OF PLANNING APPLICATIONS WEEKS 6-8

a. 25/00272/FUL & SB/25/00273/LBC WINSLEY HOUSE 134 MAIN ROAD SOUTHBOURNE EMSWORTH

Members considered this application and **AGREED** that, while they have **NO OBJECTION** to the proposal, they support the comments made by the Chichester Harbour Conservancy (CHC) regarding the conditions. Members do not object to the application, provided that the conditions stipulated by CHC are implemented. This is particularly important as the application would not comply with SPC NP SB17: Achieving Dark Skies without the necessary amendments.

b. 25/00065/OBG G AND R HARRIS MAIN ROAD NUTBOURNE CHICHESTER

Members considered this application and **AGREED** that Officers write to CDC with the following queries:

- The application references the "Discharge of obligations schedule 1, part 1A, paragraph 1.1," which includes affordable housing. However, there is no mention of affordable housing in this application.

Application 22/01283/FULEIA contains documentation stating that the discharge of Schedule 1, Part 1A, Paragraph 1.1 has already been undertaken. Can CDC clarify what Members are being asked to consider?

- The application references the "Discharge of obligations schedule 1, part 2, paragraph 3.1 of the S106 agreement," which includes the provision of a land management plan. There are no details of the land management plan included with this application. As such, Members cannot consider this application. Can CDC clarify what Members are being asked to consider?
- Regarding the play area, the details provided are an artist's impression and do not include specifics such as the proposed equipment to be installed, materials to be used, specifications, or dimensions. Can CDC clarify what Members are being asked to consider?
- Concerning the allotments, can CDC clarify what Members are being asked to consider? If Members are being asked to consider the design of the allotments, they would like to see secure parking provided, including a lockable gate to the car park. Additionally, Members would like allotment holders to be provided with a shed, not just the base.

After discussion it was proposed that SPC make enquiries into adopting the allotment plots as this was proposed to the committee by Metis in January 2023. The Deputy Clerk advised that as this is a matter of land ownership the committee cannot consider this proposal. **It was further proposed that the committee consider recommending to Full Council to consider the adoption of the allotments. This was unanimously AGREED.**

RECOMMENDATION: Members recommend that Full Council consider the adoption of the allotments at the Former Harris Scrapyard site.

c. 25/00239/TPA 26 SADLERS WALK HERMITAGE SOUTHBOURNE EMSWORTH

Members considered this application and **AGREED** that they have **NO OBJECTION**.

9. CONSIDERATION OF AMENDED APPLICATIONS:

There were no applications for consideration.

10. CONSIDERATION OF PLANNING APPEALS:

a. SB/22/01941/FUL STABLES NORTH OF THORNHAM FARM HOUSE , PRINSTED LANE

Members **NOTED** that the appeal has been received and deemed Valid by PINS and will be undertaken by Written Representation. Members **AGREED** to uphold their original objection and to add to their objection the following policies of the now Made NP:

SB1,B- Outside of the settlement boundary

SB18- Within AONB

SB20- Flood risk

And the Material Consideration: Highway, safety and traffic.

It was proposed that the Deputy Clerk compile a written statement and together with the Chair formalise a response to be ratified at the next meeting. This was unanimously **AGREED**.

b. SB/21/01910/OUT- WILLOWBROOK RIDING CENTRE HAMBROOK HILL

Members **NOTED** that whilst it had been **AGREED** that Officers would invite Reside to meet with SPC, Officers have been unable to contact them. As a last resort Officers will contact CDC potentially via the portal. C&H have agreed to attend the proposed meeting, this was **NOTED**.

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

- a. Members **NOTED** that 24/01161/OUTEIA (Inlands Rd) was due to go to CDC committee and the Chair would have attended to speak on the objections previously made by the committee, however the Chair had received notification that this item had been removed from the agenda. It was **AGREED** that the Deputy Clerk write to CDC to clarify.

12. TO RECEIVE AN UPDATE ON THE BLD FOLLOWING THE CDC DPIP MEETING HELD 26TH FEBRUARY 2025 AND TO CONSIDER A RESPONSE

The Chair gave a verbal update of the meeting. The Deputy Clerk will send the link to the recording to Members.

It was proposed that Members write to CDC to seek clarification on the following points:

1. Could SPC receive a copy of the report presented to the cabinet?
2. Since it has been determined that the housing numbers for the Willowbrook site will not be deducted from the total housing allocation for Southbourne, can CDC clarify how future speculative planning applications will be managed concerning Southbourne's housing supply?
3. It was suggested that Reg19 will be delayed until Autumn 2025. Can CDC explain the reason for this delay? SPC is concerned that this postponement may lead to an increase in speculative planning applications. It was mentioned that the delay might be due to additional required transport studies. Is this related to the click tapes observed on Stein Road and Main Road in Southbourne?

Members **AGREED** to send these inquiries to CDC.

13. 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

8.2

Members are also asked to **NOTE** the accompanying Officer reports and take into consideration when debating the proposal

- Finance: The council will incur additional ongoing costs for repairs and maintenance of the allotments, including expenses for fencing, water supply, car park maintenance and general upkeep. Our current allotment sites already require considerable financial resources for maintenance- e.g. one site has had costly repairs to taps on 3 separate occasions. Another site requires annual tree maintenance. Southbourne Fields pathway requires improvement but the committee has agreed not to make repairs as they are too costly- and these sites are relatively new. Recently we have had to create a maintenance fund in order to prepare for future and upcoming maintenance needs, ensuring that we can address issues as they arise without straining the council's budget. Managing this adds time to ongoing management of the budget. Increasing sites will result in an increase in maintenance costs.
- There will also be legal fees to be met
- Officers' capacity: Managing allotment sites requires significant time and effort from officers. Including:
 - Twice annual inspections to ensure compliance with allotment rules and maintenance standards.
 - Tenancy renewals and issuing invoices to allotment holders.
 - Managing the budget allocated for allotment maintenance and improvements.
 - Handling the turnover of tenancies, including processing new applications and terminations.
 - Addressing complaints by or about allotment holders. Resolving parking disputes. Disputes with residents- this is a frequent occurrence.
 - Enforcement issues related to allotment use. I.e Enforcement action for allotments returned in poor condition or not within the terms of the agreement. We have recently had to decide to charge a deposit due to ongoing issues with tenants not

returning their plot in good order. Without this deposit, we have no recourse to claim back the expense for restoring the plots.

- Conducting visits to check on repairs and maintenance needs.
- Changing the gate codes to keep the sites secure.

SPC already manages 21 allotment plots of varying sizes and costs (£50, £20, £100 & £115). Adding more will complicate things further, increasing the administrative burden and potential for issues.

These responsibilities already impact officers' ability to manage other council duties effectively. With an increase in allotments to manage, there will come an increase in issues, some of which cannot wait until a future meeting. This could necessitate having more than the current four meetings per year which again increases officers time spent on allotments.

- The contracted caretaker already finds it difficult to find time to carry out the required maintenance and repairs for the plots we manage. We regularly have to inform allotment holders that we do not have the capacity to carry out weeding, weed spraying, or grass cutting as often as they would like.
- The council does not have a long waiting list for allotments, indicating that there is not a significant demand for additional allotments. This suggests that the resources required to manage new allotments may not be justified by community needs.
- These allotments would still be available to tenants via the housing association so a decision to not adopt them would not necessarily result in losing them.
- SPC has already met its legal requirement to provide allotments, further reducing the necessity to take on additional sites.
- Furthermore, now that Metis have handed over to Bewley, SPC is not in the same position where the allotments were being offered to us. Instead, we will have to now ask for them, and we are already finding that Bewley are difficult to communicate with. This adds another layer of complexity and potential frustration in managing the allotments.
- The challenges and costs associated with this responsibility may outweigh the benefits, especially considering our current capacity and resources.

DECISION

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

Do Members **AGREE** to seek to adopt the allotments at the Former Harris Scrapyard site.

8.3

As there are no recommendations Members are only required to **NOTE** the Minutes of the Planning Committee meeting held on 27th March 2025

Minutes of the Meeting of Southbourne Parish Council's Planning Committee held Thursday 17th March 2025

Present: Cllrs: A. Tait (Chair), L. Meredith, S. Rosenberg, S. Sivyer, M. Wheeler.

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

The meeting started at 18:00.

14. CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

15. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. J. Money who is on leave and Cllr. Redman who had work commitments.

16. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 6th March 2025

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 6th March 2025.

17. DECLARATIONS OF INTEREST

There were no declarations of interest. However, Cllr. Tait wished it to be noted that she owns a property on the same road as application 25/00426/PA1A though she does not have a pecuniary or ordinary interest related to this item.

18. ADJOURNMENT FOR PUBLIC OPEN FORUM

The meeting was adjourned at 18:03

- a. T. Bangert (resident) spoke against 25/00419/DOM, namely:
- There is no objection in principle to the construction of the summer house.
 - The quality of the submitted drawings and documents is inadequate, making it difficult to accurately assess the size and scale of the proposed building.
 - Contrary to the statement provided, several trees in situ would be impacted by the proposed development.
 - The proposed building appears unnecessarily substantial, featuring a high parapet and brick construction. The deep foundations may cause disturbance to neighbouring properties.
 - An Ordnance Survey map is not available on the portal.
 - The necessity for a fireplace, sink, and toilet within the proposed building is unclear and appears disproportionate to its size.
 - The combined drainage system shared with the neighbouring property does not seem sufficient to accommodate drainage from this building.

- b. The Deputy Clerk read out a statement from a Mr. Gilbert ref: 25/00419/DOM

*"I do not in principle object to the sunroom/ games room but I do have some concerns.
The footings will be deeper than the footings on my building, so will a party wall agreement be needed.
The flue for the log burner should be high enough not to have fumes into my property.
Should a fire break out would the west facing window spread the fire to my property."*

The meeting was re-adjourned at 18:06

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

19. CONSIDERATION OF PLANNING APPLICATION 25/00419/DOM

Members considered this application and unanimously **AGREED** to **OBJECT** to the application for the following reasons and material considerations:

- A significant portion of the application details are handwritten and illegible. Consequently, councillors were unable to consider the application as key details are incomprehensible and therefore must object to the application.
- **Material Considerations:**
- **Design, Appearance, and Materials:** Councillors cannot support this application due to the incomprehensible key details which directly relate to the design, appearance and materials, and therefore must object to the application.
- **Overlooking:** The proposed west window is in very close proximity to the neighbouring property, thereby reducing their privacy.
- **Scale and Dominance:** Based on the information provided, the proposed dwelling appears excessively large in scale and dominates the location and surrounding buildings.
- **Drainage:** Insufficient information has been provided to assess the adequacy of the existing drainage system for the proposed development. Councillors request a drainage survey.

- **Effect on Trees and Wildlife:** The information provided inaccurately states that there is no effect on trees. The proposed development would significantly impact the surrounding trees.

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

20. CLERK'S UPDATE

- 24/01161/OUTEIA Members **NOTED** that this application did not go to committee on 2nd April due to CDC not having received the required information from Thornham Sewage Works.
 - Members **NOTED** the response from CDC planning Officer re 25/0065/OBG. These comments will be taken into consideration when the application is considered later on the agenda.
 - Members **NOTED** the further response from the CDC Planning Officer re: Community Facilities in Southbourne. Members **NOTED** that this will be added to a future agenda to consider a response.
- Members **NOTED** that the email to Reside has now been sent regarding meeting with them and C&HPC.
 - Members **NOTED** the response from the CDC Principal planning Officer following correspondence sent to them regarding the DPIP meeting.

23. PRESENTATIONS

There were no requests to present.

24. CONSIDERATION OF PLANNING APPLICATIONS WEEKS 9-11

- 25/00426/PA1A Members considered this application and **AGREED** they had no objection to the application. However, Members request that the development adheres to Policy SB:17 (Dark Skies) of the Southbourne Parish Council Neighbourhood Plan by ensuring that roof lights are internally shaded.
- 25/00165/DOM Members have reviewed this application and **AGREED** to object to this application. While Members have no objection to the proposal in principle, they cannot support it as it fails to meet the criteria for avoiding 'unnecessary light spill'. This concern is primarily due to the size and scale of the skylights, which appear excessive in comparison to the size of the overall dwelling. This issue is particularly problematic given the property's location deep within the Area of Outstanding Natural Beauty (AONB), now referred to as the 'national landscape'. Members did not find any other aspects of the proposed development objectionable.
- 25/00422/FUL & 25/00423/LBC Members were unable to consider this application as the application has been withdrawn from the planning portal.
- 25/00480/DOM Members have reviewed this application and unanimously **AGREED** that they have **NO OBJECTION** to the proposal. Members were pleased to observe that the comments made under the original application by Southbourne Parish Council (SPC) and Chichester Harbour Conservancy (CHC) were taken into consideration, and that the necessary changes were implemented accordingly. Members request that the development adheres to Policy SB:17 (Dark Skies) of the Southbourne Parish Council Neighbourhood Plan, ensuring that roof lights are internally shaded to minimize light pollution.

25. CONSIDERATION OF AMENDED APPLICATIONS:

a. SB/01161/OUTEIA THIS IS DUE TO BE CONSIDERED AT CDC COMMITTEE 2ND APRIL.

Members **NOTED** that this application did not go to CDC committee as expected. The planning Officer will let SPC Officers know when it is likely to be considered as the Chair will attend this meeting.

b. SB/25/00065/OBG THIS APPLICATION HAS BEEN AMENDED FOR RECONSIDERATION.

Members reviewed this application and have unanimously **AGREED** that they cannot consider the application at this time. Members found that the information provided on the portal was not in an easily accessible format, which prevented them from fully reviewing the changes. Members request that Southbourne Parish Council (SPC) Officers write to the Chichester District Council (CDC) Planning Officer to request an extension of time in order to properly review these amendments.

26. CONSIDERATION OF PLANNING APPEALS:

a. SB/22/01941/FUL STABLES NORTH OF THORNHAM FARMHOUSE, PRINSTED LANE

Members **AGREED** to **RATIFY** the response issued to PINS.(Planning Inspectorate)

b. SB/21/01910/OUT- WILLOWBROOK RIDING CENTRE HAMBROOK HILL

Members **NOTED** that there has not yet been a response from the developer.

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

a. Members **NOTED** the updates.

28. TO CONSIDER THE HAMPSHIRE WATER TRANSFER AND WATER RECYCLING PROJECT – SPRING 2025 CONSULTATION LAUNCH

There had been a technical error with accessing the document, as such the Deputy Clerk summarised the main points of the consultation. Following discussion, it was **AGREED** that there were a number of points that should be raised to Southern water and Members **AGREED** to delegate to the Deputy Clerk to formalise the response and complete the consultation paperwork.

29. TO CONSIDER A PROPOSAL TO WRITE TO CDC REGARDING SEWAGE CAPACITY

Members considered this proposal together with the statement made in Open Forum (Planning 6th March 2025 - Min. 201 refers) and **AGREED** to write to Chichester District Council Planning Committee with the following questions:

5. *Does the District Council (CDC) have a legal obligation to satisfy itself that any planning application has adequate infrastructure?*
6. *Would CDC confirm that the only body that can formally consider the implications of inadequate sewage infrastructure and storm discharge is the CDC planning Committee.*
7. *Would CDC please confirm whether or not storm discharge of sewage may constitute a danger to both public health and to the environment.*
8. *Would CDC please confirm the District Planning Committee has never specifically asked for nor received any statements concerning sewage storm discharge for any planning application.*

30. TO CONSIDER A PROPOSAL TO RECEIVE A PRESENTATION SOUTHERN WATER REGARDING STORM OVERFLOW

Members considered the proposal and **AGREED** to meet with Southern Water. Members further **AGREED** for Officers to make the arrangements and to invite neighbouring parishes to join.

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

Thursday 17th April 2025, 6pm at St. John's Church Centre

The meeting closed at 18.55

DECISION

Do Members **AGREE** to **APPROVE** the minutes of the Planning Committee meeting held 27th March 2025

AGENDA ITEM 9

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

As there are no recommendations Members are only required to **NOTE** the Minutes of the Joint Burial Committee meeting held on 3rd March 2025

(minutes to be circulated separately on receipt from JBC Clerk)

AGENDA ITEM 10

TO RECEIVE AND NOTE THE NOTES OF THE OPERATION WATERSHED NUTBOURNE WORKING GROUP MEETING HELD 2nd APRIL 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

As there are no recommendations Members are only required to **NOTE** the Minutes of the Operation Watershed Nutbourne Working Group meeting held 2nd April 2025

OPERATION WATERSHED NUTBOURNE Notes of the Meeting 2nd April 2025 Sutcliffe Room, Southbourne Village Hall

PRESENT:

Chidham and Hambrook Parish Councillor: M. Savoury

Southbourne Parish Councillors: J. Money and A. Tait (Chair)

In attendance: S. Hodgson (Clerk Southbourne Parish Council)

The meeting opened at 6.02pm

1. CHAIRMANS INTRODUCTION AND APOLOGIES FOR ABSCENCE

The Chair welcomed everyone to the meeting. Apologies had been received from Chidham and Hambrook Councillor Peter Bolton.

2. TO APPROVE THE NOTES FROM THE MEETING 29th JULY 2024

The Notes were **APPROVED** and signed by the Chair

3. TO RECEIVE SCOPING REPORT FROM SARAH HUGHES RIVERS TRUST INCLUDING:

- **Review of the report**
- **Consideration of producing an edited version for public availability**
- **Consideration of next steps and any recommendations**

The Clerk had previously advised that Sarah Hughes was unable to attend the meeting to answer any questions on her report. However, the Clerk will collate questions and forward to Sarah for her responses.

Members reviewed the report and wished to thank Sarah for the comprehensive and detailed information.

During the discussion, it was noted that the express wish of the Rivers Trust was for the report to remain confidential as it contained some sensitive information. Members further noted that an edited version would be made available that could be shared within the public domain.

Members felt the report contained information that in due course, should be considered and used as part of the planning process when determining applications and wished to discuss this with the Rivers Trust.

The Chair suggested that the areas of interest highlighted within the report, should be cross referenced with the HELLA assessment (housing and economic land availability) as some of the sites may already be an interest to developers.

The report referred to a number of culverts and ditches marked on the report that were in need of clearance. Members wanted to know what approach if any had been made with private landowners. The

Clerk reported that the responsible authority for ordinary watercourses (drains, ditches, culverts, small rivers) has now moved from Chichester District Council to West Sussex County Council as the Lead Local Flood Authority.

Cllr. Tait would identify all sites via Parish Online so landowner details could be obtained from the relevant authority and letters sent to request that maintenance be undertaken, as required by riparian owners.

ACTION POINTS

Cllr Tait to cross reference with the HELAA Assessment to see what areas are under development control

Cllr Tait to identify sites via Parish Online

When collated Clerk to obtain landowner details for clearance request letters to be sent

Westbourne and Funtington Parish Councillors to be invited to next meeting

Clerk to establish the relevant WSCC Officer for watercourses

Cllr. Savoury to establish if the C&H Ditch Warden has contacted any of the landowners on the list within their parish when it is established who the relevant landowners are

Clerk to liaise with Sarah on edited version of report for public domain and seek approval to share confidentially with CDC for planning purposes in due course

4. ITEMS FOR FUTURE AGENDA

None at this Stage.

The Clerk will make the arrangements for the next meeting as and when required.

The meeting closed at 7.40pm

AGENDA ITEM 11

FURTHER CONSIDERATION AND UPDATE ON ARRANGEMENTS FOR THE ANNUAL ELECTORS MEETING SCHEDULED FOR WEDNESDAY 7th MAY 2025

- The Clerk can confirm that the preferred date of the 7th May can be accommodated by St Johns and the meeting will be held in the upstairs meeting room.
- Promotion of the event has begun and Members are asked to assist.
- Letters inviting specific attendees will be sent mid-month
- Do Members wish to provide refreshments if so, a budget is required

DECISION

Do Members **AGREE** to provide refreshments for the Annual meeting and further **AGREE** to set and identify a budget

AGENDA ITEM 12

RECREATION GROUND INCLUDING:

- **TO NOTE PROJECT SPREADSHEET AS CIRCULATED**
- **UPDATE ON INSTALLATION OF NEW GATES AND FENCING**
- **UPDATE ON ENHANCEMENTS TO RECREATION GROUND (S106)**
- **CONSIDERATION OF QUOTATION FOR REPAIR TO OUTSIDE WASTE DRAINAGE PIPES AND ADDITIONAL CAGING FOR TAP**
- **CONSIDERATION OF INSTALLING SECURITY LIGHTING AROUND THE PAVILION TO ASSIST WITH CAPTURING IMAGES ON CCTV**
- **UPDATE ON ONGOING CLAIM FOR REPLACEMENT GOAL NETS AND WASTE REMOVAL VIA SMALL CLAIMS COURT**

12.1 Project Spreadsheet

Members are asked to **NOTE** the Project Spreadsheet as circulated separately

12.2 Update on installation of new gates and fencing

Due to contractor staffing issues there has been a delay with the start date. However, the contractor has confirmed work will commence 22nd April.

12.3 Update on enhancements to recreation ground (S106)

Members are asked to Note the Deputy Clerks update:

- Late January 2025: CDC clarified that s106 funding could only support sport and leisure, not play, and requested SPC to resubmit their proposal excluding 'play' aspects.
- Resubmission: SPC resubmitted the revised proposal the next day but received no response.
- March 2025: SPC sought updates on 4th and 16th March without success. On 28th March, SPC contacted the officer's line manager.
- Response: The officer responded, stating the application is still with the planning department and she has followed up for an update.
- Next Steps: If approved, the project will need to go out to tender via the government contracts finder.

12.4.1 Consideration of quotation for repair to outside waste drainage pipe and additional caging for tap

Once again, the waste drainage pipe has been ripped off the wall and smashed. CCTV evidence of the incident has been reported to the police. Members are asked to consider a quote for the repairs from the SPC's preferred local contractor to install new pipework and cage the pipework to prevent further damage.

Quotation:

To supply and carry out the works as follows –

Waste Works –

- We have allowed to remove the existing waste pipes back to the internal Kitchen cabinet.
- We have allowed to supply and install 2x 40mm White Waste Pipes and the required accessories.
- We have allowed to seal the new waste pipework within the external wall.
- We have allowed to supply and install 2x Drainpipe Guard Cages (Metal).
- We have allowed for the accessories associated with the works.
- We have allowed to dispose of the resultant waste.
- Quotation based on the assumption that the existing plumbing installation will be adequate for the works.

21/3/25 Southbourne Pavilion Section Description Cost

1 Waste Works £490.00

VAT 20% £98.00

Total Including VAT £588.00

DECISION

Do Members **AGREE** to **APPROVE** the quotation for the replacement pipework and installation of guard cages at a cost of £588.00 to be funded from the recreation ground maintenance budget.

12.4.2 Pavilion Tap

The Clerk is awaiting costs to repair and supply a similar caged installation to the outside tap. These will be circulated as soon as they are available

12.5 Consideration of installing security lighting around the pavilion to assist with capturing images on CCTV

The CCTV is providing some valuable information and evidence relating to ASB incidents at the recreation ground. However, incidents at night are sometimes difficult to capture and Officers would like to investigate the installation of approach lighting around the pavilion to assist with providing clearer images.

DECISION

Do Members **AGREE** to **APPROVE** for Officers to investigate the provision of approach lighting around the pavilion.

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

The Clerk will table an update at the meeting

AGENDA ITEM 13

PRINSTED AREA INCLUDING:

- **UPDATE ON SEA SCOUTS REGARDING ADVERSE POSSESSION CLAIM**
- **UPDATE ON PUBLIC LIABILITY CLAIM**
- **CONSIDERATION OF NEW SIGNAGE**

13.1 Update on Sea Scouts regarding adverse possession claim

The Clerk will table an update at the meeting

13.2 Update on Public Liability Claim

The Clerk will table an update at the meeting

13.3 Consideration of new signage

Officers have received calls regarding the continual blocking of access to the slipway and footpath. Inconsiderate parking is hindering access for wheelchair users and those with prams and buggies. Current signage is flimsy as it is just printed and laminated sheets which do not withstand the elements. They are also not at a visible height. Members are asked to consider installing 2 signs as follows:

- 1- Please keep footpath clear to allow access for all users
- 2- Please do not obstruct this slipway. Access is required at all times

Total cost including posts and fixings £95.84. The contract caretaker will undertake the installation and there will be some additional material costs approx. £25.00

DECISION

Do Members **AGREE** to purchase the signage at a cost of £95.84 and further **AGREE** an additional amount for installation materials up to £25.00.

Members are further required to **AGREE** and identify an associated budget to meet the expenditure

AGENDA ITEM 14

FURTHER CONSIDERATION OF SIDS (SPEED INDICATOR DEVICES) INCLUDING CONSIDERATION OF QUOTATIONS FOR REPLACEMENT DEVICES (SPC 11th FEBRUARY 2025 - MIN. 177 REFERS)

Members are reminded to take into consideration their decision under Agenda Item 7.4

At the February meeting Members asked for further information in relation to quotation 2 and to ascertain if data could be collated via Bluetooth.

Bluetooth can be added at a cost of £379 per unit, taking the total purchase price per unit to £3986.00 + VAT

Total Cost for 2 units £7972.00

(only android phones are compatible)

However, Members may like to consider an alternative quote as follows:

RADAR SPEED SIGN EVOLIS VISION - BATTERY VERSION - USB/BLUETOOTH

ready to install including:

- Speed Display: 38cm high (green/amber/red) with "Warning Triangle" (anti-racing function),
- Dynamic Message Display: 64x16cm surface area for alert in case of excessive speed.

2mm Polycarbonate front panel screen-printed

"YOUR SPEED"

- Integrated solar power regulator
- USB and BLUETOOTH LE (Low Energy) connection
- Upgradable to 3G/4G (optional)
- BI-DIRECTIONAL traffic STATISTICS,
- Software provided for PC and Smartphone,
- Mounting kit included (excluding clamps),
- 2-year warranty on parts, labour and return to factory (return shipping included).

Assembled Yuasa 12V22Ah Battery with Integrated Fuse Protection (8A)

- 6-month warranty

EXTERNAL BATTERY CHARGER

This company currently have an offer until end of July for a discount on the purchase of 2 units

Price per unit £2400

Price for 2 units £ 4800 minus discount £501 = £4299

+ Delivery £179.98 (£89.99 per unit)

Total cost for 3 units £4478.98 + VAT

Members should note that the battery for these units are not lithium and may need charging more often. This could be incorporated into the rota. There is also the opportunity to add solar panels easily at a later date should this be a future requirement.

DECISION

Members are required to advise which quotation they wish to approve should they proceed with the purchase of SIDs and to identify a budget.

AGENDA ITEM 15

UPDATE ON SUSSEX DAY EVENT INCLUDING UPDATE ON PLAQUE AND GRANT FUNDING

Members are asked to **NOTE** that the application to CDC for a grant to fund the VE/VJ Day tree plaque has been approved for an amount of £136.20. Members previously agreed to fund the D-Day plaque from the events budget.

Members are asked to Ratify the wording of both the D-Day and the VE/VJ Plaques as previously circulated.

DECSION

Do Members **AGREE** to **RATIFY** the wording of both the D-Day and the VE/VJ Plaques as previously circulated.

The Deputy Clerk reports that the planning of the event is ongoing but would like to remind Members that **prizes for the tombola are urgently required**. To date only Cllr. Tait had been able to secure some items.

As there is no raffle this year the tombola is the only opportunity to raise funds for the chosen charities so it is essential to have enough prizes to keep the tombola stocked throughout the whole of the event.

AGENDA ITEM 16

TO APPROVE AND NOTE AN APPLICATION TO OPEN AN ACCOUNT WITH THE HINCKLEY & RUGBY BUILDING SOCIETY

As part of the ongoing process to mitigate risk and spread the reserves, the Clerk is looking to open an account with Hinckley and Rugby. In order to process the application, Minuted approval from Members is required.

DECSION

Do Members **AGREE** for the Clerk to submit an application to Hinckley & Rugby Building Society to open an account with them.

AGENDA ITEM 17

DATE AND TIME OF NEXT MEETING.

The next meeting is scheduled for Tuesday 13th May 2025