

## **SOUTHBOURNE PARISH COUNCIL**

**MINUTES** of the Meeting held at St John's Church Centre on 14<sup>th</sup> October 2014.

**Present:** Mr J Brown, Mr C Bulbeck, Mrs M Bulbeck, Mrs S Cecil, Mr M Everson, Mr A Feltham, Mrs J Grant, Mr R Hayes, Mr J Jennings, Dr P MacDougall.  
County Cllr S James, District Cllr B Finch, District Cllr G Hicks.  
Five members of public.

Apologies: Mr P Hicks, Mrs L Leader, Mr R Rolfe, PCSO J Lemm.

### **Presentation**

Before the start of the formal council meeting, District Cllr J Connor, Cabinet Member for Environment, gave a presentation.

### **Declarations of Personal or Prejudicial Interests by Members**

1033. Mr and Mrs Bulbeck declared an interest in agenda item 11 recreation ground maintenance.

### **Minutes**

1034. It was resolved the minutes of the meeting held on 9<sup>th</sup> September 2014 be approved as a correct record and that they be signed by the Chairman.

### **Matters Arising**

1035. Min 1010. District Council report. Dr MacDougall commented the District Council should drop political party labels and believed there was no effective opposition. With regard to the Novium Museum, there had been no major changes, no friends of the museum had been set up and there was little local involvement. He had found difficulty getting any reply to communications sent to the Manager of the Museum.

1036. Min 1023. Neighbourhood Plan. Mrs Grant gave a report on investigations into capacity at Thornham Waste Water Treatment Works. Copy appended to the official minutes.

1037. Min 1030. Recreation Ground. It was agreed to call a meeting of the Recreation Advisory Committee.

### **Open Forum**

1038. The meeting was temporarily closed for public comments. Upon re-opening the meeting a resident's interest in putting a seat on the harbour frontage was noted. The contact details for Harbour Conservancy would be given to the resident.

### **County Councillor Comments**

1039. Cllr Sandra James reported she had attended the first day of the inspection of the CDC Local Plan and talked on the specific areas of evidence supporting the Local Plan. Her points raised on the day included the significant evidence obtained from NP's which were being called into question by one developer as pre-empting the outcome of the Local Plan. She raised the evidence from Southern Water on the Thornham catchment which had not been presented to the Inspector from CDC. Her concern was to mitigate any additional

housing over and above the circa 7k within the Local Plan, where developers were requesting more homes to be sanctioned.

Issues affecting Southbourne which she was dealing with included Lumley approval of Operation Watershed funds to be spent by Landbuild, wild flowers and daffodil planting at Lumley, DMMO status of footpath, lighting of Farm Lane, reply to NP and school meeting re parking problems.

WSSC financial challenges required savings in excess of £120m over a four year timeframe. Fire Brigade savings were being looked at and multi-skeletal operations and outsourcing to BUPA had been sanctioned.

A Motion by UKIP on 17<sup>th</sup> October called for the replacement of the Cabinet decision making structure at WSSC. In their view the Cabinet structure promoted a democratic deficit with WSSC decision making and did not harness the electoral wishes through their elected members, instead focusing on cabinet members meeting frequently in closed session. The next full WSSC meeting was on 17<sup>th</sup> October 2014.

### **District Councillor Comments**

1040. District Cllr Bruce Finch reported the Military Covenant had been a very successful ceremony on 23 Sep celebrating links with the Royal Artillery at Baker Barracks on Thorney. The District Council was running a campaign to encourage people to be councillors. The Local Plan examination was underway, Councillors would have seen an article in the Observer – anticipated this attack by developers. The Inspector had agreed CDC had met the duty to consult and provide data but had asked for clarification on methodologies and more detail behind figures by end November.

Over 5,000 people attended this year's Get Active Festival on Sunday 7 September.

This completely free day out was developed as an Olympic Legacy event and involved over 40 local sports and arts clubs offering members of the public free taster sessions. The event provided a great opportunity to help people to discover new sports and activities.

On Saturday 13 September the Tour of Britain came to the Chichester District for the first time.

Spectator Hubs were established in Midhurst/Easebourne and Petworth. Spectator numbers had been estimated at between 5,000 and 6,000 across the whole of the Chichester District section of the route. Spirit FM based their Saturday morning breakfast show within Market Square in Petworth. Feedback from local residents and businesses had been very positive. Children on the Edge Chichester Half Marathon - over 750 people had already signed up to the 2014 event. The event took place on Sunday 12 October and volunteers were actively being recruited.

Sport in the Community Holiday Courses - football, rugby, basketball, netball, bat and ball, racquet sport and multisport camps were taking place over October Half Term. Sessions were taking place in Chichester and Selsey

Wellbeing Advisors had been working with Wiley to support their week long staff wellbeing event. Wellbeing team delivered "MOTs" to 40 members of staff and an information stand at lunchtime, they also organised a Stress Management taster session for 24 staff, providing techniques to enable staff to manage stress more effectively at home and at work. Using this as a pilot CDC were working on plans to deliver a similar week of activity for CDC staff and Members.

Chichester Wellbeing was supporting the World Mental Health Day event organised by West Sussex Mind on the 10th October at Chichester Boys Club.

The new website would be going live with the new look website Sunday 26 October. The new website had been designed to be smartphone and tablet friendly.

The University of Chichester had agreed to renew their sponsorship agreement with CDC at Westgate Leisure. District were currently updating the contracts, but once signed this would be worth £21,000 over two years. CDC was also discussing further advertising opportunities with them. Advertising in the Avenue de Chartres car park was also going well. Wagamamas

had just signed a six month contract to advertise in one of the frames. This was worth £1,400.

The Novium welcomed 4567 visitors in August who made use of its Museum (including the Guildhall) and TIC services. Of this 1066 were paid admissions to the museum, 136 attending events such as sleepovers and 2,509 visitors to the TIC and Guildhall visits 856 visitors. Museum admission income was £4,289.36.

LEADER – The next programme of LEADER funding was due to begin in January 2015 and would run for six years. In the last programme Chichester District was split across two LEADER areas, but for the next programme the boundaries were being realigned so the whole of Chichester and Arun districts would combine to form one new Local Area Group (LAG). The new area would be known as the Sussex Downs and Coastal Plain LAG. The new LAG submitted its Strategic Plan to DEFRA at the end of August, with a bid for £1.6m funding. The Council's Economic Portfolio Holder and Economic Development officers provided substantial input into the bid. DEFRA were expecting to announce funding awards in November. In the last LEADER programme, businesses in Chichester District benefitted substantially from LEADER funding. Assuming a successful outcome, CDC would shortly begin working with a variety of rural businesses to assist with funding applications.

Visitor Economy – Further research was being undertaken into proposals for developing the visitor economy, and the tourism T&F Group would be meeting with the board of Visit Chichester next month, prior to presenting the groups' report to OSC. Meanwhile, the Coastal West Sussex Partnership was also considering the future for tourism delivery, strategy and marketing across the region. The four authorities – Adur, Worthing, Arun and Chichester – were funding an initial study and research into opportunities to grow the visitor economy. CDC's Economic Development Manager, Steve Oates, was on the steering group overseeing this work.

## **Correspondence**

1041. A list of correspondence received was circulated with the agenda, copy appended to the official minutes.

List item 3. It was noted planning application SB/14/02843/OUT Land East of Breach Avenue could produce a S106 contribution up to £59,806 towards community facilities. It was decided to put forward the same list of possible schemes as given to CDC for other recent applications.

List item 4. Mr Hayes would ask CDC Planning Dept to ensure development at Thornham House was consistent with planning approval and to take up the complaint regarding Reedman's Yard with the Planning Enforcement Team.

List item 5. It was noted Mrs Nolan did not favour a bench recommended by Harbour Conservancy and had sent details of a seat she wished to have instead. Dr MacDougall drew attention to a seat at Maybush Copse on Harbour Conservancy land which would be suitable. He would send photographs to the Clerk to enable this seat to be considered as an alternative.

List item 6. The Council agreed to take part in a joint Project Emsflow proposed by Compton Parish Council and to make an application for Operation Watershed funding for a consultant survey report to be commissioned to identify work to be undertaken. Mrs Grant was appointed Projects Leader for Southbourne on flooding and drainage issues.

## **Additional Correspondence**

1042. CDC. Agenda for All Parishes meeting 21<sup>st</sup> October. Mr Brown and Mrs Cecil would attend.

1043. Mrs R Jones. Anti-social behaviour at the recreation ground. The problems reported were noted. PCSO J Lemm was doing what he could to deal with the issues, as referred to in his latest Police report.

1044. St John's Church. Crosses for Remembrance Sunday to show the names of those who died from the Parish. The Parish Council was invited to contribute to the cost of £170. The Parish Council agreed to donate £170.

1045. WSALC, WSCC & AIRS Conference 30<sup>th</sup> October at Southwater Leisure Centre.

### **Neighbourhood Plan**

1046. The consultation stage of the Submission Plan was in the hands of the District Council. The consultation period ended on 16<sup>th</sup> October.

Mr Hayes had received from CDC details of three Examiners registered to the Neighbourhood Planning Examiner Panel who had indicated they would be suitable to undertake the examination of Southbourne's Neighbourhood Plan. Copies of their individual CV's had been supplied.

It was agreed the choice of an Examiner would be delegated to the Project Group (Chairman, Vice Chairman, Chairman of Steering Group, Mr Brown).

### **Time/day for Planning Committee Meetings**

1047. The Chairman of the Planning Committee reported he had been in discussion with the Church concerning use of the upstairs room at the Church Centre, where there was a suitable screen for displaying plans. However, the second Tuesday of the month was 'Film Night' and that would need to change if the room was to be made available to the Council. Delegated authority was given to the Chairman of the Planning Committee to arrange the venue and date for future Planning Committee meetings.

### **Recreation Ground Maintenance**

1048. Kent CC Landscape Services no longer operated in the area and had given up maintaining the recreation ground.

Quotes for maintaining the ground had been obtained from David Chapman and Ground Control and they were considered.

It was not known who had taken over maintaining the Bourne College playing field, which had formerly been maintained by Landscape Services.

It was resolved the quote from Ground Control was preferred but the Council should attempt if possible to use the same contractor as the Bourne Community College, which could achieve a better standard of service, the two playing fields being adjacent to each other. The Clerk would liaise with the College to obtain details of their ground maintenance.

Mr & Mrs Bulbeck declared an interest and left the room for discussion of this item.

### **Operation Watershed – Lumley**

1049. County Cllr S James had reported she was now in a position to authorise the Operation Watershed grant aided work to be commenced by Landbuild Ltd and asked this decision be endorsed by the Parish Council.

A quotation dated 26<sup>th</sup> September 2014 in the sums of £25,408.00 and £3,756.00 had been received from Landbuild Ltd, the specifications vetted by WSCC, and was recommended for approval.

It was resolved the quotation dated 26<sup>th</sup> September 2014 from Landbuild Ltd be accepted and the order for the work be placed with Landbuild Ltd.

### **Operation Watershed – Nutbourne**

1050. In conjunction with Dan Sanders, Principal Community Officer WSCC, a draft Watershed Active Community Fund grant application form had been partly completed to include information available to date in support of the application.

A list of WSCC approved contractors had been provided who could be approached for quotations for the work required.

The Council selected Landbuild and Balfour Beatty Living Places from the list.

### **Retirement of Clerk & Responsible Financial Officer**

1051. The Chairman read to the meeting a letter of resignation he had received from the Clerk giving three months notice to end employment with the Council on 31<sup>st</sup> December 2014.

Mr Hayes thanked the Clerk for his long and loyal service to the Council.

The Clerk explained the background to his present working arrangements and how the change of Clerk would give the Council the opportunity to review staffing requirements. It was noted SSALC offered a recruitment service to member councils and details were being obtained.

The Council decided the new Clerk RFO would be appointed on LC2 SCP 26 to 30 depending on experience and qualifications, to work 21 hours a week, with three days at the Parish Office at the Village Hall. The Clerical Assistant, who would also be leaving, would not be replaced.

It was resolved: to accept the resignation of the Clerk and to pay a retirement gratuity in accordance with his Contract of Employment;

To appoint a Recruitment Panel comprising Mr Bulbeck, Mr Everson, Mrs Grant, Mr Hayes, with authority to take the action required to appoint a new Clerk RFO.

### **Finance – Payments for Approval**

1052. A list of payments for approval was presented to the meeting, copy appended to the official minutes.

It was resolved the payments be approved.

### **Completion of Annual Audit**

1053. The external audit had been completed by PKF Littlejohn LLP. There were no matters the auditors wished to raise.

### **Matters Arising**

1054. Dr MacDougall suggested the Police Reports from PCSO J Lemm should be an agenda item.

1055. The Chairman would arrange for a Christmas tree and lights at St John's Church again this year. Mrs Grant would organise publicity.

1056. Mr Hayes asked for a report from Maybush Copse. Mrs Cecil would provide a report for the next meeting.

1057. Mr Hayes reported the street light o/s 6 West View Cottages South Lane was not working.

1058. At a meeting between the Clerk and the WSCC Principal Community Officer the following projects had been put forward to be done under the County's 'Quick Fix' budget and required Parish Council support:

Extend the footway at Sadlers Walk.

Provide a salt bin at northern end of Lumley Road.

Replace single rail wooden fence North of Railway Station in Stein Road.

The Council agreed to give support to these projects.

CHAIRMAN.....

DATE.....