

SOUTHBOURNE PARISH COUNCIL

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6 April 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 11 April 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](#)** of the meeting held on 14 March 2017.
- 4. Community Led Housing Initiatives**

To receive a presentation on Community Led Housing Initiatives from Holly Nicol, Rural Housing Enabler, Chichester District Council.

- 5. Open Forum**
- 6. County Councillor Report**
- 7. District Councillor Report** (Mr Hicks)
- 8. Operation Watershed – Hermitage Stream**

To consider the report by the Clerk.

- 9. Replacement Fence alongside a Public Right of Way**

To consider the report by the Clerk.

- 10. New Homes Bonus 2017/18**

To receive an update from the Clerk regarding the use of the grant.

- 11. Neighbourhood Plan Steering Group**

Mr Hayes to report on the meeting held on 4 April 2017.

12.Environment Steering Group

Mr Brown to report on the meeting held on 29 March 2017.

13.Finance

To approve the payments for April 2017.

14.Membership and Review of Planning Standing Orders

There is currently one vacancy on the Planning Committee. To consider whether to:

- a. reduce the quorum for the Planning Committee to three (from four) and /or
- b. increase the number of members to eight (from seven).

Members are asked to consider whether to make the appointment(s) to the Planning Committee now or to wait until after candidates for co-option to the Council are considered at the Annual Meeting in May 2017.

15.Items for Future Meetings

16.Dates of Next Meeting – 9 May 2017

To: All Members of Southbourne Parish Council

SOUTHBOURNE PARISH COUNCIL

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

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

*Also District Councillors for Southbourne.

2 members of the public.

Part I

Apologies for Absence

257. Apologies for absence were received from Mr Rolfe.

258. The Clerk reported that Mrs Russell had for personal reasons, resigned from the Parish Council with immediate effect. A notice would therefore be posted on 16 March 2017 to advertise the casual vacancy and the opportunity for a by-election if 10 or more electors called for it. If no by-election was called by 6 April 2017 then the vacancy could be filled by co-option.

259. Resolved

That subject to no by election being called, the Parish Council advertise the casual vacancy to be filled by co-option from 7 April 2017 with a closing date of 1 May 2017 and considered by the Council on 9 May 2017.

Declarations of Interest

260. None

Minutes

261. Resolved the minutes of the meeting held on 14 February 2017 be approved as a correct record and that they be signed by the Chairman.

Open Forum

262. Great British Spring Clean 3-5 March 2017 – With the Chairman's agreement this item was brought forward to the Open Forum. A member of the public reported on the successful litter pick carried out by 20 volunteers from the parish on 3 March 2017. It was hoped that in future, this would be carried out across the parish three times per year. Members thanked Ms Tait for organising the event.

District Councillor's Report

263. Mr Hayes informed the meeting that the District Council's members had received a presentation on the Government's White Paper on Housing and Planning. It was recognised that the current system for housebuilding needed to improve.

264. Mr Hayes also reported that bin stickers were being trialled in the District to help residents determine what could and could not be recycled. The District Council had received a £1.4m grant for community led housing initiatives. Members agreed that an officer from the District Council should be invited to make presentation on the initiative.

Environment Steering Group

265. Constitution and Terms of Reference – The Council considered the Constitution and Terms of Reference for the Environment Steering Group.

266. Resolved – that the Constitution and Terms of Reference for the Environment Steering Group be adopted.

267. Members supported the planting of tree whips around the boundary by volunteers from the Group and asked that the Parish Council investigate the possibility of cycle parking at the railway station.

County Councillor's Report

268. C Cllr Ms James reported that the County Council would not be opening the Hambrook Household Waste and Recycling service despite an apparent increase in fly-tipping in the Chichester District. She had approached the Cabinet Member responsible for waste management regarding using local council funding and hoped to be able to lower the potential cost to between £3000 - £4000 per local council. It was suggested that C Cllr Ms James approach WRAP (Waste and Resources Action Programme) to see if it could assist.

269. C Cllr Ms James sought a contribution from the Council towards replacing barbed-wire fencing alongside a public right of way (PRoW). The fence belonged to the landowner adjacent to the PRoW. It was agreed that this would be considered at the next meeting of the Council.

270. A further £0.5m was available for Operation Watershed Projects in 2017/18.

271. C Cllr Ms James had attended the A27 Forum the previous week. The Clerk would forward her details of the next meeting.

272. With the agreement of the Chairman a resident sought the support of the Council for another Operation Watershed project, this time for repairs to the bank of the Hermitage Stream. The project was supported by C Cllr Ms James. The Council agreed to consider this in more detail at the next meeting.

Engaging in Early Discussions on Development Projects

273. The Council received a revised version of the proposed policy on Engaging in Early Discussions on Development projects.

274. Resolved - that the revised policy in Engaging in Early Discussions on Development Projects be adopted.

Infrastructure Business Plan Projects

275. Mr Ferguson reported that he had drawn up an initial list of around 30 assets in the Parish though he emphasised that not all could be considered "community assets" under the Assets of Community Value (England) Regulations 2012. In discussions with Chichester District Council and Age Concern Southbourne, it had been recommended by the District Council that Age Concern should register their building as an "asset of community value".

276. Members agreed that it was necessary to draw up a list of assets that could potentially receive funding from independent sources and those that could potentially benefit from the use of the Parish Council's Community Infrastructure Levy. Messrs Fergusson, Hayes and the Clerk would arrange a meeting with Mrs Dower from Chichester District Council to discuss the IBP projects.

New Homes Bonus 2016/17 and 2017/18

277. Members noted that the £6000 NHB funding for 2016/17 was committed to transport consultancy work. The initial costings showed that additional funding from 2017/18 was required.

278. Resolved - that an application should be made for NHB grant to cover the additional costs of the transport consultancy work.

Recreation Ground

279. Drainage – The Clerk reported that there had been no interest from contractors regarding possible minor improvements to the drainage of the Ground around the play area. It was acknowledged that it was unlikely to become a significant problem as the Ground was not generally used in wet conditions and grass matting would surround the play equipment.

280. Resolved - that no further action be taken regarding the drainage and that the installation of the play equipment proceed as previously agreed.

281. 2016/17 Budget for Play Equipment – Resolved - that the £10,000 unused budget in 2016/17 be moved to the earmarked reserve for play equipment.

Finance

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

St John's Church PCC	Donation for Meeting Room use 2016/17	£700.00
SSE	Street light repair Inv 637541	£341.69
SSE	Street light repair Inv 644551	£115.27
SSE	Street light repair Inv 644582	£160.93
SSE	Street light repair Inv 640328	£366.24
JRB Enterprise Ltd	Dog bags	£57.85
Viking Ltd	Office supplies	£40.69
CPRE	Subscription	£36.00
Communicorp	Local Councils Update Subscription	£100.00
BT	Internet Services (D Debit)	£229.64
Staff	Aggregate pay	£2,295.51
	Total	£4,443.82
Transfer from Savings Account	For current payments	£4,443.82

283. Public Art - The Council noted that the art installation at Gosden Green was about to be installed in accordance with the S106 agreement.

284. Resolved – that the Council's contribution of £450 be paid from the General Reserve on receipt of the invoice.

Friends of Maybush Copse

285. Mr Gowlett reported on the wide range of activities that the Friends carried out to maintain the site and encourage the public to use it. It was noted that the Annual General Meeting of the Friends was on 27 March 2017.

Annual Risk Assessment

286. The Chairman reported that he had carried out the annual risk assessment with the Clerk.

Items for Future Meetings

287. Speed indicator devices and Community-led housing initiatives.

Date of Next Meeting

288. 11 April 2017 at 7.30 p.m.

Exclusion of the Press and Public

289. 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.

Agreement and Quote

290. The Council received the report of the Clerk on the proposed agreement and quote for the replacement street lighting project and agreed to all the recommendations contained therein.

Consultancy

291. The Clerk reported that the quotes for transport consultancy had just been received. Members agreed the process for determining the preferred bidder and that subject to consultation with the Chairman the Clerk was authorised to advise the successful contractor.

Tree Survey Quotes

292. The Council received the report of the Clerk and agreed to the recommendations contained therein.

Flood Barrier Quote

293. The Clerk reported on the quote for the new flood barriers for installation at Rose Cottages, Lumley Road that formed part of Phase II project funded by Operation Watershed. Members approved the quote.

Staffing

294. The current position was noted and the Clerk authorised to take the necessary action at the appropriate time.

Chairman

The meeting closed at 9.05p.m.

11 April 2017

Operation Watershed – Hermitage Stream

At its meeting on 14 March 2017, C Cllr Ms James requested that the Parish Council considers supporting a bid for Operation Watershed Funding to repair the banks to the Hermitage Stream up to the point where the stream goes under Lumley Road in to Peter Pond (see map below). The problem is due to more water being held in the Pond following the original Operation Watershed works on the tidal flood gates. In turn this backs up in the stream causing the ground to remain sodden and the banks therefore become unstable and collapse (see Figure 1 below).

Mr Macknay, the lead officer for Watershed projects at the County Council has provisionally agreed with a resident that chestnut pales (see Figure 2 below) would be an appropriate solution to stop the collapse and erosion of the banks. Initial estimates for the work are between £3000 and £4000 to repair approximately 50m of banking either side of the stream. The repairs are expected to last for around 10 years.



Figure 1 Hermitage Stream bank

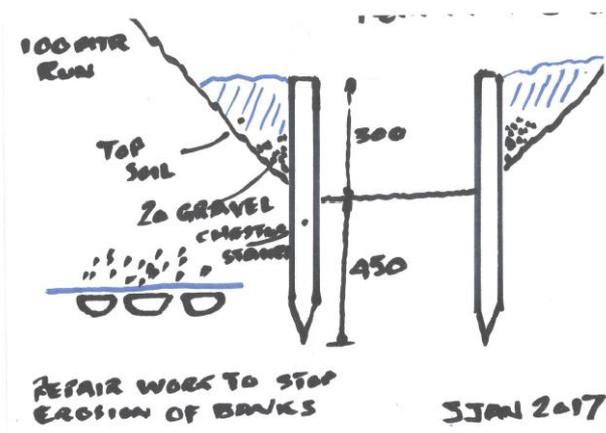


Figure 2 Suggested repair to banks

Recommended – that the Clerk be authorised to obtain quotes for this work and then submit an application to Operation Watershed for funding on the basis of the quote that best fits the specification for the repairs.

Robin Davison
Clerk and RFO



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11 April 2017

Replacement Fence alongside a Public Right of Way

At its meeting on 14 March 2017, C Cllr Ms James requested that the Parish Council contribute to the cost of a replacement fence alongside a Public Right of Way (PRoW) where the landowner had put barbed wire fencing rather than other more suitable stock fencing. The barbed wire was considered to be a danger to users of the PRoW. The cost of this fencing is approximately £1100 and it is understood it would be shared with the Harbour Conservancy and County Council. It was also suggested that the payment be made through the Parish Council to enable VAT to be reclaimed.

Advice was sought from the Surrey and Sussex Association of Local Councils (SSALC) on this matter because the proposal involves work on an individual's property to be paid for from public funds. SSALC's clear advice is that the Parish Council cannot assist with this proposal and the Parish Council cannot reclaim the VAT as it would not own the asset.

Recommended

That the Parish Council does not contribute to the replacement fencing.

Robin Davison
Clerk and RFO