

SOUTHBOURNE PARISH COUNCIL

Robin Davison
Clerk to the Council
e-mail:clerk@southbourneparishcouncil.com

The Village Hall
First Avenue
Southbourne
Emsworth
PO10 8HN
Telephone (01243) 373667

7 April 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 12 April 2016** at **7.30 p.m.**

R A Davison
Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes** of the meeting held on 8 March 2016.
4. **Open Forum**
5. **County Councillor Report**
6. **District Councillor Report** (Mr Finch)
7. **Police Report**
8. **Co-option**

The notice regarding the opportunity to call a by election expires on 7 April 2016 and the Clerk will report on this at the meeting.

Recommended – That subject to no by election being called, the Parish Council advertise the casual vacancy to be filled by co-option from 15 April 2016 with a closing date of 30 May 2016.

9. **Emsflow Project**

To consider the update by the Clerk on the progress with Stage 3 of the project to reduce flooding in Lumley Road and to agree the recommendations contained therein.

10. **Finance**

- a. Receipts and Payments – (i) To note the payments made after the Council in March 2016. (ii) To note the receipts and to approve payments for April 2016.
- b. Year End Accounts – To approve the Year End Accounts for 2015/16 for submission to the Internal and External Auditor.

11. New Homes Bonus

To consider a suitable project for submission to Chichester District Council for New Homes Bonus funding in 2016. The deadline for application is 29 July 2016 and the Council would need to approve any application at its meeting on 12 July 2016.

12. Green Ring

To note the progress in establishing the Charitable Incorporated Organisation (CIO) for the Green Ring.

13. The Planning and Placemaking Awards

The Neighbourhood Plan is being put forward for the national Neighbourhood Planning Award. This award will go to the entry that best demonstrates how a neighbourhood plan has had or is likely to have a positive impact on the physical or environmental quality of a place or the economic or social well-being of its community.

14. Bourne Community College – All Weather Pitch

Bourne Community Trust is seeking the Council's support for an all-weather pitch to be built on the Bourne Community College land at an estimated cost of £516,000 including fencing and lighting. Funding would principally be through Sport England although the Trust has asked the Parish Council to consider making a contribution to the project.

15. Fencing by the Pavilion

16. Environment Steering Group

- (a) Report of the meeting on 7 April 2016
- (b) Tree Planting and to consider making a bid for funding from the Co-op (minute 303).

17. Public Art

To note the minutes of the meeting held on 22 March 2016 regarding public art.

18. Risk Assessment

A review of risks for the Council has been undertaken. The Council is asked to note the risk assessment.

19. Publication of Agendas and Minutes

20. Planning Committee Standing Orders

To consider Standing Orders for the Planning Committee.

Recommended – that the Standing Orders for the Planning Committee be approved.

21. **Items for Future Meetings**
22. **Date of Next Meeting** – 10 May 2016

To: All Members of Southbourne Parish Council

SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 8 March 2016.

Present: Mr J Brown, Mr C Bulbeck (Chairman), Mrs M Bulbeck, Mr Feltham, Mr W Ferguson, Mr R Hayes*, Mr M Lane and Mr B Withers.

*Also District Councillors for Southbourne

3 members of the public.

Welcome

164. The Chairman welcomed Mr Gowlett to his first meeting following his co-option to the Council.

Apologies for Absence

165. Apologies for absence were received from Mr Finch*.

166. The Clerk reported that Mr P Hicks had resigned as a Parish Councillor with effect from 7 March 2016. A notice would be posted shortly to advertise the vacancy and the opportunity for a by-election if 10 or more electors called for it. If no by-election was called then the vacancy could be filled by co-option.

Declarations of Interest

167. None

Minutes

168. Resolved that the minutes of the meeting held on 9 February 2016 be approved as a correct record and be signed by the Chairman.

Open Forum

169. The Council was advised of the following events in the parish for 2016:

- Dog microchipping – 2 April
- HM Queen's Birthday Beacon – 21 April
- Village fete – 11 June
- Bourne Community College Concert – 2 July

170. The Council welcomed the new Pharmacist from the local branch of Boots and raised a number of issues with him regarding the store.

County Councillor's Report

171. The report was received and taken as read as County Councillor Ms James had given her apologies for the meeting.

District Councillor's Report

172. It was noted that Highways England was reconsidering the options for the A27 before going out to public consultation. Consequently the Bournes' Forum meeting had been cancelled.

173. The Boundary Review of Chichester District might mean that in future, Southbourne was only represented by two District Councillors.

Police Report

174. The report had only just been received and the Clerk would circulate it after the meeting.

Community Support Teams – County Council Consultation

175. The Parish Council considered that there was an opportunity for it to take on the work currently carried out by the Community Support Teams.

176. Resolved – that in response to the consultation the Council seek further information about the costs involved in carrying out the work in Southbourne.

3 in 1 Card – County Council Consultation

177. The Parish Council considered its response to the consultation about the continued provision of the 3 in 1 Card for children and young people.

178. Resolved – that the Parish Council support the continued provision of the 3 in 1 Card.

Finance

179. Payments – Resolved that the following receipts be noted and the payments for February 2016 be approved:

BT	Internet services	£46.20
COMA	Green Ring project fees	£3,090.00
Chichester DC	Recharge for Parish Election 2015 (underpayment)	£0.90
Viking	Office supplies	£170.64
SSE	SSE Contracting	£122.81
Covers	Cable ties for fencing	£14.64
JRB Enterprises	Dog gloves	£57.85
R Hayes	Neighbourhood Plan expenses	£224.90
Employees	Aggregate Pay & Expenses	£2,104.95
	Total	£5,832.89

180. Bank Reconciliation – the reconciliation as at 29 February 2016 was noted.

Report of the Recreation Advisory Committee

181. The Council noted the report of the Recreation Advisory Committee. Members agreed that local interest groups needed to participate in the development of the play facilities on the Recreation Ground. It was anticipated that the Council would need to seek additional funding beyond that budgeted for or provided by the CIL.

Minutes of the Environment Steering Group

182. The Council noted the minutes of the inaugural Environment Steering Group meeting on 29 February 2016.
183. It was noted that there was an event on 2 April 2016 to microchip dogs in the parish. Members noted the insurance implications of being involved in or giving its support to events that it was not directly responsible for.
184. Resolved – That subject to a check of the Council’s insurance position and a risk assessment by a Chichester District Council officer, the Council support the event on 2 April 2016 to microchip dogs in the parish.

Public Art Contribution

185. Further to Minute 263/16 the Chairman, Mrs Bulbeck , Mr Hayes and the Clerk had met Mr Wawman from Crayfern Homes to discuss its S106 contribution for public art in the Parish. The members had supported the idea of pooling S106 money allocated for public art with other developer contributions to provide a more substantial piece of public art than could be provided by one developer. However since the meeting the District Council’s Planning Officer had indicated that this was not possible as the CIL would not provide for this in future.
186. It was agreed that Mr Fergusson would arrange a further discussion about the public art contribution with the District Council and Crayfern Homes, the Chairman, Mrs Bulbeck, Mr Hayes, and Mr Brown.

Annual Parish Meeting

187. It was noted that the date of the meeting needed to be moved from 19 April 2016.
188. Resolved – that the date of the Annual Parish Meeting be agreed by the Chairman.

Items for Future Meetings

189. The Council agreed the following items for future meetings:
- a. Public Art contribution
 - b. Proposal for Tree planting and application for a grant from the Co-op
 - c. Green Ring
 - d. Review of Standing Orders
 - e. Strategic Infrastructure item would be put back to July. Mr Brown, Mr Hayes and Mr Gowlett would work with Mr Fergusson on this.

Date of Next Meeting

190. 12 April 2016 at 7.30 p.m.

Chairman

The meeting closed at 8.15 p.m.

12 April 2016

Lumley Road Flood Management Project - Stage 3

Background

1. The Council will be aware of the problems with flooding in the lower River Ems including flooding from a severe rain storm event in June 2012 that left several households in Lumley Road under surface flood water and a catastrophic flash flood on Christmas Eve in 2013 subjected all nineteen properties to internal flooding. For some, this was the first time in living memory.
2. Since then a Community Flood Action Group (the Group) has developed a plan to protect the properties from flooding in the future. With the help of the Environment Agency, the West Sussex County Council (WSCC) and their technical advisers, the forum has developed an 'island' flood defence scheme to protect the nineteen Lumley cottages with an encircling barrier. For practical reasons, the planned works have been divided into four stages – stage one: the erection of a sandbag barrier to the south; stage two: the protection of the Lumley cottages at the front with a low barrier wall (completed in 2015); stage 3: the modification of the river channel in front of The Rose Cottages and the replacement of two bridge crossings (the subject of this report); and finally, stage four: an earth bund on the meadow at the rear of the cottages.
3. In June 2015 the Parish Council agreed to hold £40,000 of Operation Watershed grant from WSCC on behalf of the Group as it had been hoped that the project could be carried out during the 2015/16 financial year. When the work was put out to tender it became clear that the cost would be very significantly higher than originally planned due to the specialist nature of the work involved and the limited number of contractors prepared to undertake it. The cost is now £65,000 excluding VAT and the Group has had to seek additional funding from WSSC's Operation Watershed, from Southern and Scottish Electric (SSE) and from the Internal Drainage Board (IDB).
4. However the additional bids do not cover the VAT and the Group is seeking the consent of the Parish Council to bridge this gap until the Parish Council reclaims VAT at the end of the 2016/17 financial year. This is possible if all the project invoices are made out to the Council. Clearly the VAT will need to be paid as soon as invoices come in which could mean some of it being covered by the Council for about 8 months before being reclaimed (assuming a start in the summer of 2016). The total VAT reclaim would be about £16,000 and the Council has sufficient reserves to enable this without prejudice to its own business needs.
5. Once all of the required funding has been obtained, the Group will be in a position to immediately appoint its preferred contractors, Graham Attrill Civil Engineers (based on the Isle of Wight) and UK Flood Barriers Limited on fixed cost contracts.

Parish Council Role

6. Other than hold the funds and make the payments for the Group, the Council will not be directly involved in any management of the project. As the grant holder, the Parish Council will be entering into contractual relationships with the suppliers even though the Parish Council will not be responsible for the design or the technical input, project management and delivery. Invoices would need to be signed off by the Stage 3 Project Manager and payments made in accordance with the Council's financial regulations.

Conclusion

7. For Stage 3 of this project to be able to proceed the Group will need the additional funding bids to be successful. In the event that they are either only partially successful or unsuccessful the Council will be informed about the way forward. The financial support of the Parish Council in paying then recovering the VAT is also required.

Recommendations

1. That the Parish Council hold any additional funding for Stage 3 of the Lumley Road Flood Management Project in its bank account, along with the £40,000 Operation Watershed grant previously received, as an earmarked reserve;
2. That the Parish Council be advised of the outcome of the additional bids and of the way forward in the event that these bids are not wholly successful;
3. That subject to the receipt of all additional funding, the Parish Council agrees to cover the VAT element of the project until the VAT is recovered at the end of 2016/17;
4. That the Parish Council delegates the payments for Stage 3 to the Clerk;
5. That the Project Manager for Stage 3 approves all invoices before payments are made.

12 April 2016

Meeting of Public Art Group 22nd March 2016

Invitees: Parish Clerk, Cllr Robert Hayes, Cllr Chris Bulbeck, Cllr Marjory Bulbeck, Cllr Jonathan Brown, Cllr Graham Hicks. Sue Talbot, Ruth Heelan, Sarah Hughes, Cllr Bill Ferguson (Minutes)

Apologies: Parish Clerk, Cllr Robert Hayes

Present: Cllr Jonathan Brown, Cllr Graham Hicks. Sue Talbot, Ruth Heelan, Cllr Bill Ferguson

It was noted that the Parish did not have any Policy or Strategy for Public Art and that although it is consistent with the content of the Neighbourhood Plan's Policies there is no specific Public Art Policy in the Plan.

The meeting recommended to advise that the Parish Council adopt CDC Public Art Policy and Strategy with the local amendments shown below. This recommendation to be put to the PC Meeting in April.

Amendments to CDC Public Art Policy and Strategy

The Southbourne Public Art Policy shall:

Prioritise initially placement of Public Art to complement and indicate the Green Ring

Prioritise emphasis of the Boundaries and entry points of the Parish to the West, North and East

Up to 5% of CIL and S106 allocations to be set aside for Public Art (in line with Local Plan Guidance)

When developers are approaching the detail design stage of site landscaping the Public Art Advisory Group should be involved with them in specifying the detail design.

Seward to be asked to screen the site of the footbridge pad to be owned by PC

Public Art Plans and implementation should always promote the NP and Green Ring and LBAP and should NEVER be detrimental to the environment or local biodiversity.

Public Art should include biodiversity promotion such as bug hotels

The meeting felt that the plans to form Management Companies controlled by residents on which Public Art could be sited with the associated complexities to maintenance was not a desirable way forward especially with the planned introduction of a new organisation who could take this responsibility on. Developers to be asked to revisit this where practicable.

Sue agreed to set up meeting with Mr Wawman – now likely at end of April or later due to Mr Wawman's and attendees diary commitments.

Meeting concluded 18.20

12 April 2016

Risk Assessment 2015/16

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2015/16	Action for 2016/17
Inadequate insurance for staff, property and Council activities	M	Chairman to review annual Insurance cover	Cover renewed in June 15	Review in May 2016
No cover for new mid-year activities & significant purchases	H	As above		
Loss of Council funds	L/M	Money held in bank account; no petty cash; cheques signed by two councillors; on line banking requires councillor approval Internal and External Audit; Fidelity insurance for Clerk		
Computer failure and loss of records	L/M	Records backed up to 'KnowHow Cloud'. Computers removed from office each night	No change	Review whether cloud based back up appropriate in relation to personal or business records (DP Act)

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2015/16	Action for 2016/17
Councillors not aware of, or unfamiliar with, the legislation governing their activities and those of the Council.	H	Training for new councillors and mid-term refresher training for all Code of conduct	Councillor training courses provided through SSALC in 2015 and further courses available in 2016	Ensure newly co-opted councillors have opportunity to attend SSALC Courses in 2016/17 Consider need for mid-term refresher training in the 17/18 budget round
Legal action as a result of a councillor acting as an individual rather than as a member of the Council	L/M	As above	As above	As above
Loss of knowledge or expertise	M	Succession planning, in particular for the Chairman and Vice-Chairman Training for all councillors on a regular basis, including chairmanship training for those wishing to attend	As above	As above
Playground equipment	H	Rapid action on key recommendations of the arising from playground safety checks. Weekly inspections carried out by Pavilion Caretaker and sent to the Clerk	Maintenance repairs arranged as needed	Planned maintenance or replacements scheduled for 2016/17 and 17/18 On going
Other Council Property	M	Pavilion - Follow recommendations of Police Crime Prevention Officer where relevant; Fire Safety check	Fire safety check carried out and new signage and fire extinguisher installed	
	M	Street Lights – Contractor examinations; reports from public		

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2015/16	Action for 2016/17
		Bus shelters – Caretaker checks		
Risks, such as slips, trips and falls, when the public are on Council-owned property	H	All councillors to report unusual hazards to the Clerk. Public liability insurance		
Councillor site visits risk of injury	L/M	Prior risk assessment may be required depending on site visit (e.g. to a building site). Safety briefing for councillors before visit starts Councillors to wear appropriate safety clothing - requirements to be ascertained in advance Public liability insurance		

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2015/16	Action for 2016/17
Voluntary work for SPC (councillors or residents) - risk of injury	M	<p>Prior risk assessment may be required depending on voluntary work to be undertaken.</p> <p>Safety briefing for volunteers before work starts. No individual to start work until they receive a briefing.</p> <p>Volunteers to wear appropriate safety clothing - requirements to be ascertained in advance</p> <p>No work to be carried out on highways without advice, guidance and if necessary, permission from WSCC Highways.</p> <p>Public liability insurance</p>		Develop a policy for using volunteers who carry out work on behalf of the Council

Updated and reviewed March 2016

Chairman

12 April 2016

Planning Committee – Standing Orders

1. The Planning Committee is a standing committee of Southbourne Parish Council and is authorised by the Council to act on its behalf as a statutory consultee on all planning applications referred to it by Chichester District Council. Its decisions do not require ratification by the full Council. Copies of its decisions will be made available to the public via the Council's website.
2. The chairman and other members of the Planning Committee will be appointed by the Council at its annual meeting in May. The membership will be a maximum of seven, including the chairman of the Committee.
3. The quorum for meetings will be four. As Standing Orders require Committee members to be appointed annually by the Council, those councillors who are not on the Planning Committee cannot participate its meetings other than as members of the public.
4. Ordinary meetings will normally be held on the second and fourth Tuesday of each month (with the exception of August when there is no ordinary meeting). If there is no business to transact, a scheduled meeting may be cancelled. The Committee may also meet as and when necessary to comply with the deadlines for comment on applications.
5. For each meeting, the agenda, date, time and venue will be posted on the Council's notice boards. The notice period will be as specified in the Council's Standing Orders, and all meetings will be conducted in accordance with those Orders.
6. Members of the public may attend planning meetings and make representations in the Open Forum for planning matters in the Parish that are not on the agenda. For applications that are being considered on the agenda up to three members of the public may speak in support of an application for a maximum of three minutes each. Likewise up to three members of the public may speak to object to an application for a maximum of three minutes each.

Planning Committee Standing Orders
Adopted by Southbourne Parish Council
XX Xxxx 2016