

SOUTHBOURNE PARISH COUNCIL

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8 March 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 March 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 14 February 2017.
4. **Open Forum**
5. **County Councillor Report**
6. **District Councillor Report** (Mr Hayes)
7. **Environment Steering Group**
 - a. Constitution, Terms and Conditions – to consider proposed constitution, terms and conditions for the Steering Group.
 - b. Great British Spring Clean 3-5 March 2017 – to note the outcome of the recent litter pick in the parish.
8. **Engaging in Early Discussions on Development Projects** – Further to minute 237/17 the Council is asked to consider the revised policy for approval (additions are shown in bold font and deletions struck through).
9. **Infrastructure Business Plan Projects** - Mr Ferguson to report.
10. **New Homes Bonus 2016/17 and 2017/18** – Mr Ferguson to report.
11. **Recreation Ground**
 - a. Drainage - The Clerk to update the Council regarding the possible drainage improvements in the area for the new play equipment.

b. 2016/17 Budget for Play Equipment – In view of the drainage issue above, the play equipment will not now be installed before the end of March 2017. It is therefore recommended that the £10,000 in the 2016/17 budget for this equipment is moved to the earmarked reserve for the same purpose.

12. Finance

- a. Payments - To approve the payments for March 2017.
- b. Public Art – The public art installation at Gosden Green is about to be installed in accordance with the S106 agreement for this development. Members are asked to authorise the Clerk to make the payment of £450 towards the cost of the installation on receipt of an invoice.

13. Friends of Maybush Copse – to receive a report from the Council’s representative (Mr Gowlett) on the work of the Friends of Maybush Copse.

14. Annual Risk Assessment – to note that the annual risk assessment has been carried out by the Chairman.

15. Items for Future Meetings

16. Dates of Next Meeting - 14 March 2017

17. Exclusion of the Press and Public

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

18. Agreement and Quote for Street Lighting Replacements in the Parish

19. Consultancy Quotes

20. Tree Survey Quotes

21. Flood Barrier Quote- Operation Watershed Lumley Road Phase II

22. Staffing

To: All Members of Southbourne Parish Council

SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 14 February 2017.

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

*Also District Councillors for Southbourne.

1 member of the public.

Part I

Apologies for Absence

224. Apologies for absence were received from Mr Gowlett, Mr Lane, Mr Rolfe and Mrs Russell.

Declarations of Interest

225. None

Minutes

226. Resolved that with the deletion of Mrs Bulbeck in the list of Members present and addition to the apologies for absence, the minutes of the meeting held on 11 January 2017 be approved as a correct record and that they be signed by the Chairman.

Open Forum

227. No matters were raised.

County Councillor's Report

228. Apologies were received from C Cllr Ms James and her report received and taken as read.

229. Members agreed that it was not possible for the Parish Council to provide financial support towards the re-opening of the Hambrook Household Waste and Recycling Service. However the Council did support in principle the idea of re-opening the site and ask the County Council to keep under review how best this might be achieved. The Clerk would write to C Cllr Ms James on that basis.

District Councillor's Report

230. Mr Brown reported that the District Council's parish bulletin had not been produced as its format was being revised to better meet the needs of parish councils.

231. Mr Brown reported on a number of issues including amongst other things:
➤ The District Council's Chief Executive had written to the Secretary of State for Transport requesting that the A27 consultation be re-run

- Tim Peake's visit to the exhibition in the Novium about his time on the International Space Station
- A consultation on a 'Chichester Vision' was underway and would end on 19 March 2017.
- 33 new payment machines in the Council's car parks were being introduced. The public would now also be able to pay by mobile phone.
- Fly tipping had increased by 74 percent. There had recently been a successful prosecution for fly tipping and several other prosecutions were pending.
- The District Council's Council Tax was increasing by £5 for a Band D equivalent dwelling.

Environment Steering Group

232. Great British Spring Clean 3-5 March 2017 - The Steering Group was proposing to hold a litter pick in the parish over 3-5 March 2017 in support of the Great British Spring Clean being held that weekend. Chichester District Council's Wildlife officer had assisted with the risk assessment for this event. Mr Brown proposed and Mrs Bulbeck seconded that the event be supported.

233. Resolved – that the litter pick over 3-5 March 2017 be supported and that it be covered by the Council's Volunteering Policy.

234. Review – The Clerk advised that the constitution and terms of reference for the Environment Steering Group (ESG) needed to be reviewed as there had been comments made about its remit and whether its work was supported by the Parish Council. He suggested that the ESG could have two possible roles, firstly commenting or advising on strategic environmental issues before the Parish Council or its Neighbourhood Plan Steering Group notwithstanding that formal professional advice might be needed from time to time. Second, he suggested that the ESG had a role in promoting local environmental projects and events.

235. Mr Brown suggested that the ESG's role was to promote short-term environmental projects and building capacity in the community to enable new groups to develop. He felt the ESG had been held back as it did not have office holders to assist in this work.

236. It was agreed that the Clerk together with Mr Brown and Mr Hayes would draw up a revised constitution and terms of reference for consideration at the next meeting.

Engaging in Early Discussions on Development Projects

237. The Council received the report of the Clerk and policy for Engaging in Early Discussions on Development Projects. The policy in principle was supported. It was agreed that the Clerk would discuss some minor amendments to the policy with Mr Fergusson and bring the policy back to the next meeting.

All Parishes Meeting – 5 April 2017

238. The next All Parishes Meeting would be on 5 April 2017. Members were asked who would like to represent the Parish Council at this meeting.

239. Resolved – that Mr Hayes represent the Parish Council at the All Parishes Meeting on 5 April 2017.

Chichester – Emsworth Cycle Route (Chemroute)

240. Members noted that Chidham and Hambrook Parish Council had asked neighbouring local councils whether they wished to attend a meeting to try and progress the Chichester – Emsworth Cycle Route.

241. Resolved - that the Clerk advise Chidham and Hambrook Parish Council that Mr Brown represent Southbourne Parish Council at meetings to discuss the Chemroute.

Street Naming

242. The Council considered the proposal to name the new development at Dunkirk, 'Dunkirk Rise'.

243. Resolved – that the Parish Council objects to 'Dunkirk Rise' as the name of the new development.

Finance

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

Payments made		
HMRC	Tax & NI	£2,099.93
Payments		
SSE Lighting	Street Light repair Inv 636662	£62.66
Elite Playground Inspections	Quarterly Inspection	£56.70
Adviser Business Solutions	Quarterly Payroll & Auto enrolment (Nov-Dec)	£129.60
Adviser Business Solutions	Initial Auto enrolment fee	£180.00
BT	Phone bill	£146.65
Graham Attrill Ltd	Final payment Op Watershed Phase II Lumley Rd	£16,983.00
Staff	Aggregate pay and expenses	£2,299.32
	Total	£19,857.93
Transfer from Savings Account	For current payments	£19,857.93

245. Operation Watershed – The Council was pleased to note the successful completion of the Phase II Operation Watershed project at Rose Cottages and considered supporting an Operation Watershed project for repairs to the Hermitage Stream banks close to the A259.

246. Resolved - That

1. the Parish Council support the project to repair the banks of the Hermitage Stream by holding any Operation Watershed funding awarded

for the project.

2. 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.

247. Quote – the Council noted that a quote had been obtained from MJA Electrical for the repairs to the external lights at the pavilion.

248. Resolved – the quote for the external lights at the pavilion be accepted provided it did not exceed £250 plus VAT.

Date for Annual Parish Meeting

249. Members agreed that local organisations should be invited to give a short report on their activities in the parish at the Annual Parish Meeting.

250. Resolved – that the Annual Parish Meeting be held on Tuesday 23 May 2017.

Southbourne Fete

251. The Council considered a request from Southbourne Lions for a fete on the Recreation Ground in 2017. Members were concerned that the fete should not include any car boot sales as this had caused problems on the Recreation Ground in the past.

252. Resolved – That Southbourne Lions be invited to discuss their proposals with the Chairman, Mrs Bulbeck and the Clerk and to agree the basis on which a fete would be held.

Youth Bus

253. The Clerk advised that following the request at the last meeting for information about how the Council's £2000 donation from about four years ago had been used by the Parochial Church Council, the Church Treasurer was looking into the matter. The Clerk would circulate the response to Members when received.

Friends of Maybush Copse

254. In the absence of Mr Gowlett, the item was deferred to the next meeting.

Items for Future Meetings

255. Infrastructure Business Plan projects (Mr Ferguson)
Community Asset Register
New Homes Bonus 2016/17 and 2017/18

Date of Next Meeting

256. 14 March 2017 at 7.30 p.m.

Chairman

The meeting closed at 9.05p.m.

Environment Steering Group

Constitution and Terms of Reference

Constitution

1. The Environment Steering Group (ESG) is a Steering Group of Southbourne Parish Council.
2. The ESG shall comprise members of Southbourne Parish Council (SPC) and residents of Southbourne who have an interest in environmental matters in the Parish. It may also include ecologists or other environmental professionals (who may be from outside the Parish) acting in a voluntary capacity.
3. The Chairman of the ESG shall be a Southbourne Parish Councillor. The ESG may appoint a Project Manager and a minute taker from among its members to assist in the running of the ESG. SPC's Clerk will act as an adviser to the ESG as necessary.
4. The quorum shall be three.
5. Agreement on matters before the ESG shall normally be by consensus of the meeting. However if a vote is required it shall be determined by a show of hands of those present. In the event of a tie the Chairman shall have the casting vote. Any decision by the ESG shall not be binding on the SPC.
6. The SPC may provide finance for the ESG from within its annual budget. *All* expenditure proposed by the ESG shall comply with SPC's Financial Regulations and be agreed by SPC. The ESG shall not commit to any expenditure until it has been agreed by SPC. Any grants that the ESG wishes to apply for shall require the approval of SPC before proceeding as any grant received will be held by SPC. Likewise applications or requests for donations (e.g. of trees or plants) shall also be approved by SPC beforehand.
7. All members of the ESG shall comply with the SPC's Code of Conduct.

Terms of Reference

1. The ESG may comment/advise on strategic environmental matters including future developments affecting the Parish of Southbourne to the SPC and/or NPSG. Such comment/advice is not binding nor will it preclude the SPC from obtaining professional advice in relation to major developments if deemed necessary.
2. The ESG will act as a point of contact and discussion on matters relation to the parish's natural environment, developing and maintaining relationships with consultants, local charities, grant-giving organisations, local community groups etc. Official contacts with bodies such as CDC, WSCC etc. shall be channelled through a Parish Councillor.
3. The ESG may identify events or environmental projects for the benefit of the Parish and shall provide an annual plan of such projects/events for the

approval of SPC. This shall not however preclude individual projects/events being proposed separately as opportunities arise. It should endeavour not to duplicate the work of other community groups that may be carrying out similar projects in the Parish.

4. The ESG shall ensure
 - (i) that all environmental projects comply with current legislation (e.g. Wildlife and Countryside Act 1981 and Health and Safety at Work Act 1974 amongst others) and seek advice where necessary to ensure compliance.
 - (ii) Where relevant, that it has the written permission of the landowner or an appropriate licence from a local authority (e.g WSCC for planting on the highway verges) and this should be obtained *before* seeking SPC's approval for the project. All such permissions or licences to be held by the Clerk.
5. Where projects or events require professional involvement, this will only be engaged in accordance with paragraph 6 of the ESG Constitution (above). Any professional who is a member of the ESG in a voluntary capacity cannot be engaged in paid work for SPC and nor can their business or employer.
6. The use of volunteers shall be in accordance with the SPC's current Volunteer Policy. Where the SPC agrees to volunteers being used on a project, other projects of the same type and run solely by the ESG will not require further approval unless the scale of the new project is either significantly larger or run for a longer period than the original.
7. The ESG may establish or assist in establishing other community led groups that have an interest in the environment of the Parish. Any such groups shall not have direct access to the SPC's budget. They will not be automatically covered by the SPC's Volunteering Policy but may apply to be covered by it for specific events/projects. They may also apply for SPC grants in accordance with the SPC's Grants Policy.

Approved XX XXXXX 2017

Review Date: March 2019

14 March 2017

Policy on Engaging in Early Discussions on Development Projects

1. Early discussions are welcomed between developers or their representatives and Councillors **and/or nominated representatives**¹ 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 its 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 representatives nominated by the Parish Council may also attend and a~~ **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 **or other representative of the Parish Council**, who will set out the house rules. ~~and~~ **If Parish Councillors are present the Chairman will** 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.

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

8. No hospitality shall be offered by a developer and none will be accepted by any representative of the Parish Council.

Adopted XX XXXXX.2017

Review February 2019