

SOUTHBOURNE PARISH COUNCIL

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5 January 2017

Dear Sir / Madam,

You are hereby summoned to a meeting of the Southbourne Parish Council at the **St John's Church Centre, Southbourne** on **Tuesday 14 February 2017** at **7.30 p.m.**

R A Davison
Clerk

AGENDA Part I

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. **Minutes Part I** of the meeting held on 10 January 2017.
4. **Open Forum**
5. **County Councillor Report**
6. **District Councillor Report** (Mr Brown)
7. **Environment Steering Group**
 - a. Review - to review the purpose of the Steering Group
 - b. Great British Spring Clean 3-5 March 2017
8. **Engaging in Early Discussions on Development Projects** – to consider the attached report by the Clerk.
9. **All Parishes Meeting** – The next All Parishes Meeting will be held on Wednesday evening, 5 April 2017 at East Pallant House, Chichester starting at 7.00pm, with a buffet available from 6.00pm, and finish by 9.00pm. The Council is asked whether it wants to appoint a representative to attend this meeting.
10. **Chichester – Emsworth Cycle Route (Chemroute)** – Given the difficulties inherent in navigating the present cycle route, Chidham and Hambrook Parish Council would like to reinvigorate the Chemroute project through the initial calling of a meeting at which it is hoped that representatives from the four parish councils along the A259 (Bosham, Chidham & Hambrook, Fishbourne and Southbourne) would be present. The Parish Councils' respective County Councillors (Louise Goldsmith and Sandra

James) will also be invited to attend as will Geoffrey Whittington to represent the Chemroute committee. The Parish Council is asked whether it wishes to attend and if so appoint a representative.

11. **Street Naming** – the Council is asked to comment on the proposed name of “Dunkirk Rise” for the housing development at Dunkirk.
12. **New Website** – to note the current position regarding a new website.
13. **Finance**
 - a. Payments - To approve the payments for February 2017
 - b. Operation Watershed – To note the successful completion of the Phase II Operation Watershed project at Rose Cottages and to consider supporting an Operation Watershed project for repairs to the Hermitage Stream banks close to the A259.
 - c. Quote – to agree the quote for replacement of the lights on the outside of the Pavilion.
14. **Date for the Annual Parish Meeting** – it is suggested that the Annual Parish Meeting is held on Tuesday 23 May 2017.
15. **Southbourne Fete** – to consider a request from Southbourne Lions for a fete on the Recreation Ground in 2017. A date has not been specified.
16. **Youth Bus** – to note the position with regard to the Youth Bus.
17. **Friends of Maybush Copse** – to receive a report from the Council’s representative (Mr Gowlett) on the work of the Friends of Maybush Copse.
18. **Items for Future Meetings**
19. **Dates of Next Meeting** - 14 March 2017

To: All Members of Southbourne Parish Council

SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 11 January 2017.

Present: Mr C Bulbeck (Chairman), Mr Brown*, Mrs M Bulbeck, Mr Feltham, Mr Ferguson, Mr Hayes* Mr Hicks*, Mr Jennings, Mr Lane, Mrs Russell and Mr Withers.

*Also District Councillors for Southbourne.

2 members of the public.

Part I

Apologies for Absence

197. None

Declarations of Interest

198. Mr Bulbeck, Mr Hayes and Mr Gowlett declared an interest in the Grants item as they were members of the Southbourne Village Hall Management Committee that had applied to the Parish Council for a grant.

Minutes

199. Resolved that with the addition of Mr Gowlett and Mr Rolfe in the list of Members present, the minutes of the meeting held on 13 December 2016 be approved as a correct record and that they be signed by the Chairman.

Open Forum

200. A member of the public requested the Council to promote a proposed Traffic Regulation Order (TRO) on junctions of Lumley Road, Pagham Close and Sadlers Walk and also write to the County Council Chairman, Mrs Evans about the matter.

Lumley Road & Pagham Close – Traffic Regulation Order

201. With the agreement of the Council, the Chairman brought this item forward. Members considered the report of the Clerk and the representation made in the Open Forum about this matter. It was noted that the junction protection would be for a total of 10m and not an extra 10m as suggested in the report. The County Council would be considering all requests for TROs in the autumn 2017. If unsuccessful the Parish Council could consider paying for the TRO as part of its budget for 2018/19 but it would also need to consider whether this was likely to set a precedent for TRO requests in Southbourne.

202. Members agreed to suggest additional locations within the same 'Tile' as the locations proposed as there was a chance of displacement of vehicles being parked illegally further into Southbourne.

203. Resolved - That the Parish Council makes a new application for a TRO in Lumley Road, Sadler's Walk and Pagham Close for junction protection at the locations shown in Tile SU7505NWN dated 12.5.16 (Appendix A).

County Councillor's Report

204. Apologies were received from C Cllr Ms James.

District Councillor's Report

205. Mr Hicks reported that the number of people registered on the Electoral Roll for Southbourne was anticipated to increase from 5269 in 2015 to 5789 in 2021.

206. The new leisure contract was working well and securing a £1.5m saving over the next few years while also providing capital investment in the centres.

207. Planning permission had been secured on three major sites around Chichester. Proposals were in the early stages for the redevelopment of the Southern Gateway.

208. The Revenue Support Grant settlement from the Government was in line with expectations.

Finance

209. Receipts and Payments – The Council noted the receipts and approved the payments as follows:

Burleys	Grass cutting Invoice 57978	463.2
CSA Environmental	Brook Meadow Preliminary Ecological Assessment	£1,740.00
SSE Southern Electric	Pavilion (D Debit)	£32.74
SSE Southern Electric	Street Lighting Q3 2016/17	£1,470.35
Elite Playground Inspections	Quarterly Inspection (11/16)	£56.70
Allianz	Annual inspection 03/16	£564.19
Staff	Aggregate pay	£2,276.32
	Total	£6,603.50
Transfer from Savings Account	For current payments	£6,603.50

210. Grants – The Council received the report of the Clerk on requests for grants.

211. Resolved

1. that the following grants be approved:

- a. Bourne 55 Archery Club - £200
 - b. Samaritans - £300
2. that the Lions Club be invited to resubmit their application with supporting information in the Spring

212. Mr Bulbeck vacated the Chair and left the meeting along with Mr Hayes and Mr Gowlett during consideration of the grant for the Village Hall.

213. Resolved – that Mr Hicks be elected Chairman for this item.

Mr Hicks in the Chair

214. The Council considered an application from the Village Hall Management Committee for a grant of £1300.

215. Resolved – that a grant of £1300 be approved for the Village Hall.

216. Mr Bulbeck, Mr Hayes and Mr Gowlett returned to the meeting.

Mr Bulbeck in the Chair.

A27 Consultation

217. The Council noted that the Leader of the County Council had written to the Secretary of State suggesting that there might need to be a re-run of the consultation. As the matter had previously been discussed and the Council's position agreed at a meeting within the last six months, Mr Brown proposed that the Parish Council waive standing orders to enable it to consider supporting a possible re-run of the consultation to include a northern route. However the proposal to waive standing orders was not seconded and the Council's preference remained as Option 2.

Neighbourhood Plan Steering Group

218. Southbourne Development Trust - It was noted that not all the forms necessary for the registering of the Charitable Incorporated Organisation (CIO) had been provided by the solicitors when it was originally sent to the Charity Commission. This omission had now been rectified and the forms would be resubmitted.

219. Steering Group – The Group had considered the planning applications for the Orchards and the Nellie's Field developments. The Group would be looking at ways of promoting its work to encourage residents in Southbourne to join it in looking at any future developments.

Items for Future Meetings

220. Website – Messrs Brown, Hayes, Lane and Withers and the Clerk would meet before to look at the options for developing a new website. The Council would consider what it wanted from the website.

Village Gateway signs

Maybush Copse – report from Mr Gowlett

Mr Lane would invite the local Boots Chemists to a future meeting

Youth bus grant

Date of Next Meeting

221. 10 January 2017 at 7.30 p.m.

Exclusion of the Press and Public

222. Resolved - that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

Minutes

223. Resolved – that the Minutes Part II of the meeting held on 13 December 2016 be approved as a correct record and be signed by the Chairman.

Chairman

14 February 2017

Engaging in Early Discussions on Development Projects

The Parish Council and the Neighbourhood Plan Steering Group (NPSG) have in recent years held discussions with developers over their proposals for potential development sites in the parish as part of the Neighbourhood Plan process. This has helped the Council in obtaining the best possible outcomes from developments through positive working relationships with developers. Now that the Neighbourhood Plan (SPNP) is approved, it provides the current context for such discussions.

Advice from the Society of Local Council Clerks (SLCC) is that such discussions are entirely appropriate and should be encouraged. Indeed an article in The Clerk (January 2017) states that "They [parish councils] know what is best for their community. Effective and early consultation will lead to development proposals which are better developed and better understood by the public, and in which the important issues have been articulated and considered at the earliest opportunity."

The Localism Act 2011 introduced a duty on developers to consult communities on development proposals before submitting certain (usually major) planning applications. In addition the National Planning Policy Framework (NPPF) states "Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably" (para 66). Accordingly, developers usually hold an exhibition or public meeting to obtain community views which are considered and reported as part of the subsequent planning application. Sometimes, developers also approach parish councils separately for an early opinion.

The Localism Act 2011 has also clarified the position on pre-determination. It makes it clear that provided a councillor approaches the discussions on a planning application with an open mind they can do so without fear of being accused of bias or facing legal challenge.

The Appendix sets out the policy for handling future discussions with developers that builds on previous experience and which makes the Council's approach clear to all. If approved, it is suggested that the policy is placed on the website so that the Council's position is clear.

Recommended

That the policy set out in the Appendix be approved and placed on the Council's website.

Robin Davison
Clerk

Policy on Engaging in Early Discussions on Development Projects

1. Early discussions are welcomed between developers or their representatives and Councillors from Southbourne Parish Council on proposed major developments. These need to be set within the context of the Southbourne Parish Neighbourhood Plan (SPNP) and developers should ensure that they are familiar with it's policies before requesting a meeting. Whether the Council accepts the request may, however, depend on whether development complies in principle with the SPNP policies. Where there is no immediate likelihood of planning permission being granted, then the Council may decline a request.
2. The main purpose of such a meeting is to learn more about the development proposal and its implications, not to form a view or make a decision. However, should a view or opinion be expressed, this will not bind the Parish Council to making a decision. Also, where no views are expressed this should not be seen as implicit support for the proposal. A developer shall not make any comment or claim about the Parish Council's actual or perceived position in planning applications or in any other documents relating to proposed developments in the parish without the agreement of the Parish Council.
3. Where the Parish Council agrees to meet a developer this decision should be minuted. If there is insufficient time to enable the Parish Council to consider such a request at one of its meetings, the Chairman, in consultation with the Vice-Chairman and the Chairman of the Parish Planning Committee, has delegated authority to respond on the Parish Council's behalf. This decision and the content of any meeting that may take place shall be noted at the next Council meeting.
4. Other representatives¹ nominated by the Parish Council may also attend and a Planning Officer from Chichester District Council will usually be invited.
5. The Clerk or a District Council Planning Officer shall normally make the arrangements for such a meeting, attend and write up any notes. The format and length should be agreed beforehand and be limited to the development proposal. Meetings will normally take place at a public venue such as the village hall or at the District Council offices.
6. The meeting will be chaired by a parish councillor, who will set out the house rules and explain the councillors' role, including the important point that provided councillors approach the discussions with an open mind they can do so without fear of being accused of bias or facing legal challenge.
7. Individual councillors or other representatives of the Parish Council will not enter into separate discussions with developers.
8. No hospitality shall be offered by a developer and none will be accepted by any representative of the Parish Council.

Adopted2017

¹ Usually a member (or members) of the Neighbourhood Plan Steering Group

14 February 2017

Operation Watershed

Phase II – Rose Cottages Lumley Road

The Phase II project at Rose Cottages has now been completed providing safe access to the cottages and reducing the flood risk.

Bank Repairs – Hermitage Stream

Local residents are seeking Operation Watershed funding from West Sussex County Council (WSSCC) to repair the banks of the Hermitage Stream and the work has the support of County Councillor Ms James. They are seeking the Parish Council's support for the project through holding the funds for the contract.

The works will repair 50m of banks either side of the stream, leading to the point at which it goes under the A259, using chestnut fencing and stakes, gravel and top soil with a total cost of approximately £1900. The actual cost has not yet been confirmed and an Operation Watershed application along with three quotes has to be submitted to WSSCC.

Recommended

1. That the Parish Council support the project by holding any Operation Watershed funding awarded for the project
2. That subject to the Council holding Operation Watershed funding for this project, the Clerk be authorised to make all necessary payments relating to it on receipt of invoices from the appointed contractor.