

Westbourne Parish Council Business Plan 2018/2021

Action Plan

Providing decent and affordable housing for younger families

	Proposed Action	Responsibility	Timing	Cost	Progress On track Medium risk High risk
AF 1	Establish a steering group charged with securing funding and establishing legal and governance arrangements for the creation of a Community Land Trust (CLT)	FRC/PM	2018/19	Nil	The Steering Group has completed its work and formed a Community Land Trust, which is now established as a legal entity from November 2018. The Trust is a Community Benefit Society with charitable status. It now meets regularly each month to progress its objectives and has PC representation on its Board of Trustees. Action to secure funding for projects is ongoing.
AF 2	Explore the basis upon which the legal entity of a CLT can be established which can act as vehicle to provide affordable housing and manage future occupation for the benefit of the local community	FRC/PM	2018/19	£1,000	As above the legal entity now exists as a Community Benefit Society with the capability of developing affordable housing and other community projects
AF 3	Engage with local residents to ensure their full involvement and commitment to the objectives of the CLT	FRC/PM	2018/19	£2,000	A Communications Group has now been formed within the Trust and is actively putting together a communications strategy. Community engagement has begun and the launch event will take place on 8 and 9 February 2019, when opens sessions will be held to discuss with

					residents the Trust's objectives and its approach to the first affordable housing project at Mill Road.
AF 4	Identify an appropriate site (s) for affordable housing within the Parish	FRC/PM	2018/19	Nil	The Trust is searching for appropriate sites within the village and have used the work on the Neighbourhood Plan as a starting point. The clear front runner is currently the Mill Road site, for reasons of availability, cost and the fact that it has already been consulted on during the Neighbourhood Plan process, which confirmed that it was a very popular site in the community's eyes. Meetings with CDC Estates and Housing Officers have now resulted in a report to CDC Cabinet on 8 January 2019, when it is anticipated that the Council will approve the transfer of the site to the Trust. A Housing Needs Survey has been undertaken by CDC and the results will be published imminently. A development brief has been prepared and will be issued to architects to invite bids for the design work very soon.
Highlighting any deficits in public services in a time of austerity					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress

PS 1	Undertake community consultation to identify and prioritise the services most valued by residents and businesses in the Parish	RH	2018/19	£2,500*	We are currently looking into how a survey can be distributed via the new parish council website. This could also be replicated in hard copy and distributed along with the PC newsletter. I would expect any expenditure on this to come in way under the £2,500 allocated
PS 2	Collaborate with adjoining Parishes to resist reductions in the level of services and to rationalise how available funding can be more effectively shared to ensure ongoing benefits for our respective communities/parishes	RH	2019/20	Nil	Letter to go out to adjoining parishes to establish the extent to which reduction in the level of services is impacting upon them, what can be done to resist further reductions how available funding can be more effectively shared to ensure ongoing benefits for our respective communities/parishes.
PS 3	Ensure District and County Councillors are fully informed about the Parish's priorities for local services and lobby them strongly to ensure that harmful impact on Westbourne is avoided or minimised	RH	2019/20	Nil	Communicate findings of survey (see above) to our county and district councillors and lobby them to do what they can to mitigate any harmful impact.
PS 4	Encourage full and active engagement of local residents in voluntary work to maintain local services/activities	RH	Ongoing	Nil	The issue to be raised at every available opportunity. For example, at WPC meetings, at Annual Parish Assemblies, in the Westbourne Magazine and the PC newsletter, on the PC and Village websites, and in the context of the new WCT.
* The funding allocated for this action is intended to cover a range of consultation requirements for various actions in this action plan which would be undertaken as part of the same consultation exercise.					

Providing Appropriate Infrastructure					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
PAI 1	Undertake consultation with the community to identify new critical infrastructure that may be needed or existing infrastructure that may be deficient to meet the current and future needs of the Parish	RH	2018/19	*	Combined with the survey above or in the form of a separate, subsequent survey. This also falls within the remit of WCT.
PAI 2	Prioritise the critical infrastructure needed and ensure that these priorities are widely understood by the District and County Councils and other relevant statutory agencies	RB	2019/20	Nil	District have an Infrastructure Needs Analysis document for allocation of funds from planning permissions. It has our wish list on, generated via the Community Facilities Audit completed in July 2018. WSCC highways are aware of concerns and await TRO application and Community Highways Scheme applications from RB.
PAI 3	Lobby intensively to ensure that the priorities are incorporated into infrastructure investment plans of the appropriate organisations	RB	2019/20	Nil	Regular meetings with WSCC Highways manager Chris Dye undertaken to discuss needs of the Parish.
PAI 4	Work directly with Chichester District Council to ensure that appropriate priorities are included in the investment programme for the Community Infrastructure Levy	RB	2019/20	Nil	Our Infrastructure needs document held at CDC requires updating. Funding has been made available for 'Urban Art'
PAI 5	Work directly with adjoining Parishes and with relevant local authorities across the boundary in Hampshire to ensure a rational and shared approach to funding of critical infrastructure	RB	2019/20	Nil	Members of the PC have attended Havant BC consultation on a Planning Proposal, replied to the HBC Local Plan consultation and two other planned development

					proposals and explained our needs that would arise from such developments
PAI 6	Seek to lobby appropriate authorities and agencies to ensure that high speed broadband communications are provided within the Parish for the benefit of residents and businesses	RB	2019/20	Nil	No Action to date
* The cost of this consultation will be covered by the allocation of funds for Action PS1 above					
Ensuring local business growth and prosperity					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
LB 1	Consult with the community to consider the requirements for and desired location of improved/new car parking provision	RH	2018/19	*	To be included in the survey above.
LB 2	Identify how car parking provision, which has been identified as a priority requirement in the Neighbourhood Plan, can be improved within Westbourne to support local business activity	RH	2018/19	Nil	Consultations with local businesses, following up on the petition signed by many of them in 2016. This may well be a joint venture between WPC and WCT.
LB 3	Consider the scope and design options for an environmental enhancement scheme for the village square that would increase and improve parking provision, manage traffic flow and improve its overall appearance	RB/FC	2018/19	£2,500	Meetings held with WSCC Highways representative and CDC Planning Representative and positive response received to ideas for The Square. Also identified are potential funding opportunities via WSCC Community Highway Scheme and potentially from development proposals in Havant via CIL

					should these proceed (notwithstanding WPC objection in principle to both schemes). The concern about through traffic in the Village is increasing and further discussions with WSCC are now required.
LB 4	Consider options for further reducing speed limits within village and limiting the movement of Heavy Goods Vehicles through the Village	RB/FC	2018/19	Nil	Meeting held with WSCC Highways representative but less than positive response to a range of ideas. Speedwatch initiative now operational led by Parish Councillor Mack, it has been active and there have been numerous vehicles reported to Sussex Police. We will monitor to see effect on local roads in the village
LB 5	Consider the scope for replacement of inappropriate street lamps within the village with heritage design street lamps	RB	2018/19		Awaiting return of our Clerk from maternity leave for PC's contact at SEE who deal with this issue
LB 6	Consider how funding for improved car parking facilities can be secured through the CIL/CLT and by contributions from the Parish Precept reserve fund	PM	2019/20	Nil	Will now be considered in the context of the formal establishment of a steering group and the ratification of the CLT's aims.
LB 7	Work with local businesses to consider how initiatives can be introduced to encourage residents to shop locally rather than in larger more distant shopping locations	PM	Ongoing	Nil	Will now be considered in the context of the formal establishment of a steering group and the ratification of the CLT's aims.
* The cost of this consultation will be covered by the allocation of funds for Action PS1 above					

Preventing inappropriate development					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
PID 1	Ensure that the Neighbourhood Plan for Westbourne is formally agreed through the Local Planning Process and that any modifications requested by the Inspector following the October 2017 public hearing are promptly and effectively resolved	RB	2018/19	Nil	Response from Inspector now received and following a fact check the PC have agreed to the changes and incorporated them into a new draft of the Plan. We await CDC's response to proposed changes and for it to be agreed by the Full Cabinet. The Plan will then go forward to referendum
PID 2	Continue effective consultation with the Development Plan process at CDC to ensure that inappropriate development is not allocated within the Parish and that the emerging Local Plan fully recognises the needs of the Westbourne community	RB	2018/19	Nil	Response given to CDC regarding the sustainability appraisal for Westbourne and also a response made to the emerging new Chichester Local Plan. Currently the new Chichester Local Plan will not impact Westbourne negatively. Emerging issues across boundary in Emsworth are being monitored and liaison between the Parish Council CDC and Havant Borough Councils is ongoing.
PID 3	Liaise closely with Chichester District Council Enforcement Team to ensure that any inappropriate unauthorised development that takes place in the Parish is promptly removed or ceased	RB	Ongoing	Nil	A number of issues still remain in relation to the effective action of the Enforcement team, we are in regular contact and receive monthly updates. Some of the issues are fairly complex but need addressing, continued pressure to be

					maintained. Some progress recently with the outcome of the Funnel and Howard Appeal that was dismissed, but other appeals still to be resolved. Continued pressure to be applied to resolve issues outstanding for a long period.
Ensuring new development meets high standards of design					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
DD 1	Ensure that following the Hearing into the Westbourne Neighbourhood Plan the final version fully incorporates and reflects the Parish's objectives for new development	PM/RB	2018/19	Nil	Examination report received a fact check has been carried out and returned to the Inspector, awaiting confirmation those will be incorporated but subject to that the PC have agreed to accept the findings. The report will be processed by CDC before going to Referendum in the new year.
DD 2	Engage fully and liaise closely with Chichester District Council to ensure that the emerging Chichester Local Plan reflects the Parish's objectives and aspirations for the local community	PM/FC	2018/20	Nil	Work on this is continuing and the consultation processes with CDC are ongoing. A meeting took place with CDC Planners in December 2018 to consider key points that the PC may have on the emerging Review of the Local Plan. The review does not include any further development sites within the Parish and also includes various policies which are supportive to the PC objectives. The PC

					will hold a special meeting in January 2019 to confirm its formal response to the consultation.
DD 3	Continue to engage actively and fully in the development control process with CDC and with the South Downs National Park Authority to press for high standards of design in the built environment.	RB/FC	Ongoing	Nil	Work on this is ongoing and WPC Planning Committee continues to be vigilant in this area.
Identifying the need for improved and locally accessible medical services					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
MS 1	Consult with the local community to assess the degree of support for maintaining medical services within the heart of the village	RH/PM	2018/19	*	The position regarding the future of GP services remains uncertain for the Parish. Ongoing discussions regarding a new GP medical centre suggest that it will be sited at the former Victoria Cottage Hospital Site in Emsworth. Were this to be the case, Westbourne surgery would be retained for at least the sort term (= 5 years?).
MS 2	Ensure that District and County Councillors are fully aware of local views on this matter and support the Parish in lobbying the Health Authorities to achieve community expectations for those medical services	RH	2018/19		WPC have been involved - and will continue to be involved - in stakeholder meetings to decide the future of the Emsworth surgery. Survey findings will be communicated to county and district

					councillors and requests made that they lobby on our behalf.
MS 3	Collaborate with the Health Authorities and other relevant agencies to consider how funding can be secured to support the continued delivery of medical services locally in the heart of Westbourne	RH	2018/19		Not sure how to set about this. Further discussions internally are needed.
MS 4	Work with adjoining Parishes and local authorities including those in Hampshire to ensure effective local medical services continue to be developed and improved for the benefit of all communities	RH	2018/19		Communicate with adjoining parishes and local authorities when the findings of the survey are in.
MS 5	Consider the scope for providing local medical services in alternative premises such as the Westbourne Social Club	RH	2018/19		This will depend on the future of the River Street premises, which is still very unclear.
* The cost of this consultation will be covered by the allocation of funds for Action PS1 above					
Improving community consultation and communication with residents					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
CC 1	Undertake full consultation, engagement and involvement on key issues affecting the community, in particular those matters arising from the actions of this business plan.	RH/PM	2018/19	*	The survey(s) above could well be the beginning of ongoing consultation. Awaiting imminent upgrade of the PC's website and social media offerings.

CC 2	Increase the capacity to engage with and receive feedback from the local community through online mechanisms including improving and strengthening the Parish Council's website	PM	Ongoing	£1,000	Awaiting upgrade of the PC's website and social media offerings
CC 3	Improve and strengthen the Parish Council's communications with the local community through social media and its newsletter	PM	2018/19	Nil	Awaiting upgrade of the PC's website and social media offerings
* The cost of this consultation will be covered by the allocation of funds for Action PS1 above					
Maintaining adequate local educational provision for children					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
EP 1	Engage with District and County Councillors to ensure that adequate funding is available to provide sufficient spaces for local residents in the Westbourne Primary School and the Bourne Community College so that local children are not required to travel lengthy distances to access a school	RH	2018/19	Nil	Contact the two schools to enquire about their current and future capacity.
EP 2	Collaborate with neighbouring Parishes to encourage their support for the funding of new local school places	RH	2018/19	Nil	This will depend on what emerges from the enquiry above.
EP 3	Investigate the scope for the reuse/redevelopment of the Westbourne Social Club premises as a means of extending the capacity of the adjoining Westbourne Primary School	RH	2018/19	Nil	This will depend on the future of the River Street premises.
Ensuring a harmonious and balanced community					

Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
HBC 1	Consult with the local community to establish the extent and nature of any issues or sources of community dissatisfaction, antisocial behaviour or unrest	RH/PM	2018/19	*	Part of the ongoing consultation process with the community. Multi-agency meeting held at CDC organised by the Ch Exec Diane Shepherd on behalf of Westbourne PC. Present were WSCC, CDC, Police, Environment Agency. Problems identified to the responsible agencies. A Co-ordinated approach was required and effective means of communicating. CDC Planning enforcement to collate details. Meeting with residents at Woodmancote nr to the Paddocks undertaken, Woodmancote residents' association and residents of East St and Whitechimney Row.
HBC 2	Develop an action plan to eradicate any issues that are identified	RB	2019/20	Nil	EA will be taking action to deal with Toxic Fires and Police will attend reports where their presence is identified. Contact details have now been circulated. The fires seem to have abated to a high degree but there are still a number of fires being reported. The EA officer is looking to compile evidence although the initial culprit is now believed to have stopped their involvement. Further action being considered by the EA officer

HBC 3	Continue to work closely with appropriate authorities to resolve antisocial behaviour and maintain community harmony	RB	Ongoing	Nil	Ongoing, but since recent visits by EA to the Paddocks and extra Police patrols around Cemetery lane reports have been minimal. A number of Rural crimes have come to light but with the Police Focusing on a Risk-Threat-Harm strategy our Parish is not receiving the Police presence our Community would like. To be discussed at the October PC meeting.
HBC 4	Work closely with local community groups and associations to foster inclusive community behaviour and resolve community conflict	RB	Ongoing	Nil	Liaising with local groups, WRA, Scouts, Allotments, Marlpit lane group, Paddocks Gypsy/Traveller site to identify needs and ensure harmonious and inclusive actions are continuing. The Marlpit Lane group are feeling let down by the lack of Police Action locally in relation to complaints, to be raised with the PCC by Cllr Briscoe.
HBC 5	Consider the potential to establish a Cemetery Lane Frontagers Association and how it might best manage and control access along Cemetery Lane	RB/FC	2018/19	Nil	Limited work has been undertaken on this project to date. It will be necessary to review the outcome of the recently dismissed Funnel and Howard appeal. A critical issue was identified in submissions by WPC about whether Cemetery Lane must be included with the red line of the planning application boundary. Unfortunately, this was not addressed by the Inspector who must have considered that it did not affect his overall conclusions. No more action to date.

HBC 6	Work with Chichester District Councillors to ensure that the allocation of travellers plots on the former Army Camp Site does not increase to levels that are unsustainable for local infrastructure and the general harmony and wellbeing of the local community	RB	2018/19	Nil	The Examiners report into the NP has been received and supports the community balance Policy. However, there is a current planning application in for several more plots on Cemetery Lane which the NP would prevent. There are a number of unauthorised pitches on the site but enforcement will not take action until the determination of the Planning Application currently in the system. The NP does now carry some weight and we expect the Planners to take this into consideration.
* The cost of this consultation will be covered by the allocation of funds for Action PS1 above					
Ensuring more control and effective management of community assets					
Ref No	Proposed Action	Responsibility	Timing	Cost	Progress
CA 1	Continue to manage existing community facilities in a sustainable and appropriate way and carry out improvements to equipment, buildings and services as appropriate	NR/VO	Ongoing	£24,000	No action recorded for this item. Can Val or Nigel please indicate how it is progressing?
CA 2	Liaise with Westbourne Social Club to consider whether the WPC can assist in securing its future	PM/RH	2018/19	Nil	This is ongoing.