

REPORTS

SPC 13th MAY 2025

AGENDA ITEM 1

APPOINTMENT OF CHAIRMAN - TO NOMINATE AND ELECT A CHAIRMAN FOR SOUTHBOURNE PARISH COUNCIL

Members are required to nominate and elect a chair for Southbourne Parish Council

Should there be more than one nomination the Clerk will advise the voting process which will be determined by a show of hands. Members should note that it is not possible to request a signed ballot. (Local Government Act 1972 sch. 12). A recorded vote can be initiated at the request of a Councillor but this must be proposed prior to the vote being undertaken. If anyone requires further clarity, please speak to the Clerk before the meeting.

AGENDA ITEM 2

CHAIRMANS ACCEPTANCE OF OFFICE

The duly appointed Chairman to take the Chair and sign the Acceptance of Office.

AGENDA ITEM 3

APPOINTMENT OF VICE CHAIRMAN - TO NOMINATE AND ELECT A VICE CHAIRMAN FOR SOUTHBOURNE PARISH COUNCIL

Members are required to nominate and elect a Vice- chairman for Southbourne Parish Council
(The same voting procedure applies as that for the Chair)

AGENDA ITEM 4

CHAIRMANS INTRODUCTION AND WELCOME

AGENDA ITEM 5

APOLOGIES FOR ABSENCE

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

AGENDA ITEM 6

TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 8th APRIL 2025

Members are asked to **AGREE** to **APPROVE** the Minutes of the Southbourne Parish Council meeting held on the 8th April 2025

**SOUTHBOURNE PARISH COUNCIL
MEETING HELD 8TH APRIL 2025**

PRESENT: Councillors: A. Tait (Chair), I. Finnegan (from Min. 213), L. Meredith, J. Money, N. Redman, S. Rosenberg, K. Sivyver and M. Wheeler

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
WSCC Cllr. Andrew Kerry-Bedell
CDC Gypsy and Traveller Community Liaison Officer
5 Members of the public

The meeting opened at 7.00pm.

208. CHAIRMANS INTRODUCTION AND WELCOME

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

209. APOLOGIES FOR ABSENCE

There were no apologies for absence

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

Cllr Sivyler had been noted as being in attendance and as having given his apologies. Cllr Sivyler was absent from the meeting and the amendment to the minutes were 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 11th March 2025 and they were duly signed by the Chairman.

211. DECLARATIONS OF INTEREST.

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

There were no declarations at this time

212. ADJOURNMENT FOR OPEN FORUM

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

Cllr. Sivyler spoke in regard to a fire that had occurred at the Caravan Club site by Priors Orchard. He attended the site to see if he could be of service. Fortunately, there were no casualties. Cllr. Sivyler asked about the SPC resilience policy and was assured by the Clerk that the policy was on the website. A copy will be sent to Cllr. Sivyler.

The CDC Gypsy and Traveller Community (G&TC) Liaison Officer, Debbie Kimpton, attended the meeting to introduce herself and give a brief overview of her role.

Debbie's role is to engage with the G&TC from a welfare perspective and to help address any issues. It is not an enforcement role. Debbie works closely with the families on the permanent, transit and private sites to build relationships and seek to open up dialogue within the wider community and Parish Councils. She is the point of contact for the G&TC families assisting with signposting and mediation.

Members are asked to keep Debbie informed and aware of any known situations and she welcomes any opportunity to speak with Councillors or members of the public on any related matters they may have.

The Chair thanked Debbie for taking the time to attend and meet with the Council.

The Chair reconvened the meeting at 7.17pm

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

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

Members were invited to consider an application for co-option and invited the applicant to speak if they wished to do so.

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

Cllr. Finnegan signed the Declaration of Acceptance of Office and took his place on the Council.

214. CLERKS UPDATE

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

214.1 ADMINISTRATOR VACANCY

Members **NOTED** the Clerk had received a number of suitable applications. Interviews will be held week commencing 28th April 2025

214.2 AGE CONCERN

Members **NOTED** the Clerks attendance at a meeting held on the 10th March 2025 to discuss the recent survey undertaken of the ACS Building and the points arising.

214.3 POSTERS AND FLYERS

Members were reminded that there are posters and flyers available from the office if they would like to help with the distribution and promotion of upcoming events.

214.4 OPERATION WATERSHED PARHAM PLACE

The deadline for contractor submission closed on 7th April and the funding application has been submitted to WSCC.

214.4 COUNCILLOR EMAILS

The Clerk reminded Members the importance of only corresponding via their SPC email address when administering SPC business. This is for Members protection of their personal accounts

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

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM**
- **ROAD SAFETY GROUPS**

215.1 WSCC Councillor's Bourne Parishes Report

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

The Chair allowed Cllr. Kerry-Bedell to briefly give a further update.

- WSCC have a briefing on devolution on 15th April 2025
- Cllr Kerry-Bedell is still awaiting official confirmation that coloured tarmac can be included in Parish CHS / LTIP plans.
- Following the announcement from the Emsworth Surgery of their plans to close the Westbourne Surgery in June, there has been some heavy lobbying and pressure to stop the closure. There is also an online petition should anyone wish to sign

The Chair thanked Cllr. Kerry-Bedell for his report.

215.2 CDC Councillor's Report

It was **NOTED** that the CDC Cllrs; Tracie Bangert and Oona Hickson, were unable to attend the parish meeting as usual as they were attending CDC meeting.

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

215.3 Bournes Forum

Members **NOTED** that this meeting is scheduled for later in the month.

215.4 Road Safety Group

Members **NOTED** the Road Safety Group Notes and considered the recommendations:

The SPC Road Safety Group representative, Lyn Hicks, gave a brief update on each of the recommendations.

215.4.1: 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?

Following discussion, Members **AGREED** for the Road Safety Group to pursue the moderated design as a new TRO application.

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

Members were asked if they had any suggested changes to the questionnaire/map.

During discussions Members felt the map was unclear and a little confusing. It was suggested that some of the road names be made clearer along with the exact locations of the 20pmh signs.

Members **AGREED** to **APPROVE** the questionnaire as proposed but with some amendments to the map as detailed in the meeting.

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

This application was submitted by a resident requesting SPC's support. Subsequent discussions have indicated that the resident would be happy to support the SPC 20 mph speed limit zone within the Community Highway Scheme. Would SPC support a request for the resident to withdraw their application.

Members **AGREED** to request that the resident be asked to withdraw their application in support of the CHS.

214.5.4: Stein Road 30 mph Speed Limit TRO.

The Road Group recommend an application be submitted 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).

Members **AGREED** 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).

214.5.5: A259 30 mph Speed Limit CHS. To be applied for by Chidham and Hambrook PC on behalf of SPC. Members are required to send a formal notice of support to Chidham & Hambrook in support Community Highway Scheme

214.5.6: 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.

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

214.5.7: LTIP0066 (Local Travel Improvement Scheme)

Improvements to Stein Road area are still undergoing design. There are concerns that the two pedestrian crossings will not be sufficiently visible. The cost of coloured tarmac would be £60-£70 per square metre maintained every 5-10 years.

Members were asked if this SPC would consider funding this cost.

Members queried why a Zebra or Pelican crossing could not be installed and questioned the effectiveness of coloured tarmac. The cost for controlled crossings are estimated to be approx. £120k, which WSCC will not sanction. As it is vital to have some sort of crossing, the coloured tarmac is a cheaper alternative at £60-£70 per sqm. However, WSCC will not commit to ongoing maintenance.

Members were keen to ensure that the crossing area was made as safe and visible as possible. The estimated cost for maintenance was expected to be £1000 every 5-10 years.

Following discussion, Members **AGREED** to **APPROVE** that provision be made within future budgets to assist with the maintenance costs for the coloured tarmac.

7.8 Future project

A resident proposed that a crossing of the A259 between St John's Church and Thorney Road (within the vicinity of the Jubilee Mews/Parham Place area) be considered.

Members **AGREED** 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)

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

Members **NOTED** the Officers Reports as previously circulated

216.1 Planning Committee meeting 6th March 2025

Members **NOTED** the Minutes of the Planning Committee Meeting held on the 6th March 2025 and considered the recommendation for Council to consider the adoption of allotments at the former Harris Scrapyard site.

Members further **NOTED** the Officers reports.

During discussion comments included:

- There is no need to seek adoption as the allotments are part of the application and will provide additional sites for residents
- SPC already provide two allotment sites and satisfy their statutory duty
- The associated costs for the running of allotments along with the strain on resources may well outweigh any benefits.

Following further discussion Members **AGREED** not to pursue seeking adoption of the allotments at the former Harris Scrapyard site.

216.2 Planning Committee meeting 27th March 2025

There were no recommendations and Members **NOTED** the Minutes of the Planning Committee meeting held on 27th March 2025

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

There were no recommendations and Members **NOTED** the Minutes of the Joint Burial Committee meeting held on 3rd March 2025

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

There were no recommendations and Members **NOTED** the Notes of the Operation Watershed Nutbourne meeting held on 2nd April 2025

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

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

Members **AGREED** to provide light refreshments for the evening and further **AGREED** for the costs to be met from the Chairs Allowance.

220. RECREATION GROUND INCLUDING:

- TO NOTE THE PROJECT SPREADSHEET AS CIRCULATED
- UPDATE ON INSTALLATION OF NEW GATES AND FENCING
- UPDATE ON ENHANCEMENTS TO RECREATION GROUND (\$106)

- **CONSIDERATION OF QUOTATION FOR REPAIR TO OUTSIDE WASTE DRAINAGE PIPES AND ADDITIONAL CAGING FOR WATER 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**

220.1 To Note the Project Spreadsheet as circulated

Members **NOTED** the Project Spreadsheet.

220.2 Update on installation of new gates and fencing

Members **NOTED** that due to contractor staffing issues there had been a delay with the start date. However, the contractor has confirmed work will commence 22nd April.

220.3 Update on enhancements to recreation ground (S106)

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

220.4 Consideration of quotation for repair to outside waste drainage pipes and additional caging for water tap

Members **NOTED** that once again, the waste drainage pipe has been ripped of 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.

Following discussion Members **AGREED to APPROVE** the quotation of works to repair and cage the pipework at a cost of £490.00 + VAT

Members **NOTED** that the Clerk was still awaiting a quotation for the caging of the outside pipe.

220.5 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. To assist with more capturing clearer images Members considered investigation the installation of approach lighting around the pavilion.

During discussion some of the comments made included:

- Lighting could be an annoyance to neighbouring residents
- Sensory approach lights could be triggered by wildlife
- Lights could provide another source for ASB
- Infrared or night vision cameras may be a more satisfactory solution

After discussion Members **AGREED** for the Clerk to undertake some research into as many alternatives as possible.

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

An update from the solicitors had not been received in time for the meeting.

221. PRINSTED AREA INCLUDING:

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

221.1 Update on Sea Scouts regarding adverse possession claim

An update from the solicitors had not been received in time for the meeting.

221.2 Update on Public Liability Claim

The situation is still ongoing.

221.3 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. To help address this problem 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

Following discussion Members **AGREED** to **APPROVE** the quotations and further **AGREED** for the costs to be funded from the Capital Expenditure Budget.

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

The Clerks report was **NOTED** as circulated

At the meeting of 11th February -Min 177 refers, Members asked for further information in relation to quotation 2, 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 were invited to consider an alternative quotation from a company that are currently offering a discount for the purchase of 2 units that offer the same specification:

Price per unit £2400
Price for 2 units £ 4800 minus discount £501 = £4299
+ Delivery £179.98 (£89.99 per unit)
Total cost for 2 units £4478.98 + VAT

Following discussion, Members **AGREED** to **APPROVE** the quotation for 2 new SIDs at a cost of £4478.98 +VAT, subject to confirmation the data will be compatible with WSCC. Members further **AGREED** for the costs to be met from reserves if the criteria did not meet CIL requirements.

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

Members **NOTED** Officers reports as previously circulated.

Members considered various fonts for the tree plaques and **AGREED** to proceed with font Swiss 4L.

224. 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 the Hinckley and Rugby Building Society. In order to process the application, Minuted approval from Members is required.

Members **AGREED** to **APPROVE** for the Clerk to proceed with an application to open an account with the Hinckley and Rugby Building Society

DATE AND TIME OF NEXT MEETING.

The next meeting is scheduled for Tuesday 13th May 2025

The Chair closed the meeting at 8.34pm

DECISION:

Do Members **AGREE** to **APPROVE** the minutes of the Southbourne Parish Council Meeting held on 8th April 2025

AGENDA ITEM 7

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 8

TO CONSIDER AN APPLICATION FOR THE ROLE OF CO-OPTED MEMBER TO SOUTHBOURNE PARISH COUNCIL FROM SUSAN KENNETH AND ANNE BURGESS.

Applications have been received from Susan Kenneth and Anne Burgess for co-option to the Parish Council. A copy of the applications will be circulated confidentially at the meeting. Members are required to consider the applications

8.1 DECISION:

Do Members **AGREE** to **APPOINT** Susan Kenneth as a co-opted Member to Southbourne Parish Council

8.2 DECISION:

Do Members **AGREE** to **APPOINT** Anne Burgess as a co-opted Member to Southbourne Parish Council

AGENDA ITEM 9

ADJOURNMENT FOR OPEN FORUM INCLUDING TO REVIEW ANY COMMENTS OR PROPOSALS RECEIVED AT THE ANNUAL ELECTORS MEETING

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.

At the Annual Electors meeting Members were asked to consider the following items:

- Could more benches be sited throughout the Parish
- Would Members consider putting a café community hub at the recreation ground
- Could there be more re-greening

Members are asked to advise if they wish any of the items of a future Agenda for further discussion.

AGENDA ITEM 10

CLERK'S UPATE

The Clerk will give an update on items that are for information only and do not require a decision.

10.1 Age Concern

Members may like to **NOTE** that the Clerk has received a letter of thanks from AGE Concern for the recent funding

10.2 New Gates and Fencing at Recreation Ground

Members may like to **NOTE** that the Clerk has received an email from a member of the public thanking the Council for the new safety gates and for securing the area to make it safe for young children

AGENDA ITEM 11

TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE:

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM REPORT**

To facilitate the length of the meeting, If in reading the WSCC or CDC reports you find a specific item for questioning, please try and contact the appropriate Councillor prior to the meeting.

11.1 WSCC Councillor's Bourne Parishes Report – Cllr Andrew Kerry-Bedell

This month is a short report due to purdah on WSCC Council business. Despite there being no May main County Councillor elections there are May by-elections with one Conservative and four Lib Dems resigning at the end of what would have been their usual four year term. Four Conservatives have moved across the floor to Reform too.

WSCC planned council devolution

The process of devolution moves on, with the seven Borough and District Councils reviewing their preferences for how the new West Sussex Unitary Council will be made up. Apart from keeping West Sussex as it is, this means that there are 31 other permutations under consideration to create a new West Sussex. The most likely will have min 500k population and no boundary changes, stipulated by Government. Several issues still need resolving as follows:

1. Whether Crawley will join a West Sussex Unitary or go with Surrey as they prefer – Government decision
2. Brighton and Hove seeks Unitary status but 280k population means they need to combine with other BC/CDs

CDC is meeting with WSCC every fortnight and County Councillors have another briefing on 11th June

A [written response to questions](#) raised by WSCC members at the LGR briefing held on 15 April is also available..

Stein Road – coloured tarmac crossings

A meeting with Southbourne Parish Road Group indicated that Sam Pitwell at WSCC had mentioned that coloured tarmac has a cost of £67 per square metre. Based on a 5m wide road and 3m wide crossing that would mean around £1,000 per crossing. Parishes would need to commit to maintaining this tarmac (lasts around 5-10 years) but this would appear to be a good option given that both Southbourne and Chidham Parishes have substantial CIL & S106.

Whilst coloured tarmac cannot be included in this CHS implementation, the following can be requested from WSCC:

- Speed and traffic count on Broad Road, which will help establish if speed mitigation measures are required
- Pedestrian Movement survey – this will show how and where pedestrians cross the length of Stein Road

The LTIP is due to be introduced soon for Manor road Stein Road and a full pedestrian crossing can be considered as a CHS in July 2026 if the surveys suggest this is necessary

Chichester Storm Overflow reduction

A meeting has been organised by Glenn McCubbin of Southern Water on 30th April with Parish and other Councillors at Havant Budds Farm works for a tour of the works, for discussions about the Havant Thickett reservoir and to review their plans for reducing Combined Sewage Overflows to reduce sewage through Thornham works.

Emsworth Practice surgery in Westbourne facing closure 27 June

We have had a meeting with residents and the practice at Emsworth Community Centre where Jess Brown-Fuller, our MP was present. The EMP practice Head also came to the Westbourne AGM to present their case for closure. This does not appear to be about finances (the Hants and IOW ICB pays the mortgage directly on the Westbourne Surgery), but despite it being agreed that EMP has newer and more advanced facilities, the issue of Westbourne resident access to Emsworth Medical Practice an average of 1.8 miles away still remains as the main challenge.

650 people have signed a petition against closure, and we will keep making representations to EMP until end May when they have to submit their recommendations to the IOW ICB. However, if EMP decides to go ahead with the closure, as we suspect that they will try to, then we will insist on annual financial recompense to the Parish for

transport and travel costs for more elderly and infirm and disabled Westbourne residents and for those without cars.

Take action

- **Emsworth Medical Practice consultation on the proposed closure** - find out more, and have your say, at www.emsworthmedical.co.uk
- **Written petitions** - available at Westbourne Surgery, The Meeting Place, St Johns Church Hall, Westbourne café, Westbourne Community centre and local pubs
- **Westbourne Parish petition** - link with all the details and to sign the Parish petition (330 signatures so far) - <http://www.westbourne-pc.gov.uk/VirDir/CoreContents/News/Display.aspx?id=74909>

National Highways gully cleaning and diversions

I made a FOI request to National Highways after reports that flooding could be a regular occurrence in certain sections of the A27

How often are the A27 gullies cleaned?

See below for our cyclical maintenance frequencies for gullies for 2024/25 FY

FY 24/25 - GULLY EMPTYING - Gully Emptying, including clearing aprons, covers and obstructions, all arising to be removed from site and disposed of appropriately.	Every 2 years (50%)
FY 24/25 - FLOODING HOTSPOTS - GULLYEMPTYING - Gully Emptying, including clearing aprons, covers and obstructions, all arising to be removed from site and disposed of appropriately.	2x each year (200%)
FY 24/25 - GULLY TOPS CLEARING - Clear gully aprons, covers and obstructions.	Every 2 years (50%)

How many A27 accidents have resulted in traffic being diverted onto the A259 since 2010 (by year)

Collision data, which is the Stats19 data collected by the Police and only covers injury collisions, does not include any information on the traffic control measures undertaken.

We therefore don't hold data that could reliably answer this question.

What is the weight limit of HGVs allowed to be diverted onto the A259?

All our official diversion routes are pre-arranged with the local highway authority and emergency services and must be suitable for the same classes of vehicle as the road they replace.

Consequently, as *The Road Vehicles (Authorised Weight) Regulations 1998* and amendments, permits vehicles to operate at weights above 44 tonnes only in exceptional circumstances, such as when moving abnormal indivisible loads, the same would apply to the A259.]

Thorney east footpath 202 reopening

After the East footpath being closed for a year with responsibility bouncing back and forth between Southern Water and the military, the DIO (MoD infrastructure) has now finally agreed that the sluice is likely theirs, as it shows on a 2012 Thorney Island infrastructure map I obtained via WSCC.

The DIO will keep the pressure on Vinci for a bridge condition and repair cost report that we have been waiting on for two months. The main issue has been that the DIO has a 7 year infrastructure contract with Vinci who are not particularly responsive and have their own contractors, none of which is interested in doing the necessary bridge repairs. An additional complication is that the East gate and footbridge structure is not listed in the Vinci contract as their direct responsibility to manage as an asset.

Discussions now suggest that that external contractors can deliver a foot path solution better / faster / cheaper, which we will discuss at a meeting on 7th May to resolve repair needs, costs and action plan with WSCC PROW team and the DIO.

11.2 CDC Councillor's Report

Please Note this is the same report as presented at Electors Meeting

Chichester District Councillors Annual Report for 2025

Southbourne is unusual in that two of the seven Cabinet Members at CDC represent Southbourne, which is a unique position across all the wards in the District. Tracie Bangert (TB) is Cabinet Member for Communities, Wellbeing and Customer Services and Oona Hickson (OH) is Cabinet Member for Housing. This report provides highlights what we have done over the past year.

Cllr. Tracie Bangert

- **Civilian Military Partnership (CMP).** TB is the Civilian Military Champion for Chichester District and has been involved in promoting stronger links with the military throughout the year. She was invited to the official D-Day 80 commemoration on Southsea Common, attended by King Charles, Queen Camilla and the Prince of Wales, other dignitaries, and most importantly of all 20 veterans of the D-Day landings and the battle for Normandy. TB also manned a history tent at the successful Parish Council D-Day 80 fete. As we now approach the 80th anniversary of VE Day, many residents will be attending gatherings and commemorations to remember relatives who served in the Second World War.
- Due to her role, TB is also a Governor at Thorney Island School. The school has 205 children enrolled, between ages 4 and 11, and is run by Head teacher Dean Clegg. The Chair of Governors is Major (retd) Chris Hallam. It has an excellent Ofsted report.
- **Kingsham Primary School.** One of TB's highlights over the past twelve months was presiding over a mock election at Kingsham Primary School, as part of CDC's Ideas in Action programme. Twenty-two pupils worked with CDC's Youth Engagement Officer to bring together their ideas on addressing climate change at a local level. The assembly hall was set up as if it was an actual polling station and the whole school had ballots and went into polling booths to mark their choice with a cross.
- **Police.** TB represents CDC at the quarterly Police Crime Commissioner (PCC) Meetings at County Hall Lewes, with PCC Katy Bourne and her staff, where the precept, budget and the policing plan for the year are discussed and voted upon. Attendees are given figures for policing and crime in Sussex. TB also has regular communication with Inspector Dave Lyons, in charge of community policing for Chichester and Arun. She also attends the Joint Action Group (JAG), which includes the police, Fire Service, Home Office and local businesses, amongst others. Finally, TB chairs the Community Partnership, which has similar attendees to the JAG.
- **Grants and Concessions Panel.** TB chairs this Panel, which targets funding towards having the greatest impact on improving outcomes and the quality of life of the community in the District. In March the budget was increased from £175,000 to £364,300, which will be spent on projects throughout the year in the District. Fast track grants were also increased from £1,000 to £2,000. The Panel also enabled grants to Parish Councils for VE and VJ Day commemorations (£10,000 total).
- **Wellbeing Team.** TB was pleased to part of the Wellbeing Team, and encouraged a wellbeing fair on 26 November, which was held at East Pallant House. They help people with weight loss, smoking cessation and alcohol reduction. The Team brought a new weight loss group and exercise class to Southbourne this year, which she attended.

- **Pallant Gallery Advisory Group.** TB is a member of the Advisory Group, which promotes inclusion and outreach from the Gallery to the wider community.
- **Tuppenny Barn.** TB is Chair of Trustees at Tuppenny Barn, an important and unique organic and education smallholding in Southbourne, which runs classes for young carers, hosts horticultural therapy and a female veteran's group, among other initiatives. CDC have supported Tuppenny Barn with funding for their efforts.
- **Devolution.** The Government White Paper, issued in December 2024, has accelerated the drive for local government reorganisation, including West Sussex, which has agreed to be fast-tracked. The West Sussex County Council elections due on 1 May 2025 were postponed for at least a year, and the election for the Mayor of Sussex will go ahead in May 2026. The Mayor will have authority over the police, transport, highways and major planning applications. Local Government Reorganisation which will see the creation of Regional District Authorities (c. 1.5m population with a mayoralty), and Unitary Authorities (c. 0.5m population) to replace the current two tier system. Each local authority has been invited to submit options for unitary authorities under the overall control of the mayoralty. CDC has submitted its preferred option, but the outcome may not be clear for several months. Diane Shepherd, as the most experienced CEO in West Sussex, is spearheading this initiative.
- **Choose Work** is a service which helps individuals who find it difficult to gain employment, or those who wish to change careers. Choose Work was saved from budget cuts this year with a campaign TB was proud to be part of.
- **Gypsy and Travellers.** TB works alongside the Gypsy and Traveller Liaison officer, Debbie Kimpton, whose role is to improve relations with the wider community, and help gypsies and travellers access services which are vital to them. TB accompanied Debbie to the transit site in Chichester recently, where she received a warm welcome.
- **Licensing.** TB is part of the licensing committee, and has been for the past six years.
- **Local Plan.** TB and OH would like to report that the proposed main modifications needed to make the Plan sound are now ready for residents and businesses to view. Comments maybe sent to www.chichester.gov.uk/main

Cllr. Oona Hickson

- Tracie has reported on areas such as Local Government reform and the progress of the Local Plan. Another momentous event during the past year has been the change of Government following the General Election on July 4th and the many huge international changes. All these have a knock on into Local Government as they lead to both Policy and budgetary issues.
- In September 2024 I took on the Housing Revenues and Benefits Portfolio from Cllr David Betts. Although I had a professional background in this area, the role has been extremely busy.
- Intervening early to prevent homelessness and end rough sleeping, improving housing standards across the private housing sector, and supporting work to improve the energy efficiency of homes, are some of the key aims of a new housing strategy adopted by the council. The five-year Housing, Homelessness and Rough Sleeping Strategy sets out how the council will continue to work with partners to prevent people from becoming homeless; create and retain affordable housing for young people and families; address the housing needs of older people; and improve housing standards for all residents in the district. Supporting people facing homelessness and ensuring that residents of all ages have access to high quality, affordable homes is a top priority for our council. Our housing teams do a tremendous amount of work to support people across the district, and as a council we have a proactive approach to tackling the various issues in this important area. Our council has already agreed to set aside £1m to support the strategy's aims, and we are confident that the actions and projects that have been identified will make a huge difference to residents and their quality of life. You can find out more about this at: www.chichester.gov.uk/article/39766/New-housing-strategy-for-Chichester-District-is-approved and the new Housing, Homelessness and Rough Sleeping Strategy 2025-2030 can be found at: www.chichester.gov.uk/housingstrategiesandstudies.

- I have regular meetings with the major Registered Providers in the District, including recently Hyde, our biggest Landlord with 6,500 homes, Clarion, Aster, and smaller specialist organisations
- We have recently seen some issues with the delivery of S106 sites, and I have had urgent discussion with some PC's to unlock these issues. We are having some success with this
- I tend to see the very difficult case work, and later this week am having a joint meeting with our MP Jess Brown Fuller and the CEO of Hyde to discuss the volume of casework the MP deals with, and to work through with Hyde other issues, and opportunities
- Homelessness costs are the biggest unbudgeted cost to the Council, in excess of 500K a year so we are exploring new initiative's to end the use of Nightly paid accommodation (known as bed and breakfast)
- We have introduced 100% premium on Second Homes and Properties that are left empty for extended periods. This will direct benefit CDC residents and SPC as a percentage of the collected council tax goes to Parishes.
- A lot of the time is spent problem solving so it was a welcome change to attend the opening of the CLT properties in Easbourne Midhurst (8 Homes all let to local people) and the start of the Westbourne CLT (12 homes)
- I have a great interest in the Bourne Leisure Centre, as part of the Councils retendering of the Contract we hope for investment on the Council infrastructure. I met with the Cabinet Member and relevant officer there sometime ago, but all the facilities there which are very well used require some investment . Bourne leisure has been operating since 2003.

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

11.3 Bournes Forum Report

The Bournes Forum meeting was held on Monday 28th April 2025. As no written report has been received at time of circulation, Cllrs Redman and Money, who are the SPC representatives, will be asked to table an update at the meeting.

AGENDA ITEM 12

TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 17th APRIL 2025 AND 8th MAY 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

*12.1 As there are no recommendations Members are only required to **NOTE** the Minutes of the Allotment Committee meeting held on 17th April 2025*

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

Present: Cllrs: A. Tait (Chair), Cllrs J. Money, N. Redman, S. Rosenberg, M. Wheeler.

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

The meeting started at 18:00.

226 CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. L. Meredith due to work commitments. No apologies had been received from Cllr. K. Sivyer.

227 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 27th March 2025

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 27th March 2025.

228 DECLARATIONS OF INTEREST

There were no declarations of interest at this time. However, Cllr. Tait requested for it to be **NOTED** that she owns a property in the same road as an application on this agenda. She assured that she had no ordinary or pecuniary interest in this application, and this would not influence her decision-making.

229 ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for Open Forum.

230 CLERK'S UPDATE

Members **NOTED** the Deputy Clerks reports as previously circulated including:

230.1 Members **NOTED** the meeting date for: Reside, 14th May 3.15pm Venue TBC

230.2 Members **NOTED** the meeting date for: Southern Water, 30th April 2025, 10am. Cllrs Money and Tait to attend. Venue: Budds Farm.

230.3 Members **NOTED** the change to the responsible authority for ordinary watercourses (circulated separately).

230.4 Members **NOTED** the correspondence received from the CDC Solicitor in response to the letter sent by SPC regarding sewage. Min ref. 223 refers

231 PRESENTATIONS

There were no requests to present. Cllrs. **NOTED** that Luken Beck had made a request to attend the meeting of 8th May regarding land South of Cooks Lane.

232 CONSIDERATION OF PLANNING APPLICATIONS WEEKS 12-14

232.1 SB/25/00170/DOM Members considered this application and **AGREED** they had no objection to the application. However, Members requested 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.

232.2 25/00563/DOM SB/25/00170/DOM Members considered this application and **AGREED** they had no objection to the application.

232.3 25/00577/DOM Members considered this application and **AGREED** they had no objection to the application. However, Members requested 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.

232.4 25/00743/DOM Members considered this application and **AGREED** they had no objection to the application.

232.5 25/00661/TPA Members considered this application and **AGREED** they had no objection to the application.

232.6 25/00737/DOM Members considered this application and **AGREED** they had no objection to the application. However, Members requested 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.

232.7 25/00840/FUL Members considered this application and **AGREED** for Officers to write to the CDC case Officer with the following comments:

232.7.1 Members were concerned regarding the decision to combine these two distinct requests into a single planning application. Given the contentious history and the differing nature and impacts of these issues on the community, Members believe the two requests should be considered separately. Therefore, Members **AGREED** to address this application in two parts.

232.7.2 Part One: With regards to *the erection of the replacements fence*, Members have **NO OBJECTION** to the erection of the replacement fence. However, Members wish it to be noted that this approval should not be construed as support for the nursery to increase the number of children or extend the hours allowed in the outdoor space. While the fence is intended to mitigate noise from the currently permitted number of children, it does not fully address the following material considerations:

1. Noise

2. Impact on the community

Furthermore, Members feel that the request to increase the number of children engaged in outdoor play activities would undermine any benefit gained from the installation of the fence. Additionally, the extension of hours would cause a more significant negative impact on the community and further contravene the material considerations of noise and impact on the community which would not be mitigated by the installation of the fence.

232.7.3 Part two: Members **AGREED** that they require further information to fully consider the request to extend the hours and increase the number of children engaged in outdoor play activities. Specifically, they seek clarification on the following points:

1. Is the use of the outdoor space necessary to accommodate the maximum number of children permitted under the nursery's current license?
2. What is the current licensed capacity of the nursery?
3. How does the nursery plan to accommodate all enrolled children at any given time indoors during poor weather conditions?
4. Is there sufficient indoor space to accommodate the total number of enrolled children?
5. Is there sufficient indoor space to accommodate the maximum number of children permitted under the nursery's license?

Additionally, Members are concerned that the requested number of children allowed outdoors appears particularly high given the size of the outdoor space. Members would like to be assured that the outdoor space is sufficient and meets legal requirements for the requested number of children.

Given that this application does not fully resolve the current concerns of neighbours regarding the noise levels of the number of children currently permitted to play outside and it does not resolve the Material Considerations (Noise and Impact on Community) Members cannot support the request to extend the hours or the maximum number of children engaged in outdoor play.

Given these concerns, the Committee has **AGREED** to **OBJECT** to the request to extend the hours and increase the number of children engaged in outdoor play activities at this time.

Members further **AGREED** that should the Case Officer gain the relevant information requested above that they would reconsult on the 'Extension of Hours and Maximum Number of Children Engaged in Outdoor Play Activities' part of this application.

232.8 SB/25/00831/DOM Members considered this application and after discussion **AGREED** that they would remain **NEUTRAL** to this application. While concerns were raised regarding the proximity of the proposed development to the road, the arrangement of dwellings within the plot, potential overdevelopment, and the commencement of building activities prior to approval, Members concluded that these issues were not severe enough to warrant a full objection.

233.7.2 CONSIDERATION OF AMENDED APPLICATIONS:

234.1 SB/01161/OUTEIA THIS IS DUE TO BE CONSIDERED AT CDC COMMITTEE.

Members **NOTED** that this application is now due to go to CDC committee on 7th May. The Chair suggested that it would be beneficial for another councillor to accompany her to the CDC meeting. As such, if she is unable to attend a future meeting, other councillors will be familiar with the process. There were no volunteers at that time however Members **NOTED** the request and were in agreement that it would be beneficial.

235 CONSIDERATION OF PLANNING APPEALS:

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

Members **NOTED** that there were no updates.

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

Members **NOTED** the updates and the spreadsheet of applications was updated. The Deputy clerk highlighted that the spreadsheet is a live document and is in the Councillor folder for review at any time.

237 TO NOTE THE CORRESPONDENCE FROM CDC RE: THE PROVISION OF A 'COMMUNITY HUB' AND TO CONSIDER A RESPONSE.

Members **NOTED** the correspondence and **AGREED** to respond with the following:

1. Could SPC receive guidance on the minimum number of dwellings within any major development that could support the integration of a community hub?
2. Are there any proposed developments that CDC anticipate could incorporate a community hub?
3. Could CDC inform SPC about any pre-application discussions regarding developments that have the potential to accommodate a community hub?
4. Could CDC notify all relevant developers that SPC is willing to engage in early conversations regarding potential sites and developments within the parish of Southbourne? SPC has found that early discussions are beneficial for both parties and would welcome this approach.

238 TO NOTE THE CORRESPONDENCE FROM CDC RE: THE DPIP MEETING AND TO CONSIDER A RESPONSE

Members **NOTED** the response and **AGREED** that no further response was required.

239 TO NOTE THE DATE AND TIME OF THE NEXT MEETING

Thursday 8th May 2025, 6pm at St. John's Church Centre

The meeting closed at 19.11

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Planning Committee Meeting held on 17th April 2025

*12.2 As there are no recommendations Members are only required to **NOTE** the Minutes of the Planning Committee meeting held on 8th May 2025*

Minutes of the Meeting of Southbourne Parish Council's Planning Committee held Thursday 8th May 2025

Present: Cllrs: A. Tait (Chair), Cllrs J. Money, K. Sivyver & M. Wheeler.

In Attendance: M. Carvajal-Neal (Deputy Clerk), 1 Member of the public and 2 representatives from Elivia Homes.

The meeting started at 18:01.

233 CHAIRMAN'S WELCOME AND INTRODUCTION

The Chair welcomed everyone to the meeting.

234 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. L. Meredith due to work commitments, Cllr. I. Finnegan due to leave and Cllr. Redman, no reason was given. No other apologies were received.

235 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 17th April 2025

Members **AGREED** to **APPROVE** the Minutes of the meeting held on 17th April 2025.

236 DECLARATIONS OF INTEREST

There were no declarations of interest at this time.

237 ADJOURNMENT FOR PUBLIC OPEN FORUM

There were no items for Open Forum.

238 CLERK'S UPDATE

Members **NOTED** the Deputy Clerks reports as previously circulated including:

238.1 Members **NOTED** no response has been received as yet concerning the correspondence sent to CDC regarding Thornham.

238.2 Members **NOTED** the email from CDC principal planning officer in response to the correspondence sent to CDC regarding a 'Community Hub'. Members will receive proposed dates for a meeting by email. Members were asked to check their email and respond in a timely manner.

238.3 Members also **NOTED** the response from Southern Water regarding their status as a consultee to the LPA.

239 PRESENTATIONS

The meeting was adjourned at 18:06

Members received a presentation from Elivia Homes. The presentation covered the following topics:

-The new layout (not definitive) including an emergency exit onto Hurstwood Road and the retained hedgerow. Greenspaces exceed what is required. Green Ring has been adjusted slightly to conform with SPCs request for a more natural design.

-The housing mix including 30% affordable housing, spread throughout the site.

-Play spaces, Elivia are keen to seek the PCs opinion on how these are to be designed and managed.

Members raised a number of questions including:

Q. Following discussions with Southern Water Members are aware that surface water is the biggest contributor to flooding, can Elivia ensure that Driveways and roads are made using permeable materials.

A. Elivia advised that there are a number of different surfaces and a mixture of permeable and non-permeable designed to deal with surface water. Permeable surfaces will be laid in the areas where they need to be.

Q. Have Elivia contacted Bloor Homes regarding connectivity of the Green Ring.

A. No, but Elivia have checked Bloor's plans and have connected their phase of the Green Ring to where Bloor's plans indicate the Green Ring to be.

Q. Is the pumping station designed to cope with the total load of the development and does it have an emergency backup.

A. Elivia advised it is designed to cope with the total load from the development and should have a back up mechanism.

Members were pleased to see the new designs conforms with many of the recommendations made by SPC at previous meetings including retention of the hedgerow, a more natural Green Ring and increase in greenspaces, a footpath away from Cooks Lane. The Chair thanked Elivia for their continued engagement with SPC.

The meeting was re-adjourned at 18:36

It was proposed and **AGREED** to add consideration of play spaces to a future agenda.

240 CONSIDERATION OF PLANNING APPLICATIONS WEEKS 15-17

240.1 25/00809/DOM- withdrawn by CDC since circulation. This was **NOTED**.

240.2 SB/25/00792/FUL- Members considered this application and **AGREED** they had **NO OBJECTION**.

However, Members were disappointed to see that there were some issues with the quality of the information uploaded to the portal:

1. The site plan was corrupted and could not be viewed.
2. The location plan did not have a key and as such it was not clear what the coloured lines were indicating.

Members were concerned that they are increasingly seeing issues in the quality of the documents uploaded to the portal and it was proposed and **AGREED** that Officers write to CDC to raise these concerns.

240.3 SB/25/00991/DOM- Members considered this application and **AGREED** that they had **NO OBJECTION**.

However, Members would like to see that roof lights are internally shaded in order to conform with SPC NP Policy SB17, dark skies.

It was proposed that Members also add a comment in line with the issues raised by Southern Water at the meeting of 29th April regarding combined sewage systems. This was **AGREED**. It was further **AGREED** that Officers write a statement that can be used for all applicable applications, that this statement be circulated to Members for comments.

241 CONSIDERATION OF AMENDED APPLICATIONS:

241.1 SB/01161/OUTEIA THIS IS DUE TO BE CONSIDERED AT CDC COMMITTEE.

Members **NOTED** that this application went to CDC committee on 7th May. The SPC Chair and a resident spoke against the application. The item was deferred for further consultation with Highways. The Chair wished to thank the resident, Ceri Stunt for her diligent work and for her support and proposed that Officers send a letter of thanks. This was **AGREED**.

241.2 23/01618/FUL - LAND WEST OF 23 SOUTHBOURNE AVENUE, SOUTHBOURNE.

SPC were not notified that this application was going to committee, nor that it had been amended. Officers raised concerns with CDC that SPC had not been notified. The Chair spoke against this application in line with comments made by the SPC planning committee on the original application.

240 CONSIDERATION OF PLANNING APPEALS:

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

Members **NOTED** that there were still no updates on this appeal.

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

Members **NOTED** the updates and the spreadsheet of applications was reviewed.

242 TO NOTE THAT THE MEETING WITH RESIDE ON 14TH MAY WILL TAKE PLACE AT ST JOHNS CHURCH AND TO REVIEW ANY ITEMS FOR THE AGENDA.

Members **NOTED** the meeting date and time.

The Chair circulated a report by the Western Sussex Rivers Trust which detailed suggested enhancements to aid reducing flood risks to properties within the Hambrook Catchment area, increase biodiversity/connectivity within and adjacent to the Willowbrook site. It was proposed and **AGREED** to share this with Reside.

The Deputy Clerk circulated to Members a list of questions from C&H PC and it was **AGREED** to approve the questions. Members further **AGREED** to add an item regarding pumping stations; how they will be operated and what the backup plan is in case of failure.

243 It was proposed to request a Failure Modes, Effects, and Criticality Analysis (FMECA) report from Reside. The Deputy Clerk advised that historically, the committee has found such reports to be written in technical language suited primarily to specialists. The Deputy Clerk recommended that it might be more effective to ask specific questions in plain language. Despite this advice, after discussion, Members rejected the Deputy Clerks recommendation and AGREED to request the FMECA report

244 TO RECEIVE AN UPDATE ON THE SOUTHERN WATER (SW) MEETING INCLUDING CONSIDERATION OF:

244.1 A PROPOSAL TO WRITE TO MP J. BROWN-FULLER IN SUPPORT OF THE CAMPAIGN TO MAKE SW A STATUTORY CONSULTEE ON PLANNING APPLICATIONS.

Members considered this proposal and **AGREED** for Officers to write to MP J. Brown-Fuller advising that SPC support her campaign to make Southern Water a statutory consultee on planning applications.

244.2 SUBMITTING AN INFORMATION REQUEST TO SW REGARDING THE ITEMS IN THE CORRESPONDENCE SENT TO CDC RE THORNHAM.

Members considered this proposal and **AGREED** for Officers to write to Southern Water by way of an information request regarding the points raised in the correspondence to CDC and at the meeting with SW.

244.3 TO CONSIDER A PROPOSAL BY SW TO SEEK PARISH COUNCIL SUPPORT IN THEIR CAMPAIGN TO REDUCE STORM OVERFLOWS.

Members considered the proposal presented by Southern Water to Parish Councils during the meeting held on 29th April. The Chair provided an update on Southern Water's ongoing campaign to reduce storm overflows, highlighting the successes achieved in other regions.

It was noted that Southern Water intends to engage with residents directly through door-to-door visits. As such, Southern Water has requested that Parish Councils inform residents to expect representatives conducting cold calls as part of this outreach effort. Members **AGREED** to the proposal and further **AGREED** that Officers publicise the campaign wherever appropriate.

244.4 TO RATIFY THE CORRESPONDENCE SENT TO SW PLANNING DEPARTMENT REGARDING THE APPLICATION: SB/01161/OUTEIA AND THEIR RESPONSE TO THE APPLICATION.

Members **AGREED** to **RATIFY** the correspondence sent to Southern Water.

245 TO NOTE THE DATE AND TIME OF THE NEXT MEETING

Thursday 29th May 2025, 6pm at St. John's Church Centre

The meeting closed at 19:21

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Planning Committee Meeting held on 8th May 2025

AGENDA ITEM 13

TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETSINS HELD ON 10th APRIL 2025 AND 8th MAY 2025 (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

*13.1 As there are no recommendations Members are only required to **NOTE** the Minutes of the Southbourne Environment Group meeting held on 10th April 2025*

Southbourne Environment Group

Minutes of the meeting held on Thursday 10th April 2025 7.30 pm at St John's Church Centre, Southbourne.

Present: Lyn Davies (LD) (Chair), Alison Barker (AB) Judy Knapp (JK) Lyn Hicks (LH), Naomi Pattinson (NP), Sarah O'Brien-Twohig (SOT) Elizabeth Medler (EM)

Apologies: Roy Seabrook, John Auric, Julia Hankers, Liz Rosoman, Libby Flanagan

Minutes of the last meeting of 9 January 2025 were approved, subject to amendments below.

1. Matters arising

Action AT: from the 9 January Minutes: *'AT hoped to get tree budget back and order more trees, including those free from the Woodland Trust. However, these were in bundles of 50. Action: Amanda to check what they have. Paul Metcalfe proposed that any spare trees could go to Friends of Hambrook. SOT suggested that trees could be offered to new housing estate residents.'*

Under point 3 of 9 January Minutes – this should be amended to Purging Buckthorn. This is in the Triangle as well as Wayfarer tree.

It was confirmed that Paul Metcalfe had picked up the gas canister and dealt with it. See point 3 9 January Minutes. He had also donated Rudbeckia and Sedum and has offered more of both.

There was discussion about the **Holm Oak**. SOT raised the possibility of affixing to the tree or nearby details of its imminent removal. **ACTION:** LD to send her word document with text from Village Magazine concerning this. LD reported that a new tree (Hornbeam) would be planted by WSCC in the grassy area after the oak was felled.

E-coli testing. LD confirmed that the SEG donation had been made. Paul Metcalfe had sent the e-coli report which would be circulated to those present. LD confirmed that PM had been awarded a grant from Southbourne Parish Council.

Outstanding: PM had not yet donated a strip of LED lighting for the shed, but this would not be needed until the Winter. Note a battery would have to be purchased.

3. **Budget.** It was confirmed that the budget was £1,500 (see 9 January Minutes). **Recommended :** LD to purchase 6 Lavenders, 3 Marjoram, 3 Creeping Thyme, 3 upright Rosemary to plant at the triangle, and edging for the path to the compost heap. **First Aid kits:** LD reported that there was a large First Aid Kit in the shed. However, she suggested that smaller ones should be available to take to gardening sessions. **Action:** LD to investigate. **Recommended:** LD buy at least one small first aid kit to take to gardening session. SOT suggested purchasing more bulbs for the Autumn. **Recommended:** LD to buy a sack of daffodils later in the year. **Action** SEG to plant bulbs in various locations in the Autumn.

4. **Reports.**

Triangle. LD raised the possibility of preparing a risk assessment for gardening sessions, but it was felt that SEG's activities may be too modest for this. **Action** LD to consult the parish clerk, AB recommended planting lungwort as an early food source for bees. LD reported that she is propagating some. AT has primroses and pinks to be planted out. The question of water and where to obtain it near the Triangle was discussed. [Subsequently - after a working party visit to the Triangle - it was agreed that water should only be got from the

Pavilion and not from Bourne View.]

Action: LD to speak to Men's Shed to see if they can make information labels for the plants from wood in the form of a T.

Cherry trees on Stein Road: JA was thanked for his good work in obtaining quotes re the reduction of the overhang over the cherry trees at the north end of Stein Road. John had prepared a report (appended to these Minutes) setting out 5 options. Most involved ongoing expense. There were now only two trees on the West side, so this was clearly a vulnerable spot. The general consensus was that these trees should be moved to another location. **Action:** for further discussion at the May meeting.

Talks: LD reported that both of the recent talks had been well received with perhaps 35/40 people attending. Sarah Hughes' talk had attracted £130 and this had been donated to the Western Sussex Rivers Trust. John Arnott's talk had attracted £68 – this was made up to £75 by SEG and donated to Chichester Harbour Trust. LD brought along receipts.

Litter pick: LD reported that 5 people had attended the recent litter pick and 8 bags of litter collected. LD reported that the event had been advertised on social media and in the Village magazine. It was noted that a number of people litter pick on a regular basis **Southbourne Library** has had its cherry tree removed and a neighbour had removed adjoining hedge, which was a popular nesting site for sparrows. it was felt that it would be helpful to re plant a hedge beside the fence or a new tree. The consensus was in favour of hedging. The librarian seemed open to this and reported that he would talk to speak in Chichester. However, nothing further had been reported back. **Action:** AB will determine who to approach at WSCC. AB reported that Chichester were currently celebrating '100 years of Libraries', so this may be a good time for them to mark this by agreeing that a hedge could be planted.

5. **Forthcoming events:**

Village fete 14th June. LD suggested SEG should have a stall at the triangle with an SEG banner along the fence and a gazebo. It was suggested that people could be invited to help construct a bug hotel though it was pointed out that the Junior School were expecting to do this too. LD has asked Emsworth Horticultural Society if they have a pallet for its construction and is waiting to hear. It was also thought that Hilliers might donate one. The SEG publication 'Helpful Hints.....' would be given out.

Green winged orchid walk Sunday 11th May, 2pm from Chidham Bund: AB suggested no more than 15/16 people. **Action:** AB will send details to LD for publication to SEG email list.

Solar boat trip: LD had been provided with a programme of sailings by John Arnott. However, prices may be a bit high. A canal trip was favoured instead, September time. Wider group to be invited. LD to look into prices. [LD subsequently circulated details and prices.] **Bat walk:** AB and possibly SH would conduct

this walk. Various locations discussed but LD's suggestion of Marina Farm, Thornham Lane seemed likely.

Action: AB to speak to Sarah Hughes to agree date and final location.

Talks: AB will speak about Dragonflies on 13th November and Jane Reeve about Tackling Climate Change on the Manhood Peninsula on 9th October. Suggestions for future: LH suggested that allotment holders could be asked to talk on the highs and lows of caring for an allotment. Emsworth/Westbourne allotment holders could be included. LD suggested a quiz. Further discussion will ensue at the May meeting. **Action:** More thought and suggestions for talks or events for winter 2026.

6. **AOB:** AB will ask for more details from the People's Trust for Endangered Species – perhaps the possibility of cameras in people's gardens to observe hedgehogs etc.

Date of next meeting: 8th May 2025, 7.30 pm, St John's Centre, Southbourne

DECISION:

Do Members **AGREE** to **NOTE** the minutes of the Southbourne Environment Group Meeting held on 10th April 2025

13.2

The Minutes of the meeting of the Southbourne Environment Group Meeting held on 8th May 2025 were not available at time of circulation. If received ahead of the meeting they will be circulated separately.

AGENDA ITEM 14

TO NOTE AND APPROVE THE SCHEDULE OF MEETINGS FOR 2025/26

Members are asked to Note the Schedule of Meeting for 2025/26

Committee Meetings 2025/26

Full Council 13/05/25 - 19.00 - St John's 10/06/25 - 19.00 - St John's 08/07/25 - 19.00 - St John's No meeting in August 16/09/25 – 7pm – St John's- amended date 14/10/25 - 19.00 - St John's 11/11/25 - 19.00 - St John's 09/12/25 - 19.00 - St John's 13/01/25 - 19.00 - St John's 10/02/25 - 19.00 - St John's 10/03/25 - 19.00 - St John's 14/04/25 - 19.00 - St John's	Southbourne Environment Group 12/06/25- 19:30 – St John's 10/07/25- 19:30 – St John's 14/08/25- 19:30 – St John's 11/09/25- 19:30 – St John's 09/10/25- 19:30 – St John's 13/11/25- 19:30 – St John's 11/12/25- 19:30 – St John's- Xmas Event 08/01/26- 19:30 – St John's 12/02/26- 19:30 – St John's 12/03/26- 19:30 – St John's 09/04/26- 19:30 – St John's
Planning 08/05/25 - 18.00 - St John's 29/05/25 - 18.00 - St John's 19/06/25 - 18.00 - St John's 10/07/25 - 18.00 - St John's 31/07/25 - 18.00 - St John's 21/08/25 - 18.00 - St John's 11/09/25 - 18.00 - St John's 02/10/25 - 18.00 - St John's	Allotments 05/06/25 - 13.00 - St John's 13/09/25 - 13.00 - St John's 30/10/25 - 13.00 - St John's 05/03/26 - 13.00 - St John's

23/10/25 - 18.00 - St John's 13/11/25 - 18.00 - St John's 04/12/25 - 18.00 - St John's 25/12/25- No meeting 15/01/26 - 18.00 - St John's 05/02/26 - 18.00 - St John's 26/02/26 - 18.00 - St John's 19/03/26- 18.00 - St John's 09/04/26- 18.00 - St John's	
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DECISION:

Do Members **AGREE** to **APPROVE** the schedule of meetings for 2025/26

AGENDA ITEM 15

TO APPOINT MEMBERS (AND CHAIR/VICE-CHAIR) TO SERVE ON THE FOLLOWING COMMITTEES.

- **ALLOTMENTS**
- **COMPLAINTS COMMITTEE**
- **JOINT BURIAL COMMITTEE**
- **PLANNING COMMITTEE**
- **STAFFING COMMITTEE**

Please note that the minimum number for all Committees to be quorate is three. Therefore, it is recommended that there are at least five appointed members to each committee.

15.1 Allotments

Members are asked to **AGREE** to appoint Members to sit on the Allotment Committee and further **AGREE** to appoint a Chair and Vice Chair

Members are further asked to **AGREE** to **APPROVE** for the Allotment Committee to appoint two Lyn Davies and Jenny Ullman as non-councillors representatives.

15.2 Complaints Committee

This Committee will only be required to meet in the event of a formal complaint. It is usual for the Chair and Vice-Chair to have a seat on this Committee and one other Member will be required to be present at any complaints review. However, it is recommended that at least 2 or 3 more Members are appointed to ensure quorum and flexibility.

Members are asked to **AGREE** to appoint the SPC Chair and Vice Chair to sit on the Complaints Committee and further **AGREE** to appoint 2 or 3 other Members.

Members are further asked to appoint a Chair and Vice Chair

15.3 Joint Burial Committee

The Joint Burial Committee is represented by three Members of Southbourne Parish Council and three Members of Westbourne Parish Council.

Members are asked to **AGREE** to appoint three Members to sit on the Joint Burial Committee.

The arrangements for the Chair and Vice Chair for this committee are determined by the JBC committees own Articles of Memorandum.

15.4 Planning Committee

Due to the required commitment of Members to attend every 3 weeks it is proposed that ALL SPC Councillors are appointed as Members of the Planning Committee to ensure that there is always the capacity to remain quorate.

Do Members **AGREE** to **APPROVE** that all SPC Councillors are appointed as Members of the Planning Committee and further **AGREE** to appoint a Chair and Vice-Chair?

15.5 Staffing Committee

It is usual for the Chair of the Council to be on this Committee.

Members are asked to **AGREE** to appoint three Members to sit on the Staffing Committee one of which is the Chair of the Council.

Members are asked to further **AGREE** to appoint a Chair and Vice Chair

AGENDA ITEM 16

TO APPOINT MEMBERS TO SIT ON THE PARISH COUNCIL'S STEERING GROUPS, WORKING GROUPS AND OUTSIDE BODIES INCLUDING

- SOUTHBOURNE ENVIRONMENT GROUP
- CDALC
- WSALC
- BOURNES FORUM
- HENRY SMITH CHARITY
- OPERATION WATERSHED NUTBOURNE
- ROAD SAFETY GROUP
- CHEMROUTE GROUP

Appointed representatives to outside bodies are there on behalf of SPC to represent and uphold its Policies. No decision can be given on behalf of the Council.

Before consideration of appointment, Members should note that appointed representatives will be required to provide a brief report after every meeting to include any recommendations to SPC

16.1 Southbourne Environment Group

Members are asked to **AGREE** to appoint a representative/s to sit on the Southbourne Environment Group

16.3 CDALC

Members are asked to **AGREE** to appoint a representative/s to sit on CDALC

16.4 WSALC

Members are asked to **AGREE** to appoint a representative/s to sit on WSALC

16.5 Bournes Forum

Members are asked to **AGREE** to appoint a representative/s to sit on The Bournes Forum

16.6 Henry Smith Charity

Members are asked to **AGREE** to appoint a representative/s to sit on the Henry Smith Charity.

16.7 Operation Watershed Nutbourne Group

Members are asked to **AGREE** to appoint a representative/s to sit on the Operation Watershed Nutbourne Group

16.8 Road Safety Group

Members are asked to **AGREE** to appoint a representative/s to sit on the Road Safety Group

Lyn Hicks has confirmed that she will be willing to continue to sit on the Road Safety Group as a representative of Southbourne Parish Council. Lyn currently leads on this group but would like to make plans to step back later in the year. Therefore, it is recommended that 2 Members be appointed to the Road Safety Group

AGENDA ITEM 17

TO REVIEW THE TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENTS FOR THE COMMITTEES

Members are required to review the Terms of Reference for the Committees. Please note that any amendments or additions from previous editions are highlighted in red text.

Members are further asked to **NOTE** that The Joint Burial Committee has its own Terms of Reference.

17.1 Allotment Committee



SOUTHBOURNE PARISH COUNCIL ALLOTMENTS COMMITTEE TERMS OF REFERENCE 13th May 2025

Members = Cllrs: X

Non Councillor Members = Jenny Ulman, Lyn Davies

Quorum = 3 (2 of which must be Elected Members)

Frequency of Meetings = Quarterly

Budget = To agree budget expenditure under delegated powers within the overall budget allocation. Maintain strict control of budgets including annual review of requirements by Full Council.

Function of Committee

Delegation of Functions

The complaints procedure is available to residents, other individuals, organisations (e.g. charities) and unincorporated bodies (e.g. tenants' associations).

It is generally in the interests of the complainant and the Council to try to resolve the matter informally rather than through the Council's formal complaints procedure.

Other bodies have responsibility for certain types of complaint – for example:

- The District Council for a councillor's alleged breach of the Parish Council's code of conduct
- The police for alleged criminal activity

Formal Complaints Procedure

1. All formal complaints against Southbourne Parish Council (SPC) must be communicated in writing to the Clerk at the address given on SPC's website. The Complainant must have tried to resolve the complaint informally through the Clerk (or if the complaint is about the Clerk, with the Chair of the Council) before commencing with the formal procedure.
2. The complainant must state whether or not they want the complaint to be treated confidentially.
3. If the complaint concerns the Clerk, the complaint must be communicated in writing to the Chair of SPC.
4. The receipt of the complaint will be acknowledged within seven working days, together with the title of the person or committee who will be dealing with the complaint.
5. The complaint will normally be dealt with within six weeks of receipt of the complaint. If this period is to be exceeded, the complainant will receive a written explanation from the Clerk or Chairman (as appropriate). The Clerk or Chairman (as appropriate) will confirm to the complainant if the complaint will be treated as confidential and confirm the next steps in the procedure.
6. The complainant will be given the opportunity to make verbal representations (and, if so wishes, to be accompanied by a friend when doing so) at a meeting of which they will be given reasonable notice. Before such a meeting the complainant shall provide the Clerk or Chairman with any new evidence or information relevant to the complaint and the Clerk or Chairman shall provide the complainant with new evidence or information relevant to the complaint.
7. Prior to a meeting as described above, the complainant will be given an explanation about how the meeting will proceed.
8. The complainant will be advised when a decision about the complaint is likely to be made and how and when it is likely to be communicated to them.
9. Within the timeframe specified above SPC will write to the complainant to confirm whether or not it has upheld the complaint. SPC will give its decision together with details of any action to be taken by SPC where appropriate.
10. The decision of the SPC Complaints Committee is final.

Approved:

Complaints Committee

Terms of Reference

When required, the Committee shall meet to hear a complaint and comprise three members as follows:

- the Chairman:
- Vice Chairman and:
- one of the three other members nominated for this Committee.

In the absence of the Chairman the Vice Chairman will chair meetings. In the absence of both the Chairman and Vice Chairman the chair will be elected from the members present at the meeting.

The Committee shall consider formal complaints received in accordance with the Complaints Policy.

The Committee may meet in the absence of the press and public if the matter relates to a member of staff, or the nature of the complaint warrants it or a complainant has requested that a matter be dealt with confidentially.

DECISION

Do Members **AGREE** to **ADOPT** the Terms of Reference for the Complaints Committee as proposed

17.3 Full Council - Southbourne Parish Council



SOUTHBOURNE PARISH COUNCIL
TERMS OF REFERENCE: SOUTHBOURNE PARISH COUNCIL
Adopted 13th May 2025

Members of the Authority All Parish Councillors

Quorum = 5

Frequency of Meeting = Monthly (with the exception of August)

To deal with all Powers and Duties not delegated to standing Committees as set out in their terms of reference or deemed to be the acts and proceedings of the Council subject to the Council's Standing Orders and Financial Regulations

Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate
To take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee

Function of Committee	Delegation of Functions
Powers of <u>all</u> Standing Committees <ul style="list-style-type: none"> To arrange extra meetings Cancel or postpone meetings Appoint sub-committees, working groups or task & finish groups where deemed necessary Delegated control of budget 	<p>Chairman of Committees in consultation with Parish Clerk</p> <p>Committees</p> <p>Committees in accordance with Council</p>
Governance <p>To monitor the actions of Committees and to receive copies of Minutes and Recommendations</p> <p>To Approve the Schedule of Meetings for Council and Committees</p> <p>Co-option of a Member of the Council Co-option of non-councillor as member of committee</p> <p>To Review and Agree the Terms of Reference including Committees and working groups</p> <p>To Review and Approve new or reviewed Policies including -Standing Orders -Financial Regulations</p> <p>Asset Register to maintain and review asset manager list</p> <p>Appointment of Councillors to Committees and representative to outside bodies</p> <p>Adoption of Standing Orders, and Financial Regulations</p> <p>Adoption or change of policy and procedures</p> <p>Election of Chairman of the Council</p> <p>Review and adoption of Code of Conduct for Councillors</p> <p>Decision on issues relating to Data Protection Freedom of information</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council with recommendation to Committees</p> <p>Council</p> <p>Council Operational management Parish Clerk</p> <p>Council Operational management Parish Clerk</p> <p>Council Operational management Parish Clerk</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council in consultation with Parish Clerk and Committee Chairs</p>

<p>Southbourne & Westbourne Joint Burial Committee (JBC)</p> <p>Making, amending revoking or adopting Byelaws</p> <p>All powers of the Council in the case of civil emergency or in cases of urgency</p>	<p>Council with recommendation from JBC Committee</p> <p>Council</p>
<p>Financial</p> <p>Oversee the management of the Councils finances</p> <p>Approval of Annual Returns & Statement of Accounts</p> <p>Setting of Precept and Budgets</p> <p>To monitor the Councils capital, income and expenditure and budgets including requests from Committees relating to additional expenditure</p> <p>Approval of any overspend and virements in accordance with Financial Regulations</p> <p>Approval of Banking arrangements</p> <p>Approval of Orders for works, goods or services</p> <p>Audit arrangements</p> <p>Insurance Arrangements</p> <p>To be responsible for the Parish Councils risks as detailed in the Parish Councils Risk Assessment</p> <p>CIL – Monitoring of CIL receipts and expenditure</p> <p>Grants</p> <p>To receive and determine applications for Grant Aid</p>	<p>Council in accordance with Financial Regulations and in consultation Clerk/RFO</p> <p>Council in accordance with financial Regulations</p> <p>Council in accordance with Financial Regulations</p> <p>Council to approve External and Internal Audit report Clerk/RFO to prepare and present reports for Council</p> <p>Council Operational Management Parish Clerk</p>
<p>Communication and Technology</p> <p>To oversee and review the Parish Councils Website and Social Media Platforms</p> <p>Oversee technology in association with Parish Council business and activities including procurement and support</p>	<p>Council Strategic overview Operational procedures Parish Clerk & Officers</p> <p>Council Strategic overview Operational procedures Parish Clerk & Officers</p> <p>Council Strategic overview Recommendation to Council Operational procedures Parish Clerk & Officers</p>

To review and advise on Data Protection Freedom of Information and GDPR requirements	
Staffing	Council with recommendation from Staffing committee
Delegated Services County and District To take on services from other local authorities or public bodies or General Power	Council (LGA 1972, Localism Act 2011)
GREENSPACE To oversee and manage all areas of Greenspace Recreation Ground including: <ul style="list-style-type: none"> • area known as the Triangle • the Pavilion • play area • play equipment • adult gym equipment • football pitch To manage the upkeep and maintenance of the recreation ground including grass keeping and upkeep of boundaries and any associated equipment Recreation Ground Events Oversee hiring arrangements of Recreation Ground and Pavilion Issuing of related licences To undertake formal inspections of the play equipment including the consideration of any maintenance/repairs and replacement as required To carry out monthly visual inspections of play equipment and any other SPC owned equipment such as lawnmower, strimmer, pitch marker etc. Pavilion To manage the upkeep and maintenance of the pavilion and consider any contractual arrangements Prinsted area including: <ul style="list-style-type: none"> • Foreshore • Liaison with Sea Scouts • Area as indicated by Land Registry 	<p>Operational management Parish Clerk & Officers</p> <p>Council for strategic overview Operational management Parish Clerk Recreation Ground Contract/Caretaker</p> <p>Council for strategic overview Operational management Parish Clerk and Officers</p> <p>Council to consider fees and terms Operational Management – Parish Clerk and Officers</p> <p>Council to consider contractual arrangements and costs in line with Financial Regs Operational Management Parish Clerk and Officers</p> <p>Recreation Ground Contract/Caretaker with report to Parish Clerk</p> <p>Council Operational management Parish Clerk Recreation Ground Contract/Caretaker</p> <p>Council Operational management Parish Clerk</p>

<p>Shed To manage the upkeep and maintenance</p> <p>Trees Including management, planting and TPO's</p> <p>Southbourne Environment Group</p> <ul style="list-style-type: none"> • Trees • Wildlife Corridors • Litter Picking • SSSI's • Planting within the Parish 	<p>Council Operational management Parish Clerk</p> <p>Council with recommendation and liaison with Southbourne Environmental Groups</p> <p>Southbourne Environmental Group with recommendation to Council on budgetary expenditure</p>
<p>COMMUNITY & SERVICES To lead and encourage effective community engagement throughout the Parish to establish a clear understanding of issues affecting residents and users of the Parish</p> <p>To promote and support local community and voluntary organisations</p> <p>To regularly assess the effectiveness of engagement with the community</p> <p>Review available resources to achieve desired aims</p>	<p>Council for strategic overview Operational Management Parish Clerk and Officers</p>
<p>PUBLIC REALM & FACILITIES</p> <ul style="list-style-type: none"> • Defibrillators • Bike Racks • Noticeboards • Signs • War Memorial • Memorial Benches • Events • Homeoak • Stein Road • Dog and Waste Bins • Bus Shelters* • Flagpoles* • Village Signs <p><i>* Power (not duty) to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4</i></p>	<p>Council for strategic overview Operational Management Parish Clerk and Officers</p>
<p>CHILDREN AND YOUNG PEOPLE</p> <p>Support public and community facilities for the young</p> <p>Coordinate the involvement of young people in decision making</p>	<p>Council for strategic overview Operational Management Parish Clerk and Officers</p>

(i.e., Youth Councils/forums)	
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DECISION

Do Members **AGREE** to **ADOPT** the Terms of Reference for the Council as proposed

17.4 Planning Committee



SOUTHBOURNE PARISH COUNCIL PLANNING COMMITTEE TERMS OF REFERENCE 13th May 20025

Members of the Authority = All Parish Councillors

Quorum = 3

Frequency of Meetings = 3 weekly

Function of Committee	Delegation of Functions
To consider weekly planning lists from Principal Council Planning Authority. To consult and submit comments, observations and recommendations on applications, in line with any adopted Local Plan, Neighbourhood plan and NPPF prior to submitting approval/objection to Planning authority.	Committee Operational management Parish Clerk & Officers
Making observations on amended planning applications and any other related consents previously granted or considered by any authority	Committee Operational management Parish Clerk & Officers
To engage in pre application meetings with developers or their representatives in advance of a formal submission to the local planning authority.	Committee Operational management Parish Clerk & Officers
To make observations and recommendations on Street Naming consultations as requested to do so by the local planning authority.	Committee Operational management Parish Clerk & Officers
Making observations on planning application appeals as determined by the	Committee

<p>planning inspectorate. To consult and submit comments on an appeal by way of Written representation, Inquiry or Hearing as determined by the planning inspectorate</p> <p>Making observations on highways consultations and on-road issues including on street parking, carparks, public rights of ways, street naming and Traffic Regulation Orders. Submitting comments and recommendations to relevant higher authority</p> <p>To delegate authority to the Chair of the Planning Committee to attend local planning authority meetings or planning appeals as a representative of Southbourne Parish Council to comment in line with the SPC Neighbourhood Plan Policies or previously agreed decision or statements</p> <p>To request to the secretary of state that a planning application be Called-In by making representation to any person(s) or authority required.</p> <p>Streetlights* To oversee maintenance and supply of Parish owned lights</p> <p><i>Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3:</i></p>	<p>Operational management Parish Clerk & Officers</p> <p>Committee for strategic overview Operational management Parish Clerk</p> <p>Chair of Planning Committee</p> <p>Committee for strategic overview. Operational management Parish Clerk and Officers.</p> <p>Committee for strategic overview Operational management Parish Clerk</p>
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DECISION

Do Members **AGREE** to **ADOPT** the Terms of Reference for the Planning Committee as proposed

17.5 Staffing Committee



SOUTHBOURNE PARISH COUNCIL TERMS OF REFERENCE: STAFFING COMMITTEE 13th May 2025	
Member Representation: Cllrs: Staff Representation: Parish Clerk	
Function of Committee	Delegation of Functions
All matters relating to Terms and Conditions of Employment All issues relating to Health & Safety Training Pensions Duty of Care	Committee for strategic overview Operational management Parish Clerk

DECISION

Do Members **AGREE** to **ADOPT** the Terms of Reference for the Staffing Committee as proposed

AGENDA ITEM 18

ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL POLICIES, PROCEDURE AND PRACTICES INCLUDING TO REVIEW THE DRAFT POLICIES AS PROPOSED FOR ADOPTION:

- **STANDING ORDERS**
- **FINANCIAL REGULATIONS**
- **RISK ASSESSMENT 2025/26**
- **GRANT APPLICATION AND CRITERIA**

Due to the size of the documents these items have been circulated separately and are numbered to correspond with the agenda.

Members are required to review the Councils internal control policies procedures and practices as listed

18.1 Standing Orders

DECISION

Do Members **AGREE** to **APPROVE** the Standing Orders and **ADOPT** as proposed?

18.2 Financial Regulations

DECISION

Do Members **AGREE** to **APPROVE** the Financial Regulations and **ADOPT** as proposed?

18.3 Asset Register

DECISION

Do Members **AGREE** to **APPROVE** the Asset Register

18.4 Risk Assessment 2025/26

DECISION

Do Members **AGREE** to **APPROVE** the Risk Assessment for 2024/25

18.5 Grant Application and Criteria

DECISION

Do Members **AGREE** to **APPROVE** the Grant Application and Criteria and **ADOPT** as proposed?

AGENDA ITEM 19

TO CONFIRM BANK SIGNATORIES AND TO REAFFIRM CONTINUANCE OF THE CURRENT POLICY THAT VERIFICATION OF BANK RECONCILIATIONS WILL BE COMPLETED BY ANY OF THE CURRENT BANK SIGNATORIES EXCLUDING THE CHAIR IN LINE WITH FINANCIAL REGULATIONS

As per the Councils Financial Regulations and in order to mitigate risks Members are required to appoint two Councillors, other than the Chair, to verify the bank reconciliations.

DECISION

Do Members **AGREE** to appoint two Cllrs other than the Chair as bank signatories and further **AGREE** to reaffirm continuance of the Fin Reg 2.6

AGENDA ITEM 20

FINANCIAL REPORTS - MONTH END

TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF MARCH 2025 AND APRIL 2025 AS FOLLOWS:

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS BARCLAYS CURRENT ACCOUNT, BARCLAYS PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT, NATIONWIDE ACCOUNT, NAT WEST ACCOUNT, REDWOOD ACCOUNT AND UNITY BANK ACCOUNT FOR THE MONTH OF MARCH AND APRIL IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1ST APRIL 2024 – 31ST MARCH 2025 AND FOR 1ST APRIL 2025**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT**

Reports will be circulated separately due to the amount and size.

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

DECISION.

Do Members **AGREE** to **APPROVE** the financial reports for March and April as circulated

AGENDA ITEM 21

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

Members are asked to **AGREE** to **APPROVE** any pending payments:

None at time of circulation of report.

DECISION

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

AGENDA ITEM 22

TO RECEIVE AND NOTE THE YEAR END REPORTS INCLUDING

- TO RECEIVE THE BANK RECONCILIATION TO 31st MARCH 2025 AND TO NOTE INCOME & EXPENDITURE AGAINST BUDGET FOR FINANCIAL YEAR 1st APRIL 2024 - 31st MARCH 2025.
- TO NOTE THE STATEMENT OF ACCOUNTS

Reports will be circulated separately due to the amount and size.

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

DECISION.

Do Members **AGREE to APPROVE** the year end reports as circulated

AGENDA ITEM 23

TO NOTE RECEIPT OF THE FIRST INSTALMENT OF THE PARISH COUNCILS PRECEPT OF £127,531.00 FOR 2024/25 AND TO FURTHER NOTE RECEIPT OF APRIL CIL FUNDS OF £131,444.66

Members are asked to **NOTE**:

23.1 Receipt of the first installation of the Council precept for 2024/25 of £127,531.00

23.2 Receipt of April CIL funds of £131,444.66

AGENDA ITEM 24

CONSIDERATION OF THE SOUTHBOURNE PARISH COUNCILS INSURANCE RENEWAL DUE 1st JUNE 2025 AND TO RE-AFFIRM THE CONTINUANCE OF THE ILL HEALTH LIABILITY INSURANCE FOR 2025 SPC JUNE MIN 201 REFERS

The Councils annual insurance renewal is due on the 1st June 2025. New Members may like to **NOTE** that SPC approved a 3 year contract in 2024 so there is no requirement to go out to tender. The Clerk has submitted the renewal questionnaire and is awaiting further correspondence. Should any additional costs be applied, they will be submitted to Members for approval.

AGENDA ITEM 25

CONSIDERATION OF PRIME ACCOUNT AT A COST OF £98.00 PER ANNUM TO REDUCE OVERALL ANNUAL DELIVERY COST FROM AMAZON

Members are asked to consider upgrading the Amazon Account to include Prime at a cost of £98.00 per annum. Longterm this will be cost affective as currently any orders that do not meet the minimum value incur additional delivery charges. Due to reduced costs, much of the administrative requirements are sourced from Amazon.

DECISION

Do Members **AGREE to APPROVE** to upgrade the Amazon Account to Prime at a cost of £98.00 per annum

AGENDA ITEM 26

UPDATE ON SUSSEX DAY FETE

The Deputy Clerk will table an update on the arrangements for the event.

AGENDA ITEM 27

DATE AND TIME OF THE NEXT MEETING

The Next Meeting is scheduled for Tuesday 11th June 2024