

SOUTHBOURNE PARISH COUNCIL

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7 September 2016

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 13 September 2016** at **7.30 p.m.**

R A Davison
Clerk

AGENDA Part I

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. [Minutes](#) Part I** of the meeting held on 12 July 2016.
- 4. Open Forum**
- 5. County Councillor Report**
- 6. District Councillor Report**
- 7. Resignation of Parish Councillor and Notice of Casual Vacancy**

To note that Mr Bruce Finch will be resigning as a Parish Councillor with effect from the end of the Parish Council meeting on 13 September 2016. He will also be resigning as a District Councillor with effect from 7 October 2016.

A notice will therefore be posted on 14 September 2016 to advertise the casual vacancy and the opportunity for a by-election if 10 or more electors call for it. If no by-election is called by 4 October 2016 then the vacancy can be filled by co-option.

Recommended

1. That subject to no by election being called, the Parish Council advertise the casual vacancy to be filled by co-option from 5 October 2016 with a closing date of 31 October 2016 and considered by the Council on 8 November 2016.
2. That a Member be appointed to the Finance Committee to replace Mr Finch.

8. Neighbourhood Plan

- a. [First Monitoring Report](#) - To approve the first Neighbourhood Plan Monitoring Report for submission to the District Council.
- b. [Public Art – Draft Press Release](#) - To approve a press release about the public art installation at Gosden Green.
- c. [Neighbourhood Plan Publicity](#) - To agree to the Steering Group providing press releases for the Village Magazine about the Neighbourhood Plan.

9. Royal Town Planning Institute (RTPI) – Retired Members

Two members of the Neighbourhood Plan Steering Group have asked the Parish Council to note the following advice they have received from the RTPI as retired members of that Institute in relation to their comments on planning matters in the parish.

“Retired Members are unable to provide professional planning advice even in the capacity of a volunteer. Retired Members can give their personal opinion or comment on a local matter in a personal capacity, for example as a parish councillor or member of a trust or charity. If you are providing advice then you should make clear to all parties involved that, as a Retired Member of the RTPI, you are not giving professional advice but you are giving your personal opinion.”

10. Welcome to Southbourne Leaflet

To consider whether to prepare a welcome leaflet for distribution to the new homes being developed in Southbourne. If so it is suggested that the Finance Committee considers the budget for this and the Neighbourhood Plan Steering Group prepares the leaflet.

11. Finance

- a. [Receipts and Payments](#) –To note the receipts and payments made in August 2016 (minute 26/16 refers). To approve payments for September 2016.
- b. [Bank Reconciliation](#) – to note the reconciliation as at 31 August 2016.
- c. [Old Goal Posts](#) - To agree to the disposal of the old goal posts.

12. Environment Steering Group

- a. To receive a report on the work of the Steering Group (Mr Brown).
- b. The Council is asked to consider providing a budget of between £300 and £500 for communications from the Group.

13. **A27 Consultation**

To consider the Parish Council's response to the Highways England [consultation](#) on the options for the improvements to the A27. The consultation ends on 22 September 2016.

14. **Items for Future Meetings**

15. **Date of Next Meeting** – 11 October 2016

16. **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

17. **Minutes - Part II** of the meeting held on 12 July 2016 (for Members of the Parish Council only).

18. **Pensions –Auto enrolment** (for Members of the Parish Council only).

The Council is asked to agree a pension provider for staff as required by the Pensions Regulator. The Council is also asked to agree to a payroll bureau carrying out the payroll functions (including pension deductions) and for both the pension scheme and the new payroll arrangements to be in place by the staging date of 1 November 2016.

19. **Criminal Damage to the Pavilion**

The Clerk will report on the criminal damage to the pavilion that was incurred on 21 August 2016 and on a proposal from Sussex Police.

20. **Land at Alfrey Close**

To: All Members of Southbourne Parish Council

SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 12 July 2016

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

*Also District Councillors for Southbourne

2 members of the public.

Part I

Apologies for Absence

1. Apologies for absence were received from Mr Finch* and Mr Lane.

Declarations of Interest

2. None

Minutes

3. Resolved that the minutes of the meeting held on 14 June 2016 be approved as a correct record and be signed by the Chairman.

Open Forum

4. Further to the discussion regarding the day nursery at Garsons Road on 14 June 2016, it was noted that the nursery did not have a staff car park. The owner had indicated that she would ask staff to spread out their car parking as far as possible to alleviate the pressure on local resident parking.

County Councillor's Report

5. The report of County Councillor Ms James was taken as read. It was noted that all the comments of the residents affected by the potential closure of the Hambrook mobile waste site were not taken into account by the County Council's Environment and Community Services Select Committee when considering the proposals to close the mobile sites.
6. Regarding the obstructions on Footpath 212, Ms James had asked Legal Services to write to the landowner requiring him to remove all the obstructions.

District Councillor's Report

7. Work continued on the share services exercise with Arun and Horsham District Councils to see how they could save money on the human resources, legal services and benefits functions of each council. No proposals to outsource the services were being considered.

8. The garden waste recycling service was being relaunched and the first three months would be free to new customers.
9. If the Parish Council did not have its neighbourhood plan in place then the District Council would be looking at allocating housing sites in the parish. It was noted that Bosham Parish Council was splitting its neighbourhood plan in two and the District Council would allocate the sites while the rest of the plan would be put to a referendum.

Police Report

10. It was noted that due to changes in the working arrangements of PCSOs, there would not be a police report to Council in future. PCSO Lemm would however still attend the local Police and Crime Panel meetings. The Council thanked PCSO Lemm for his informative reports.

New Homes Bonus

11. The Council considered the proposals to put forward for New Homes Bonus funding in 2016/17, namely:
 - Consultancy advice from rCOH for the Green Ring development (£4,000);
 - Highways consultancy advice regarding the road network in Southbourne (£2,000) and
 - Design and specification of a new turning circle and layout of 200 plots for the cemetery extension at Westbourne (£2,000 from Southbourne; £1500 from Westbourne).
12. £700 was proposed to be used to provide village gateway signs.
13. Resolved – That
 1. applications for the schemes set out at minute 39 above be submitted for New Homes Bonus funding by 29 July 2016;
 2. Where necessary, the Council write to neighbouring Parish Councils and the County Council to seek their agreement to village gateway signs being attached to the backs of their existing gateway signs.

Public Art

14. The Council considered the proposed brief for public art at the Gosden Green development that had been drawn up by Crayfern Homes and Chichester District Council. The brief was aimed at established artists and there would be a separate competition for school children. The closing date for applications would be 2 September 2016.
15. Resolved that the brief for public art at Gosden Green be supported.

Flood Alleviation Works

16. River Ems It was noted that the Flood Forum has been successful in obtaining £20,000 from SSE and an additional £30,000 from Operation Watershed for the Phase 2 works at

Lumley Road. It was anticipated that work would commence in September.

17. River Ems – Brook Meadow – The Council received the report of the Clerk on the proposed ecological study of Brook Meadow in preparation for a planning application to be submitted for an earth bund to be placed on the Meadow. It was proposed to use the same firm for the study that the Conservation Group had used previously.
18. The Parish Council would be consulted on any application submitted in due course.
19. Resolved –
 1. That Financial Regulations be waived
 2. That a quote made out to Southbourne Parish Council be obtained from CSA to provide a preliminary ecological appraisal, a data search and an ecological mitigation strategy for Brook Meadow
 3. That two authorised signatories sign the contract subject to West Sussex County Council confirming it will reimburse the Parish Council for the contract costs.
20. Nutbourne – The Council received the report on the flooding problems in Nutbourne and agreed that Mr Gowlett, Mrs Talbot, Mr Seabrook and the Clerk would meet Mr Traves from Opus International to discuss how to proceed and whether they were suitable for Operation Watershed funding.
21. Chidham and Hambrook Parish Council had asked for Southbourne Parish Council to consider a joint Operation Watershed project to resolve flooding problems along the ditch adjacent to the FP 258 on the parish boundary. This ditch was also alongside what would become the new open space as part of the Taylor Wimpy and Mildren Homes developments.
22. Members agreed representatives from that Parish Council would be invited to the meeting with Opus International.

Finance

23. Payments – Resolved that the following payments for July 2016 be approved:

Portsmouth Water/Castle Water	Annual payment for pavilion	£	76.15
SSE	Pavilion Electricity (D Debit)	£	30.59
CIA	Pavilion alarm service	£	133.20
G Burley and Sons	Recreation Ground	£	463.20
Society of Local Council Clerks	Reference Book	£	76.60
Society of Local Council Clerks	VAT Course (Clerk)	£	114.00
Viking	Office supplies	£	186.24
SSE	Street light supply	£	1,438.86
JDS	Removal of fencing & fence repair	£	120.00
HMRC	Quarterly Tax and NICs	£	2,211.51
Staff	Aggregate Salaries and Expenses	£	2,424.04
Joint Burial Committee	Quarterly Precept	£	5,953.50

	Total	£	13,227.89
Transfer from Savings Account	For current payments	£	13,227.89

24. It was noted that Castle Water was now the retailer for business water supplies. Portsmouth Water remained the wholesale supplier.

25. Bank Reconciliation – the reconciliation to the 30 June 2016 was noted.

26. Payments in August 2016 – Resolved – that Clerk and two cheque signatories be authorised to make any necessary payments due in August 2016 and all such payments made to be reported to Council in September 2016.

Items for Future Meetings

27. Maintenance of public rights of way.

Date of Next Meeting

28. 12 September 2016 at 7.30 p.m.

Exclusion of the Press and Public

29. 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.

Summary of Items discussed in the absence of the Press and Public

The Council agreed the minutes Part II of the meeting on 14 June 2016 and also agreed to a finance software contract.

Chairman

The meeting closed at 9.53 p.m.

13 September 2016

**Southbourne Parish Neighbourhood Plan (SPNP) 2014 – 2029
First Monitoring Report – period 1 April 2015 to 31 March 2016**

“The SPNP will be monitored by the local planning authority and Southbourne Parish Council on an annual basis as part of the Chichester District Annual Monitoring Reports. ” (SPNP para.3.3).

The SPNP was not “made” until December 2015 and therefore had been formally approved for only 3 months by the end of March 2016. However, the Plan was instrumental in the consideration of planning applications prior to that date because it carried and gained weight during the preparation process. Therefore, all development directly influenced by the SPNP has been included in this note to provide a more accurate picture of progress reached by 31 March 2016.

Unidentified housing sites of up to 6 dwellings have not been included. Un-allocated windfall sites (redevelopment within the Settlement Boundaries) have been included and are expected, in line with District Council estimates, to contribute a further 10% of dwellings over and above the 350 allocated during the Plan period.

POLICIES

Policy 1 : Development within the Settlement Boundaries and compliance with other provisions of the Plan.

Period up to 31 March 2015

Total dwellings : 177 approved on allocated sites, 30 windfalls, 296 refused

By February 2015, some 10 months before the SPNP was “made”, 177 (over half) of the 350 dwellings required within the SPNP Settlement Boundaries were approved on allocated sites (Loveders and Gosden Green in Southbourne). Developer consultations with local residents for a further 125 dwellings on the third and last allocated site in Southbourne took place during March/April 2015 (Land north of Alfrey Close). By January 2015, 296 dwellings had been refused or applications withdrawn on sites not allocated in the SPNP, 184 of which were the subject of appeals. This demonstrates the intense pressure from developers at that time.

Table 1

Sites approved	Details	Plan provision
Land behind Stein Road and Manor Way, Southbourne	Permitted 9/1/14 10 dwellings	Not allocated / windfall site within Southbourne Settlement Boundary
Longlands Road, Southbourne	Permitted 14/2/14 20 dwellings	Not allocated / windfall site within Southbourne Settlement Boundary
Loveders Mobile Home Park, Southbourne	Outline approval 10/12/14 157 dwellings	SPNP allocated site 150 dwellings allocated (+7 dwellings over allocation)
Gosden Green, Southbourne	Permitted 4/2/15 20 dwellings	SPNP allocated site 25 dwellings allocated

		(-5 dwellings under allocation)
Sites refused/withdrawn		
Land south side of Cooks Lane, Southbourne	Withdrawn 30/6/14 112 dwellings	Not allocated and outside Southbourne Settlement Boundary
Breach Avenue, Southbourne	Refused 22/12/14 Up to 34 dwellings Appeal lodged	Not allocated and outside Southbourne Settlement Boundary
Land North of Four Acre Nursery, Southbourne	Refused 9/1/15 150 dwellings Appeal lodged	Not allocated and outside Southbourne Settlement Boundary

Period 1 April 2015 to 31 March 2016

Total dwellings : None approved, 125 current, 76 refused.

An application for the land North of Alfrey Close was submitted in August 2015. A further 76 dwellings on two large sites were refused in May and June 2015, and one of the previous appeals withdrawn (150 dwellings). The Examiner's Report supporting the housing strategy was published in May and an Addendum checking compliance with the newly adopted Chichester Local Plan was published in August. The second previous appeal (34 dwellings) was withdrawn in September 2015. The Plan headed towards its Referendum in November.

Table 2

Sites approved	Details	Plan provision
None	-	-
Current		
Land North of Alfrey Close	Developer consultations March/April 2015 125 dwellings proposed (submitted August 2015)	SPNP allocated site 125 dwellings
Sites refused/withdrawn		
Hamcroft, Nutbourne	Refused 16/6/15 21 dwellings	Not allocated and outside Nutbourne West Settlement Boundary
Former Four Acre Nursery	Refused 18/5/15 Up to 55 dwellings	Not allocated and outside Southbourne Settlement Boundary
Land North of Four Acres Nursery	Appeal withdrawn June 2015 150 dwellings	(see Table 1)
Breach Avenue, Southbourne	Appeal withdrawn Sept 2015 Up to 34 dwellings	(see Table 1)

Policy 2 : Housing Site Allocations (as at 31 March 2016)

All three of the housing site allocations in Southbourne have progressed towards implementation. Construction has started at Gosden Green, Loveders has an outline permission, and an outline application has been submitted for the third site (North of Alfrey Close). The two approvals met all the SPNP requirements and were accompanied by 106 Agreements which secured local benefits. The current application north of Alfrey Close complies with the principles set out in the SPNP.

I Loveders Mobile Home Park, Southbourne (150 dwellings)

Outline permission was granted for 157 dwellings 10/12/14 which provided all the detailed SPNP requirements (Policy 2, a to f), with free land transfers to the Parish Council and financial contributions to local infrastructure under a Section 106 Agreement.

(1 April 2015 to 31 March 2016 - Awaiting submission of full details).

II Land north of Alfrey Close, Southbourne (125 dwellings)

The developer consulted local residents March/April 2015. An outline application was submitted in August 2015 and is in general accordance with the SPNP detailed requirements (Policy 1, a to d). WSCC Highways did not consider a second access from the A259 via the Gosden Green development was necessary, and therefore it could not be included as a Policy requirement in the SPNP. The application has not included this second access (as shown in the SPNP concept plan E) but the developer proposes transferring the land required to the Parish Council land and it could be built at some future date should the need and funding be found. (see also : Transport Proposal 3)

(1 April 2015 to 31 March 2016 – Current application awaiting decision).

III Gosden Green, Southbourne (25 dwellings)

Detailed application approved 4/2/15 which provides all the detailed SPNP requirements (a to e) and with financial contributions to local infrastructure under a Section 106 Agreement.

(1 April 2015 to 31 March 2016 - Work commenced on site)

IV Nutbourne West (50 dwellings)

(1 April 2015 to 31 March 2016 - Awaiting local resident consultation and submission of application)

Policy 3 : The Green Ring

Administration (1 April 2015 to 31 March 2016)

The Green Ring Partnership Group was inaugurated in May 2015 to initiate and co-ordinate proposals for the Green Ring. Membership includes a wide section of the community with representatives invited from the Parish Council, West Sussex County Council Wildlife, Tuppenny Barn, the Breach Avenue Conservation Group, the Neighbourhood Plan Environment Group, all three local Schools, the Men's Shed, Age Concern, Connecting Southbourne, the Neighbourhood Plan Steering Group, and Chichester District Council.

With the support of the Parish Council the Partnership has established a Charitable Incorporated Organisation (CIO), the Southbourne Development Trust, to implement and manage the Green Ring. Grants have been secured from COMA (Community Assets and Management of Assets – a government

funded advice service) to further this. Initial investigations have been undertaken and are continuing in relation to land acquisition, design and routeing, integration with new development and the urban area, together with legal and taxation advice which has informed the creation and articles of the CIO.

Green Ring implementation to date arises from development sites in the Parish as follows:-

Gosden Green (1 April 2015 to 31 March 2016)

Construction began early in 2016 to provide a small new piece of Public Open Space

in the south east corner of the Gosden Green development. This will include a landscaped attenuation pond, bug houses and a signed footpath entry point at its

northern end from the existing adjoining public footpath. This area will form part of the Green Ring and is being provided either by the developer as part of the approved plans for the site or from funds for local infrastructure required in the associated Section 106 Agreement. The Parish Council, with advice from the District Council, has agreed with the developer that a usable sculpture in the form of a story telling ring for local children will be sited between the Green Ring entrance to the site and the attenuation pond, which will form a wildlife meadow in the summer.

Loveders (as at 31 March 2015) (1 April 2015 to 31 March 2016 – nothing further)

This site will provide the new section of the Green Ring from the A259 to the railway line. While it will not be connected directly to the rest of Southbourne until the footbridge over the railway is built, it will provide a circuit route within the site and link both to Inlands Road and the A259.

The approved outline planning permission includes a significant central area of landscaped public open space. It will contain a fully equipped childrens' play area and provide the background to the new footpath links through the site from the entry point on the A259 to the north west corner next to the railway line. A specified area of land at this north west corner is to be transferred to the Parish Council to provide for the southern landing pad of the proposed footbridge over the railway and the start of a potential footpath to the eastern end of the railway platform. This will be provided by the developer either as part of the development or under the related Section 106 Agreement. Other funds from a 106 Agreement have been earmarked to investigate new footpaths in this vicinity. A "public art" contribution is also included within the 106 Agreement for Loveders but it has not yet been decided how it might be spent. The land transfers and financial payments start to be made when the development reaches the stages set out in the Agreement.

Land North of Alfrey Close (1 April 2015 to 31 March 2016)

The developer's plans for the land north of Alfrey Close include a substantial strip of landscaped Public Open Space with footpath along the western boundary of the housing site and a new footpath through the development linking to Garsons Road. The draft proposals also include a fully equipped children's play area and allotments. An attenuation pond at the southern end of the open space is shown as both a practical drainage and ecological feature. The landscaped

area along the western side of the development would, if approved, provide a substantial part of the Green Ring up to the railway line on the eastern side of the village. (The proposed transfer of additional land to the Parish Council for the provision of a new western road is referred to under Proposal 3 below).

Policy 5 : Employment and Policy 6 : Village Centre and local Shops
(1 April 2015 to 31 March 2016)

No significant applications have been submitted for new business related development. Permission was granted on 15/10/14 for the demolition of the Southbourne Garage (fuel and repairs) and its replacement by a new Co-Operative store. Work on site began earlier this year. The petrol filling station at Nutbourne West remains. While the loss of the garage has probably involved some reduction of jobs, on balance its replacement with a new shop complies with SPNP policy seeking to retain a mix of local shops and services. It is not known what is proposed for the existing Co-Op building.

Policy 7 : Environment (1 April 2015 to 31 March 2016)

An Environment Group first met in February 2016. It intends to initiate and support green initiatives in the Parish. It continues to investigate a number of local projects ranging from promoting wildlife to concern about litter, local footpaths, pollution from traffic fumes, and tree planting. With the support of the Parish Council a temporary tree nursery was created at the Recreation ground to receive 420 small trees supplied by the Woodland Trust in November 2015. These were planted on sites related to the Green Ring by a wide range of community volunteers, a substantial number being planted at the Bourne College with the help of the students. It has also secured the planting by West Sussex County Council of 10 more substantial trees during the winter of 2015/16 on residential highway verges within Southbourne. Tree planting is likely to become an annual event.

Policy 8 : Education (as at 31 March 2016)

A substantial contribution has been included in the Loveders 106 Agreement to assist funding an all-weather pitch within the Parish (10/12/14). Financial contributions for the funding for new school places to meet the needs of new residents have been secured.

Policy 9 : Community Buildings (1 April 2015 to 31 March 2016)

Proposals for the replacement of the outworn Age Concern building in New Road have been under discussion for some time with the landlord, West Sussex County Council. Substantial contributions from 106 Agreements arising from the Gosden Green and Loveders sites are earmarked for this project. Discussions about alternative sites continue.

PROPOSALS

Proposal 2 : Financial Contributions from Development

As at 31 March 2016 it is estimated that the developments at Gosden Green and Loveders are due to contribute a total of some £1.5 million pounds towards local

infrastructure. The payments start to be made when the developments reach the stages set out in the Section 106 Agreements.

A list of proposed infrastructure projects has been passed by the Parish Council to the District Council for inclusion in the District Infrastructure Business Plan. These relate to the new system of infrastructure contributions to be made under CIL which will allow the Parish Council to allocate some developers' funds to these local projects.

Proposal 3 : Transport (1 April 2015 to 31 March 2016)

The developer's planning application for the land north of Alfrey Close includes land identified for the new link road to the west of Southbourne included as Project 3 in the SPNP. The developer is not proposing to build the road, and is not required to do so by the SPNP, but the application sets out the developer's intention to transfer this land to the Parish Council for that purpose. This was included in the planning application after earlier consultations with the Parish and District Councils and the developer maintained this offer even though the status of the project was downgraded in the final version of the SPNP due to the lack of any formally approved and funded road building scheme. It is a considerable achievement for the SPNP because it leaves the door open for the Parish Council to pursue the project. The acquisition of the land would be the fundamental starting point.

13 September 2016

Public Art – Draft Press Release

Southbourne Parish : The Green Ring Up-date

The first of the Neighbourhood Plan Green Ring proposals is under way. The developer, Crayfern, is well advanced with 20 homes on the Neighbourhood Plan housing site at Gosden Green on the western side of Southbourne. Crayfern have been supportive of the Green Ring and are providing a new piece of public open space in the south east corner of their site, including a landscaped attenuation pond which will form a wildlife meadow in the summer.

The area will be accessed and signed from the existing neighbouring footpath, which is the starting point for the Green Ring. Specially commissioned seating to form a "story telling ring" for local parents and children will be provided from Crayfern's infrastructure contributions, which will also pay for signing and some "bug-houses". The District and Parish Councils are currently working with Crayfern to select designs.

It's the first of the Neighbourhood Plan housing sites to be built and the site also includes provision for the southern end of the new road shown for the long term in the Plan.

Chichester District and Southbourne Parish Councils, and Crayfern Homes Ltd.