

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 10 September 2020. The meeting was held remotely using Zoom video conferencing.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr Ann Pearcey, Cllr Nigel Ricketts and Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Hitchcock. Four members of the public were present

1. Apologies for absence: Cllr David Mack. The Parish Council wish Cllr Mack a quick recovery.

2. To receive declarations of interest and updates to the Register of Interests: None.

3. Minutes of the Parish Council meeting held on 9 July 2020: The minutes were agreed to be a true record and were signed as such by the chair.

4. Updates and issues from the minutes of 9 July 2020:

Item 4: The Clerk has contacted the supplier of the defibrillator, C U Medical Systems, to find out if they do annual services (email to service@cu911.com).

Item 10: The Clerk has been replacing the coronavirus advisory signs at the recreation grounds on a regular basis to ensure it is in place.

Item 10: Cllr Hitchcock will contact Tom Joyce at Monster Creative about the business association to discuss support required by businesses at this time.

Item 15: The Parish Council put up temporary no cycle signs on footpath 245 (between Westbourne Road and Mill Lane) which had been supplied by WSCC Highways. A resident has informed the Council that they are missing and requested that they are reinstated – the Clerk will print and laminate two new ones. The Clerk has also contacted Highways to ask for permanent signs and it seems that the Parish Council will need to pay for these. Cllr Magill will check with Highways again if they can install them.

5. Open forum (maximum of eight minutes): None.

6. County Councillor's comments and questions: With the end of the shielding programme and the return of schools we are seeing an increase in cases within West Sussex. Now that restrictions are easing, there seems to be a worrying trend of belief that we are out of the worst of it and we can go back to 'normal'. There has been a steady increase in the number of new cases with the 14 day period ending 5 September seeing 139 new cases, whereas three weeks ago this figure was at 51. Whilst we have seen an increase we are still well below the national average of 19.7 cases per 100,000 (over a 7 day period), Chichester is 12.4. Following National trends, 51% of all cases in West Sussex is in the Under 40s. The Community Hub remains in operation so anyone who is suffering due to COVID, please contact the

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Hub. I am not saying this to scare people but to make everyone aware this has not gone away and we need to remain careful and keep an eye on the most vulnerable. If anyone is worried about any individuals please let me know and we can have a private conversation so I can get the right people to provide support if necessary. I have been appointed to the new Executive Task and Finish Group within Highways for the West Sussex Transport Plan. As part of this I want to start looking into rural transport, how we are planning for the increase in development in the area rather than reacting to problems when they occur and the re-jigging of the TRO process which I do not believe is fit for purpose. I have had Foxbury Lane re-inspected by the team and they have confirmed they be repaint the road markings.

A number of residents have contacted me about the shared Chemroute scheme put forward by Highways England. Officers have confirmed this is not the final scheme but an identification of a need. The design contractors will shortly be appointed by Highways England and will address new guidance that states shared pathways should be avoided where possible. My understanding is that this will be unavoidable in places but the majority of the route should adhere to best practice.

The situation with the Hampshire sites appears to be resolved now. There will be no charge to West Sussex residents and as of the 2 September they will be able to register on the Hampshire website. Residents will still also need to book in should they wish to use the site at Havant as they are continuing with their allocated time slots to help with COVID restrictions.

If you have any queries about this or anything else, please feel free to contact me at any time and I will of course be more than happy to help.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. I held the first meeting of the Housing and Communities team in August where we discussed pathways for rough sleepers; increased use of emergency/temporary accommodation and forecast increase in homelessness; financial support for affected individuals and businesses; debt recovery; support for voluntary/community organisations and businesses; capturing community networks for future emergency planning; future working of the group; community wellbeing and Eco Tiny House - the Wellbeing team are helping those in need but are signposting for medical support. Grants to community groups and businesses were launched in August and funding is still available so please encourage community to apply.

I've received an enquiry number from Natural England regarding SSSI status for the River Ems. I will chase them again if I do not get a further response.

I attended a meeting at Westbourne Cemetery with Cllr Hitchcock and the CDC listed building adviser to discuss having the Chapel and Cemetery listed. Apparently it's a long process, which is worthwhile, but Historic England are the final arbiters. Mike Magill and I held a meeting members of the Police Rural Crime team and local farmers who have been repeatedly targeted by poachers with dogs. Several deer have been chased and mauled to death by dogs which is distressing, and criminal damage has been caused by vehicles driving across newly sown and established crops. The Rural Crime team will focus efforts in an attempt to catch those responsible and they have a number of leads. Catapult incidents have risen dramatically in the last few weeks.

Incidents of fly-tipping continues to be high and dialogue is going on between CDC environmental health, the Police and Environment Agency to prosecute two offenders.

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CDC's Cabinet approved the consultation on the Climate Emergency Action Plan and Local Cycling and Walking Infrastructure Plan. I'd encourage residents to go on the Lets Talk page of CDC's website and provide constructive feedback. The last pop-up cycle path has been met with a barrage of hostility so this is an opportunity to ensure it is done how you want it done.

I've worked with Mike Magill well over the last month on a number of issues in Westbourne and we continue to get the best we can for the Parish.

At CDC's Planning Committee we refused a planning application in Loxwood but with little grounds to object due to the NPPF. However, at least showed understanding of the local concerns. In the end, we deferred a decision until the next meeting - it will go through as we have no choice but it did show support for parish councils.

There is a public consultation on new government plans to introduce other amendments to national planning policy and at CDC's next full council meeting we will pass a motion objecting to the policy to deliver more houses. Under the new plans, the District's housing allocation would jump to 998 from 629 new homes and that has gone up from 425 over the next 15 year period. It would also remove some of the requirement to deliver affordable housing - in effect it would be a developer-led planning system. Please object to these new proposals.

8. Police incident report: PCSO Reed did not provide a report for the meeting. Cllr Magill agreed to contact him to request a report for the next meeting.

9. Westbourne Community Trust (WCT): Frank Campbell, Chair of the WCT, gave a report on the progress of the project to build affordable homes at Mill Road, Westbourne. The report is available in Appendix 1.

10. Emergency Plan: Cllr Hitchcock prepared a proposal, circulated to members before the meeting, about the Parish Council delivering a revised Westbourne Help service to the local community if required in the coming months. The Emergency Plan has also been revised to identify Covid-19 as a current and ongoing emergency. Members agreed to support the proposal and for Cllr Hitchcock to meet with Cllr Barker and Clare Kennett to develop plans which will be brought to the next Parish Council meeting for further discussion.

11. Churchyard wall: The Church has drawn up a specification for works to the wall and members agreed for this to be sent to three companies for quotes. The Clerk will email Andrew Turner at the Parish Hall to thank him for his help and to proceed with obtaining the quotes.

12. VE Day 75 bench: Members discussed the following options for the location of the commemorative bench:

- outside the doctors' surgery: WSCC Highways has not given permission for this location due to safety reasons
- Church Road to the right of the lychgate: Revd Andrew Doye has expressed concerns about this location
- the grass verge between Whitechimney Row and Old Farm Lane: members did not think people would use this location
- Mill Lane: Cllr Barker said that it a private road and also there is often anti-social behaviour from groups of youths
- Monk's Hill recreation ground
- A resident suggested the front of the Westbourne Club Community Hall

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Members agreed that they would prefer a central location so that more of the community could enjoy the bench which marks such an important occasion. A vote was carried out and all were in favour of the bench being located on Church Road except Cllr Briscoe who voted against it. Cllr Hitchcock agreed to speak to Revd Andrew Doye to discuss any concerns about the Church Road location. The Clerk will also contact WSCC Highways to see if they will give permission for this site.

13. Planting of trees at Monk's Hill recreation ground: Guy Schofield, Tree Warden, has provided the details of two trees to plant at a cost of £500 which members agreed to. The Clerk will liaise with Cllr Hitchcock and Guy to order the trees and will find out if either Longmeadows or Mike Reed can plant them.

14. Petition for the reduction of the speed limit on Monk's Hill: Members were in agreement that the 30mph speed limit should be extended outside the recreation ground and that it is not acceptable to have a 60mph limit in this location. It was agreed that a Traffic Regulation Order should be submitted to WSCC and that it needs to be signed by a member of the public. Cllr Ricketts agreed to speak to residents on Monk's Hill to see if anyone would be willing to help with this. The Clerk will create an online and written petition for residents to complete to show community support for the project. Cllr Magill agreed to do a short video to explain the petition which can be posted to the Parish Council's Facebook page to help gain support.

15. Open Gardens Westbourne: Members agreed to Cllr Pearcey joining the Open Gardens committee as a representative of the Parish Council. Cllr Pearcey has volunteered to join the committee until Cllr Mack is able to attend. The event is planned to take place on Sunday 20 June 2021 and it will only go ahead if advice from Public Health England permits it. A final decision will be made at the meeting next March and all communication with the community and garden owners will fully reflect this cautionary approach. The name of the event has been updated and is now reflected on all its communication and marketing. The event will be published broadly across the Parish and members agreed to it being advertised on the Parish Council website as well.

16. Committee/Working Group reports: To receive updates from the:

- Finance and General Purpose Committee: The next meeting will take place on Thursday 22 October 2020 to plan the Precept.
- Joint Burial Committee: Cllr Ricketts reported that work is starting to plan the cemetery extension which is on the agenda at item 22 for discussion.
- Planning Committee: Cllr Hitchcock informed members that the committee will be submitting responses to the national consultation on changes to planning law.
- Public Services Committee: It was agreed that Cllr Barker as Vice-Chair will cover the committee in Cllr Mack's absence.
- Recreation, Leisure and Amenities Committee: Cllr Ricketts gave an update on the new play equipment that has been installed at Monk's Hill recreation ground.
- Neighbourhood Plan: There is still no further update from CDC on the progress of the Plan which leaves the Parish in a vulnerable position with the District's Local Plan now being out of date.

17. Internal auditor: Members agreed to appoint of Mulberry & Co as the Parish Council's internal auditor for financial year 2020-21.

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18. Payments for approval: Members considered and approved a list of payments totalling £2,613.51 due immediately (or it is known must be paid between now and 8 October and require advance authorisation). There were payments totalling £9,898.21 made since 9 July and require retrospective authorisation. In compliance with Financial Regulation 5.2, personal payments (including salaries) were summarised on a separate confidential paper. The list of payments is included in Appendix 2.

19. Correspondence: Members noted the list of correspondence and made the following comments.

- Cllr Hitchcock and Clare Kennett are attending a meeting on 22 September about the WSALC review.
- Members agreed to Lyn Lock's request that Community Chest Grant of £100, awarded in March for a VE Day 75 event, is now used towards an afternoon tea - distributed by personal delivery, Lyn and other volunteers adhering to COVID-19 distancing requirements, to elderly residents of the Westbourne parish on the weekend of Remembrance Sunday in November 2020.

20. Announcements and items for the next meeting: Members agreed to stream the Parish Council meeting on Facebook Live. The Parish Council agreed to look to co-opt new members at its next meeting to fill the two vacancies.

21. Date of next meeting: The next meeting is scheduled to be held on Thursday 8 October 2020 at 7.15pm

Meeting closed at 9.20pm. Members of the public left the meeting.

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

Section Two

22. Joint Burial Committee: Members agreed to fund Westbourne's contribution towards the cost of extending the cemetery at a cost of £8,876.84 which will be taken from the Parish Council's New Initiatives Fund earmarked reserve.

23. Local Government Services' Pay Agreement 2020-21: Members agreed to apply the pay award to the Clerk's salary as recommended by NALC to be implemented from 1 April 2020.

Meeting closed at 9.30pm.

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Appendix 1

Westbourne Parish Council Meeting

10 September 2020

Westbourne Community Trust and the Mill Road Affordable Housing Project

1.0 Purpose of Report

1.1 This report has been prepared to provide Westbourne Parish Council (WPC) with an update on the progress that has been made during the last year by Westbourne Community Trust (WCT) with its proposals for delivering affordable housing on the land at the rear of 30 to 56 Mill Road, Westbourne.

2.0 Governance of the Trust

2.1 WCT was formed in November 2018 as a community land trust whose main purpose is to deliver affordable housing within the Parish and other community projects that will make the Parish a better place to live. The formation of the Trust was a response by WPC to the challenges raised by the Inspector who examined the Neighbourhood Plan and was critical of the lack of affordable housing proposed within the plan. Although the Trust is a key partner organisation of WPC it operates independently. However there are WPC representatives on the Trust's board of trustees.

2.2 Currently there are 7 trustees of whom one (Councillor Hitchcock) is a parish councillor. There are in addition two observer members of the Board of Trustees (Parish Councillor David Mack and District Councillor Roy Briscoe) who have no decision making role but can provide advice to the board as appropriate.

2.3 WCT has continued during the last year to grow its membership base within the local community and now has 108 members all of whom have acquired a minimum of a £1 share. Some have purchased additional shares and or made cash donations to support the work of the Trust.

2.4 The Trust has appointed accountants to oversee its finances and recently produced its first set of annual accounts. These will be published shortly and an annual general meeting will be held later this year (possibly on a virtual basis depending on Covid 19). New members are always welcome to join the Trust, especially those who are willing to get involved in its work and potentially have skills to contribute as a trustee. The regulatory body for WCT is the Financial Conduct Authority and the Trust is registered with that body as a community benefit society with charitable status.

3.0 The Mill Road Affordable Housing Project

3.1 The Trust started to develop its ideas for the development of the land at the rear of 30 to 56 Mill Road in February 2019. At that time there were two public consultation sessions at the Meeting Place, to launch the Trust and show the early findings of its work, which indicated that the land at the rear of 30 to 56 Mill Road had emerging as a preferred option from the various sites that had been examined.

3.2 After this initial consultation, discussions also took place with WPC, Westbourne Primary School, Westbourne Allotment Association and the land owner of the agricultural land to the north of the site. The purpose of these consultations was to ensure that these key parties were fully aware of the proposals and together we could consider ways in which the ideas for the affordable housing scheme could be improved by including additional elements to benefit the local community. As a result of these discussions and the discussions with residents in Mill Road, the following key elements were included in the scope of the project.

- Off-street parking for Mill Road residents
- A new building within the allotment site to provide storage for WPC and storage for the Allotment Association together with a WC and kitchen for their exclusive use
- A new pedestrian gateway into the school playground which would allow the school direct access to the park.

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- 3.3 WCT then appointed architects to prepare an initial scheme, and in July 2019 there were two further public consultation sessions, one in the Westbourne Primary School and another at the Parish Fete. At both July sessions a detailed scheme was displayed of the proposals for the affordable housing and the other elements of the scheme described above in para 3.2. During this consultation 58 residents completed a response form and of those 85% supported the scheme. Many useful comments were made to inform the next stage of the design of the proposals.
- 3.4 Following this consultation the Trust modified the details of the scheme to take into account the comments of residents and then held pre application meeting with Chichester District Council (CDC). During this meeting, a number of key issues were identified by CDC that would need to be addressed if the scheme was to be considered acceptable.
- 3.5 During the summer of 2019 the Trust had already secured £30,000 of funding from CDC in order to support the costs of preparing a planning application but additional funding would be needed to carry out all of the work that was now required to support a planning application. A bid for funding from Homes England was submitted and eventually approved which secured an additional £76,000. These two grants were sufficient to enable the trust to commission all the necessary work to support the submission of a planning application.
- 3.6 During the autumn and following spring of 2019/20, the following work was commissioned.
- Detailed architectural designs for the layout of the site and the proposed dwellings
 - Design and Access Statement
 - Topographical Survey
 - Ground Conditions Survey
 - Ecological Survey
 - Arboricultural Report
 - Drainage Report
 - Transport Impact Assessment / Highways Report
 - Road Safety Audit
 - Travel Plan
 - Landscape Visual Impact Assessment
 - Housing Needs Survey
 - Strategic Flood Risk Assessment
 - Sequential Test
 - Site Specific Flood Risk Assessment
- 3.7 All of these reports and drawings can be seen on the CDC planning application website as part of the submitted application.
- 3.8 Prior to submitting the application, in March 2020, WCT had planned to hold a further public consultation session at the school to display the near final version of the scheme. The purpose of this 3rd round of public consultation was to establish whether there were any additional public comments on the scheme that might require changes to the final details to be submitted as a planning application. However, because of the Covid 19 Pandemic this had to be an online consultation. During this consultation, a number of points were raised by residents that led to detailed modifications of the submitted scheme. The planning application was then submitted in April 2020.
- 3.9 Many features of the final scheme have been included in direct response to public comment and the desire of WCT that the project should be more than just an affordable housing project and should include features that will improve the quality of community facilities in the Parish. It is proposed to retain 62% of the existing park area as public open space and to significantly invest in improved play facilities.
- 3.10 The scheme now proposed involves: -

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- 12 new affordable homes to rent to local people including, two 3-bed homes, four 2-bed homes, six 1-bed homes,
- Appropriate parking space and internal amenity space for those homes
- Parking for the allotments and users of the park
- New off-street parking spaces on Mill Road to ease parking congestion
- New play equipment to replace the existing outdated equipment
- A new multi-use games area (MUGA) to replace the existing sports court
- Replacement of the skatepark
- A new jogging track around the park
- A new storage unit to be provided for the allotment association and the parish council which will include a WC and kitchen facility for the exclusive use of the Allotment Association
- New fencing along the boundary to the allotment site
- A new pedestrian footpath link across the park directly in to the Westbourne Primary School playground
- Extensive off-site tree planting on land to the north of the site to provide screening from the open countryside
- A temporary access for construction traffic on land to the north of the site, direct from Foxbury Lane, to avoid congestion in Mill Road
- Nature conservation features to enhance bio-diversity

3.11 After submission of the planning application various comments have been received by the Council from both statutory consultees and from members of the public. In terms of public responses there have been objections from 10 individuals/households and letters of support from 4 individuals/households and a letter of support from the Westbourne Allotments Association. Various matters have been raised by statutory consultees and the Trust has responded to these as necessary with additional information or amended details of the scheme. The time is now approaching when all the necessary consultation on the scheme has been completed and responses as appropriate submitted to CDC by WCT. All that remains is for CDC to make a final decision. It is anticipated that a decision will be reached during the next few weeks.

4.0 Next Steps

4.1 If planning permission is achieved it will be subject to a range of conditions that must be complied with and a legal agreement under S106 which amongst other things will restrict the use of the site for affordable housing. WCT will need to carry out a significant amount of work before commencement of construction on site and this is summarised below.

- Complete the legal agreements that will be needed to take the scheme forward. (Solicitors have been appointed for this work)
- Complete the land transaction to secure the ownership from CDC
- Raise the capital funding needed to carry out the construction work
- Prepare detailed construction drawings for the site
- Select a competent builder on a competitive basis
- Submit further details to comply with any planning conditions that may be imposed, as necessary
- Finalise arrangements for a temporary access road for construction traffic from Foxbury Lane
- Make an application to become a Registered Provider of social housing. (a pre-requisite for securing capital funding from Homes England)

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- Finalise documentation and policies for the renting of the proposed homes including a Housing Allocation Policy, standard tenancy agreement and other appropriate tenants' policies
- Arrange for maintenance contracts for the future management of the proposed housing
- Complete the appropriate agreements with WPC over the management of the remaining open space and specify the details of the proposed new play equipment.

4.2 If permission is obtained within the next few weeks and all the work above is completed satisfactorily and without any unforeseen delay, it is anticipated that construction work would not commence before the Spring of 2021 at the earliest.

Frank Campbell
Chair of Westbourne Community Trust
September 2020

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Appendix 2

Westbourne Parish Council, 10 September 2020

Agenda item 18: Payments for approval

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, *movement of an earmarked reserve, ** paid from No 2 account)

Payments for approval		Total	Net	VAT
DD	EE&T Mobile	29.42	24.52	4.90
IB	Confidential payments Sept 20	1,508.28	1,508.28	0.00
IB	WSCC LGPS August 20 SSALC clerk and councillor	452.37	452.37	0.00
IB	training	216.00	36.00	180.00
IB	Monster Creative	66.44	55.37	11.07
IB	Vision ICT domain renewal GM Support playground	66.00	55.00	11.00
IB	inspection	275.00	275.00	0.00
		2,613.51	2,406.54	206.97

Payments for retrospective approval

IB	GM Support playground inspections	220.00	220.00	0.00
IB	C Kennett reimbursement stamps and cable ties	24.90	23.58	1.32
IB	Kompan playground inspection quarter 2	351.00	292.50	58.50
IB	Longmeadows top soil repairs at Monk's Hill playground	320.00	320.00	0.00
IB	WSCC street light maintenance 19/20	1,440.36	1,200.30	240.06
DD	SSE street light electricity Aug 20	84.13	80.13	4.00
DD	EE Mobile phone August 20	29.42	24.52	4.90
IB	WSCC LGPS August 20 Confidential payments August	440.34	440.34	0.00
IB	20	1,339.86	1,339.86	0.00
IB	Playdale Playgrounds Monk's Hill new equipment	5,428.20	4,523.50	904.70
IB	GM Support playground inspections	220.00	220.00	0.00
		9,898.21	8,684.73	1,213.48

1. Treasurers account number 1

Balance per statement 31/08/20	144,423.80
Less outstanding payments	0.00

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Outstanding receipts	0.00
Add petty cash	<u>0.00</u>
Revised bank	<u>144,423.80</u>
Cashbook control	
Balance forward 01/04/20	133,972.03
Add total receipts to date	62,778.87
Less total payments to date	<u>52,327.10</u>
Cashbook at 31/08/20	<u>144,423.80</u>