

Performance Specification for Play Facilities at Mill Road, Westbourne, West Sussex Westbourne Community Trust 27th June 2022

Background

The existing playground is on land owned by Chichester District Council and leased to and maintained by the Parish Council. The land will be transferred to Westbourne Community Trust and subsequently leased back to the Parish Council after the redevelopment. Current facilities include:

- a MUGA with high pvc coated metal fencing and goal areas
- a basic, steel and plywood skate facility
- steel framed play equipment
- relatively new outdoor gym equipment
- a grass kick about area with football goals
- a group of small fruit trees
- picnic benches
- refuse bins
- 1.2m hoop top galvanised steel fencing enclosing the skate area, play area and car park.
- tarmac footpaths as shown on the site plan

The site is enclosed on the south and west sides by housing, on the north side by an agricultural holding and on the east by allotments. The access is from Mill Road in the southeast corner of the site.

The proposal is to build 12 new social housing units on the eastern edge of the play area and, to compensate for the loss open space, the play facility will be redeveloped in accordance with Sport England guidance.

The vehicular access and parking will be retained and improved in the same location and a new pedestrian access will be formed in the northwest corner to connect to the adjacent school field.

Temporary access for all construction vehicles will be via an agreed route through the adjacent agricultural holding. Access to areas of the park not under construction must be retained at the existing entrance to the park. The park area can be temporarily closed during the work to replace the existing play facilities but the timing and arrangements for closure must be agreed in advance with the Trust and the Parish Council.

The works to the playground are programmed to take place concurrently with the end of the construction phase of the housing. The chosen playground contractor must liaise with the main contractor for the housing to ensure co-ordination, access, security, and safety.

Demolition

Items to be removed by the contractor for the housing:

- small fruit trees
- play equipment
- railings surrounding the play area
- picnic benches

Items to be removed and disposed of by the play area contractor:

- MUGA and surrounding fencing. The new MUGA is in a different location so the existing MUGA should be entirely removed and disposed of.
- skate facility
- bins
- football goals
- tarmac footpaths

Items to be removed and retained to be reinstalled in new design by the play area contractor:

- Hoop top, galvanised railings to be reused where possible as shown on the site plan on the boundary to the new housing and to enclose the new younger play area. Note that it may not be practical to reuse the posts but the panels and gates should be reused.
- Outdoor gym equipment

New Facilities

The proposals for the play facilities shall include the following elements:

- Multi Use Games Area size approximately 14m x 28m, to comply with Sport England guidance on new facilities.
- skate park / zone approximately 12m x 24m to include areas for beginners and improvers but not high level skaters. This could be either above ground or set into the ground but consideration must be given to noise, drainage, maintenance and longevity. Please provide evidence supporting choice of material and method of construction.
- Play area for children under 7, enclosed with hoop top fencing and with a self-closing gate.
- Play area for children over 7 which does not need to be enclosed.
- Seating area with benches and bins and surfacing that is permeable and provides accessibility to all.
- Surfacing to play areas to provide some cushioning, be water permeable and easily maintained e.g. bonded rubber mulch or rubber grass mats
- Jogging path around the edge of the site to connect the new and existing pedestrian entrances and provide the school with a 'golden mile' route. This should be a surface to provide some 'bounce' and that is permeable or can be laid to drain to either side.

Layout

The proposed layout should broadly reflect that shown on the approved planning site plan and must be agreed with the client. Consideration should be given to:

- Minimisation of noise from the MUGA and skate area affecting existing and new housing.
- Informal overlooking from the housing of the playground to reduce anti-social behaviour and increase security.
- The seating area should overlook the both play areas.
- The position of the MUGA should minimise the chance of balls going into the adjacent agricultural holding to avoid people climbing over the boundary to retrieve them.

Materials and Design

- The play equipment should be attractive, challenging and inspire active use by children across a range of ages and abilities.
- Inclusivity should be incorporated.
- While the children from the school have expressed their preferences within a range of traditional play equipment it is hoped that some more imaginative facilities can be provided.
- Play equipment shall be robust, low maintenance, sustainable and long lasting. It is likely to be predominantly timber, but other materials will be considered subject to proof of the requirements.
- All facilities should comply with relevant safety standards
- Surfacing of the MUGA can be tarmac but brightly coloured not standard black finish
- Fencing to the MUGA to be in a non-rusting, long lasting, low maintenance material
- Fencing to the MUGA to be of a height to minimise balls going over the boundary into the adjacent agricultural holding to avoid people climbing over to retrieve them. This could mean making it different heights on different sides.
- Allow for 2 consultation events with the school and broader community on options and proposals. Feedback should be recorded and incorporated into further design.
- There should be some shade to the seating area, preferably provided by trees, so co-ordination with the landscape architect will be required.

Budget

The total cost should not exceed £145,000 and that should be divided approximately as follows:

- MUGA - £50,000
- Skate Park - £25,000
- Play areas- £40,000
- Jogging Track - £30,000

Westbourne Neighbourhood Plan

The Westbourne Neighbourhood Plan was brought into legal force ('made'), and became part of the statutory development plan for the Chichester Local Plan area, in September 2021.

Since then, the Plan has been cited in a number of documents produced by both Chichester District Council and Westbourne Parish Council. These pertain almost exclusively to land use policies, specifically in the context of planning applications/appeals. These include:

4.2.5 Policy OA1: Sustainable Development

1 Within the Settlement Boundary, ..., there is a presumption in favour of sustainable development that will apply to proposals that meet all the policies of this plan.

2 Outside the Settlement Boundary, development proposals will not normally be considered either appropriate or sustainable unless; (i) they comply with all other policy requirements of the development plan; or

(ii) it is sustainable development where the benefits demonstrably outweigh the harm, and is of a form or type that could not reasonably be located within the Settlement Boundary;

or

(iii) they are rural exception sites to meet local need.

3 Development proposals will need to demonstrate that they have had regard to all relevant NP policies.

This policy has been used to avoid development occurring outside the Settlement Boundary whilst, at the same time, supporting the development of affordable housing on an exception site adjacent to this Boundary.

4.5.28 Policy OA3: Community Balance

OA3-1 GTTPS PLOTS/PITCHES

Development proposals to meet the needs of the Gypsy, Traveller and Travelling Showpeople community (as defined in Planning Policy for Traveller Sites (2015) or any subsequent policy) will be permitted where they:

a) Can demonstrate a local connection;

b) Can demonstrate that there is no alternative available pitch which could be used in the locality;

c) Do not result in sites being over-concentrated in any one location or disproportionate in size to nearby communities;

d) Are capable of being provided with infrastructure such as power, water supply, foul water drainage and recycling/waste management without harm to the special qualities of the National Park.

e) Provide sufficient amenity space for residents;

f) Do not cause, and are not subject to, unacceptable harm to the amenities of neighbouring uses and occupiers;

g) Have a safe vehicular and pedestrian access from the public highway and adequate provision for parking, turning and safe manoeuvring of vehicles within the site; and

h) Restrict any permanent built structures in rural locations to essential facilities.

Proposals for sites accommodating Travelling Showpeople should allow for a mixed-use yard with areas for the storage and maintenance of equipment.

This policy has been used to when considering applications for additional Gypsy, Traveller and Travelling Showpeople pitches and plots in a part of the District which already has more than its fair share.

4.6.7 Intent: The Neighbourhood Plan introduces design policies to conserve the local distinctiveness of Westbourne Parish to ensure that change enhances and does not damage its special character.

Good design in the Westbourne Neighbourhood Plan means developments which:

1 will respond to the rural nature of the Parish and reflect the character of local surroundings and materials while not discouraging innovation;

2 will establish a strong sense of place, where the individual identity of the Parish, actual or perceived, is maintained;

3 prevent coalescence with Westbourne Parish, Hambrook, Emsworth and Southbourne and maintain the separate identities of the settlements of Westbourne Village, Aldsworth and Woodmancote by the introduction and maintenance of local gaps.

This policy has been used when considering applications for development between Westbourne and Emsworth, which would erode the local gap between the two communities and impact significantly on the separate identities of the settlements.

4.5.3 ...Therefore the Parish Council supports appropriate proposals for the provision of starter homes, affordable housing for rent, as well as live/work and self-build initiatives in line with national policy and where they meet the policies of the development plan. A high priority will be given to identifying and securing affordable housing in time for the next review of the plan.

4.5.4 In light of this a Westbourne Community Trust was formed in November 2018. The vision for the Trust, focused on the Parish of Westbourne, is to make Westbourne a better place to live. The primary objective for the Trust is the provision of affordable housing that is locally owned and controlled for the benefit of residents of the Parish who have housing needs. 12 dwellings are to be delivered and will be “affordable” for people with a local connection to Westbourne. The rented homes will be let at no more than 80% of market rent value. The village has a significant housing need as shown by the housing needs survey and as such these homes would go towards meeting this demand. This initiative will accelerate the provision of affordable housing for the local community, harnessed through the Trust and planning system. This approach offers the ability for neighbourhood planning to secure a significant affordable housing supply for local communities that could also be applied more widely across the country.

Since the NP was made in 2021, work to provide affordable housing for the local community has continued and it is hoped that construction work will commence in Autumn 2022.

4.11.2 Policy SS1: Land to the West of Monk’s Hill

Land to the west of Monk’s Hill is allocated for not less than 6 dwellings for the period 2017-2029.

Proposals for the site shall include:

1 New development shall have regard to the principles contained in the Westbourne Village Design Statement;

2 New development will comprise only single-storey dwellings with pitched roofs;

3 A single point of access from Monk’s Hill. The existing frontage hedgerow and trees will be retained consistent with providing suitable visibility splays; and

4 Prior to the submission of a planning application for new development, bat surveys shall be undertaken by suitably qualified ecologists to determine the presence of Bechstein’s Bat and flight routes in this area and if necessary provide a plan for appropriate mitigation measures and habitat management in advance of planning permission being implemented.

5 Developments will be expected to avoid or minimise harm to significant archaeological assets. In some cases, remains may be incorporated into and/or interpreted in new development. The

physical assets should, where possible, be made available to the public on-site and opportunities taken to actively present the site's archaeology. Where the archaeological asset cannot be preserved or managed on-site, appropriate provision must be made for the investigation, understanding, recording, dissemination and archiving of that asset, and must be undertaken by suitably-qualified individuals or organisations.

In June 2022, a planning application for 10 dwellings on this site was received by CDC and the policy will, no doubt, play a central role when the application is discussed by Westbourne Parish Council and CDC.

Minutes



Westbourne
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Minutes of Westbourne Parish Council's Public Services Committee which took place on Thursday 16 June 2022 at 7.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Richard Hitchcock, Cllr David Mack and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Council
Helen Reynolds, resident of Aldsworth and owner of Aldsworth Equestrian.

Meeting chaired by Cllr Gould. No members of the public were present.

1. Election of the Chair of the committee: Cllr Gould was proposed by Cllr Barker and seconded by Cllr Briscoe. A vote was carried out and all were in favour. Cllr Gould was **ELECTED** as Chair. Members thanked Cllr Mack for Chairing previously and all the work he has done for the Committee, including the Community Speed Watch Group and speed indicator devices.

2. Apologies for absence: There were no apologies.

3. Election of the Vice-Chair of the committee: Cllr Hitchcock was proposed by Cllr Briscoe and seconded by Cllr Mack. A vote was carried out and all were in favour. Cllr Hitchcock was **ELECTED** as Vice-Chair.

4. Declarations of interest in the items on the agenda: There were no declarations.

5. Minutes of the meeting on 24 March 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chair.

6. Issues and updates from the minutes of 24 March 2022:

Item 4.7: It had been **AGREED** to contact Anna Tonkin about the village website. Cllr Hitchcock said that he would do this.

7. Update on projects around the Parish: Members discussed the following:

- Village gateways: Cllr Mack had spoken to a window cleaner about cleaning the gateways which had become dirty. A first clean to scrub and spray them down would cost roughly £150 and it would be less for future cleans. Members **AGREED** to go ahead with this.
Cllr Hitchcock **AGREED** to contact WSCC Highways again about gateways in Aldsworth. There had been an initial discuss about where they could be placed but this had not been progressed.

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- SIDS: It was **NOTED** that the one on Foxbury Lane was still working well, but the one in Aldsworth was too sensitive, although when it was placed on the bottom post it seemed to work. When it was placed on the top post it flashed on and straight off again and sometimes had not been working at all. Members thought that the top post had not been put in the right place as it was under trees, the pole was too short and it was on a corner which meant that it didn't have enough time to register passing vehicles. It was thought that it needed to be on a straight rather than a bend. Cllr Mack suggested that the data was downloaded as that would show if it was working and picking up vehicles. The data would also be useful for evidence to understand passing speeds. Helen Reynolds **AGREED** to download the data.
- Community Speedwatch Group: It was **AGREED** that more volunteers were needed and members said they would try and promote it at the Annual Parish Assembly on 18 June.
- Highways issues and parking in The Square: It was **AGREED** not to progress parking in The Square at the meeting. It was **AGREED** to continue to promote the HGV ban petition. Helen Reynolds said that there were roughly 12 accidents every year on Emsworth Commor Road in Aldsworth, yet they were not always reported. It was discussed that the police do not always record all RTCs, especially if there are no injuries. However, WSCC Highways looked at police reports which is why they didn't think there was an issue in this location. Helen Reynolds said she would speak to residents in Aldsworth to find out people's experiences in case the information could be passed on to WSCC Highways. Helen Reynolds said that a fellow horse rider had camera footage of an HGV passing a horse at speed which nearly caused an accident. The footage had been sent to the haulier as part of a complaint about driving. It was **AGREED** to put the highways issues at Aldsworth on the agenda for the next Parish Council meeting as it seemed that few people at WSCC were listening about the problems. The undulating hills and several bends were problematic, and it was thought that there should be permanent traffic lights on the bridge as it was too narrow for a lorry and car at the same time. There also needed to be motorway barriers deeply buried in the ground to prevent vehicles going into the river.
- Trees and tree champions: It was **NOTED** that a member of the public had contacted the Parish Council about the whips that had been planted at Monk's Hill recreation ground a few years ago. Members discussed that some of them had been broken down by and as they were only small whips, it was thought at the time that they probably wouldn't survive.
- Defibrillators: Cllr Hitchcock **AGREED** to speak to Peter Bridger, Chair of the Woodmancote Residents' Association, to see if the defibrillator at Woodmancote is being maintained.
- Westbourne's buses: It was **NOTED** that the Bourne Community Bus had been launched, and that WSCC had recently promoted a survey to residents about local buses.
- Noticeboards: There was no further update.

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- Fingerposts and street lights: The Clerk suggested that a councillor might like to take on the fingerpost signs as a project, which would involve working with Tim Ralph of Ralph Restorations to continue the Council's programme of renovations. There was no further update about street lights as the Clerk was still waiting for a quote from SSE to convert the bulbs to LED.
- Flooding: It was NOTED that there was a problem with flooding outside a resident's property due to blocked culverts. WSCC Highways had been informed but progress on resolving the issue was slow.
- Grit bins: It was **NOTED** that although the grit bins were quite full, salt breaks down overtime and may need replacing.
- Benches: There was no further update.

8. New issues for the Committee to consider: It was agreed that more horse signs were needed in Aldsworth. Helen Reynolds said that none of her horse riders liked using Emsworth Common Road but it was a necessity to get to the bridle paths. It was a small stretch of road and vehicles seemed to be oblivious to the issue as there were so few signs to say that drivers were entering a small hamlet where there were horse riders. Cllr Gould **AGREED** to work with Cllr Hitchcock on writing a letter to WSCC Highways to arrange a meeting.

9. Announcements and items for the next meeting: There were no announcements.

11. Date of next meeting: The next meeting of the Committee was scheduled to be held on Thursday 17 November 2022 at 7.00pm.

Meeting closed at 8.06pm.

Minutes



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Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 16 June 2022 at 8.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Richard Hitchcock and Cllr Nigel Ricketts.

In attendance: Clare Kennett, Clerk to the Parish Council.

The meeting started at 8.12pm and was chaired by Cllr Ricketts. No members of the public were present.

1. Election of the Chair of the committee: Cllr Ricketts was proposed by Cllr Hitchcock and seconded by Cllr Briscoe. A vote was carried out and all were in favour. Cllr Ricketts was **ELECTED** as Chair.

2. Apologies for absence: There were no apologies.

3. Election of the Vice-Chair of the committee: Cllr Hitchcock was proposed by Cllr Briscoe and seconded by Cllr Gould. A vote was carried out and all were in favour. Cllr Hitchcock was **ELECTED** as Vice-Chair.

4. Declarations of interest in the items on the agenda: There were no declarations.

5. Minutes of the meeting on 24 March 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chair.

6. Issues and updates from the minutes of 24 March 2022: It was **NOTED** that at the meeting in March 2021, members had **AGREED** to a strip of grass being left around the edge of the recreation ground at Monk's Hill. Cllr Ricketts **AGREED** to contact Longmeadows about this to ensure that the strip of grass was not cut except once a year in the autumn to encourage wildflowers and insects.

7. Monk's Hill recreation ground charity: Westbourne Parish Allotment for Exercise and Recreation (Charity Commission number 265105):

- The latest Kompan inspections were not available as the inspection had not yet been carried out. It was due to take place in July and there were no further actions from the last inspection report in January 2022. It was **NOTED** that the top bar on the wooden Sovereign press and pull up equipment had come away, and the Clerk **AGREED** to contact Sovereign about this to get it repaired. It was **NOTED** that there had been some anti-social behaviour happening in the copse at the bottom of the recreation ground. Cllr Ricketts said that the area had

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recently been filled with cuttings to prevent people from going down there, which also provided shelter for wildlife.

- Members discussed that a Perspex board should be placed over the top of the interpretation board to protect the surface from vandalism. The Clerk **AGREED** to contact the company that created it to see if a Perspex top could be made and fitted.

8. Mill Road recreation ground:

- It was **NOTED** that the next inspection would take place in July and there were no further updates since the last inspection in January 22.
- It was **NOTED** that Westbourne Community Trust's proposed development of affordable housing at Mill Road seemed to be progressing.

9. Announcements and items for the next meeting: There were no announcements.

10. Date of next meeting: The next meeting of the Committee was scheduled to be held on Thursday 17 November 2022 at 8.00pm.

Meeting closed at 9pm.

Detailed Receipts & Payments by Budget Heading 13/06/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	57,719	115,437	57,718			50.0%	
1100 Access licence - Mill Road	0	50	50			0.0%	
1110 Access licence - Sydenham Terr	0	200	200			0.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
1200 Grants Received	100	0	(100)			0.0%	
Income :- Receipts	<u>57,819</u>	<u>116,187</u>	<u>58,368</u>			<u>49.8%</u>	<u>0</u>
Net Receipts	<u>57,819</u>	<u>116,187</u>	<u>58,368</u>				
<u>110 General Admin & Disbursements</u>							
4000 Clerk's Salary - Gross	5,641	22,500	16,859		16,859	25.1%	
4010 Employers National Insurance	504	1,895	1,391		1,391	26.6%	
4030 Employers Pension	1,203	4,550	3,347		3,347	26.4%	
4060 Travelling (Clerk)	11	75	64		64	14.4%	
4065 Home Used as Office	78	320	242		242	24.4%	
4070 Chairman's Expenses	9	0	(9)		(9)	0.0%	9
4080 Courses & Publications	40	500	460		460	8.0%	
4085 External Audit	0	400	400		400	0.0%	
4090 Internal Audit	134	400	266		266	33.6%	
4095 Legal Advice & Professional	0	2,000	2,000		2,000	0.0%	
4100 Planning Consultant	0	4,000	4,000		4,000	0.0%	
4105 Information Commissioner Offic	0	35	35		35	0.0%	
4110 Insurance	0	1,500	1,500		1,500	0.0%	
4115 Rialtas Financial Software	0	1,000	1,000		1,000	0.0%	
4120 Cloud Doc Storage/MS 365	325	870	545		545	37.3%	
4125 Hall Hire /Zoom Meeting Expens	36	500	464		464	7.2%	
4130 Stationery / Printing	6	200	194		194	3.0%	
4135 Postage / Po Box Address	323	320	(3)		(3)	101.0%	
4140 Mobile Phone	92	300	208		208	30.8%	
General Admin & Disbursements :- Indirect Payments	<u>8,402</u>	<u>41,365</u>	<u>32,963</u>	<u>0</u>	<u>32,963</u>	<u>20.3%</u>	<u>9</u>
Net Payments	<u>(8,402)</u>	<u>(41,365)</u>	<u>(32,963)</u>				
6000 plus Transfer from EMR	9						
Movement to/(from) Gen Reserve	<u>(8,393)</u>						
<u>120 Running Costs</u>							
4200 Westbourne Cemetery	0	11,155	11,155		11,155	0.0%	
4205 Ground Maintenance - Monks Hill	731	6,850	6,119		6,119	10.7%	

Detailed Receipts & Payments by Budget Heading 13/06/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Drainage Work - Monks Hill	8,140	3,000	(5,140)		(5,140)	271.3%	
4215 Ground Maintenance - Mill Road	1,120	7,900	6,780		6,780	14.2%	
4220 Playground Defib Inspections	175	2,300	2,125		2,125	7.6%	
4225 Playground Inspections	495	1,200	705		705	41.3%	
4230 Footway Lighting Maintenance	1,254	1,300	46		46	96.4%	
4235 Rent to CDC - Mill Road Field	0	100	100		100	0.0%	
4705 Plant /Soil Flower Troughs	17	50	34		34	33.0%	
Running Costs :- Indirect Payments	11,931	33,855	21,924	0	21,924	35.2%	0
Net Payments	(11,931)	(33,855)	(21,924)				
<u>130 Subscriptions, S137 / S147</u>							
4300 Membership WSALC / NALC	0	770	770		770	0.0%	
4305 Local Council Review Qtr Mag	0	17	17		17	0.0%	
4310 Clerk's Membership SLCC	0	215	215		215	0.0%	
4315 British Legion Poppy Appeal	0	65	65		65	0.0%	
4320 Westbourne Allotment Associat	0	50	50		50	0.0%	
4325 Closed Churchyard	0	200	200		200	0.0%	
4330 Homestart	0	250	250		250	0.0%	
4335 Citizens Advice	0	300	300		300	0.0%	
4340 Parish Online Subscription	75	50	(25)		(25)	150.0%	25
4345 Community Chest Grants	0	500	500		500	0.0%	
Subscriptions, S137 / S147 :- Indirect Payments	75	2,417	2,342	0	2,342	3.1%	25
Net Payments	(75)	(2,417)	(2,342)				
6000 plus Transfer from EMR	25						
Movement to/(from) Gen Reserve	(50)						
<u>140 Capital Schemes</u>							
4400 Play Equipment - Monks Hill	0	3,000	3,000		3,000	0.0%	
4410 Churchyard Wall	5,138	10,000	4,862		4,862	51.4%	5,138
4430 Tree Survey/Surgery	0	500	500		500	0.0%	
4440 Defibrillators	0	200	200		200	0.0%	
4455 Community Bus Service	0	2,000	2,000		2,000	0.0%	
4465 National Commemorations /Celeb	2,271	500	(1,771)		(1,771)	454.2%	1,771
Capital Schemes :- Indirect Payments	7,409	16,200	8,791	0	8,791	45.7%	6,909
Net Payments	(7,409)	(16,200)	(8,791)				
6000 plus Transfer from EMR	6,909						
Movement to/(from) Gen Reserve	(500)						

Detailed Receipts & Payments by Budget Heading 13/06/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Services</u>							
4500 Footway Lighting Energy SSE	853	2,000	1,147		1,147	42.6%	
4505 Waste Bins & Emptying	0	1,600	1,600		1,600	0.0%	
Services :- Indirect Payments	853	3,600	2,747	0	2,747	23.7%	0
Net Payments	(853)	(3,600)	(2,747)				
<u>160 Communications</u>							
4445 Noticeboards	5,263	0	(5,263)		(5,263)	0.0%	5,263
4600 Community Consultation	0	250	250		250	0.0%	
4605 Newsletter /Printing Communica	1,210	2,000	790		790	60.5%	
4610 Website Hosting & Email Acc	0	1,500	1,500		1,500	0.0%	
Communications :- Indirect Payments	6,473	3,750	(2,723)	0	(2,723)	172.6%	5,263
Net Payments	(6,473)	(3,750)	2,723				
6000 plus Transfer from EMR	5,263						
Movement to/(from) Gen Reserve	(1,210)						
<u>170 Contingency Fund</u>							
4790 New Initiatives Fund	0	15,000	15,000		15,000	0.0%	
Contingency Fund :- Indirect Payments	0	15,000	15,000	0	15,000	0.0%	0
Net Payments	0	(15,000)	(15,000)				
<u>999 VAT Data</u>							
515 VAT on Payments	2,141	0	(2,141)		(2,141)	0.0%	
VAT Data :- Indirect Payments	2,141	0	(2,141)	0	(2,141)		0
Net Payments	(2,141)	0	2,141				
Grand Totals:- Receipts	57,819	116,187	58,368			49.8%	
Payments	37,285	116,187	78,902	0	78,902	32.1%	
Net Receipts over Payments	20,534	0	(20,534)				
plus Transfer from EMR	12,207						
Movement to/(from) Gen Reserve	32,741						

LLoyds Bank A/c

Receipts**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		89,900.03					89,900.03	
Precept	Banked: 08/04/2022	57,719.00						
Precept	CHICHESTER DISTRICT COUNCIL	57,719.00			1076	100	57,719.00	1ST PRECEPT PAYMENT
Banked: 11/05/2022		100.00						
2	Westbourne WI	100.00			1200	100	100.00	Jubilee Tree
Total Receipts		57,819.00	0.00	0.00			57,819.00	
Cashbook Totals		<u>147,719.03</u>	<u>0.00</u>	<u>0.00</u>			<u>147,719.03</u>	

LLoyds Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/04/2022	TIDBURY MEDIA	1	5,263.00			4445	160	5,263.00	HISTORY DISPLAY BOARD
						320	0	-5,263.00	HISTORY DISPLAY BOARD
						6000	160	5,263.00	HISTORY DISPLAY BOARD
12/04/2022	EE	2	37.00		6.17	4140	110	30.83	MOBILE PHONE APRIL
19/04/2022	CONFIDENTIAL PAYMENTS	3	1,519.33		1.19	4000	110	1,486.23	APRIL SALARIES
						4065	110	26.00	APRIL WORKING AT HOME
						4130	110	5.91	PAPER
19/04/2022	WEST SUSSEX COUNTY COUNCIL	4	574.13			4000	110	128.07	MARCH 2022 PENSION
						4030	110	446.06	MARCH 2022 PENSION
19/04/2022	MICROSOFT	5	9.48		1.58	4120	110	7.90	APRIL 2022 365 SUBSCRIPTION
19/04/2022	MICROSHADE	6	116.09		19.35	4120	110	96.74	MICROSHADE APRIL
19/04/2022	LONGMEADOWS	7	1,851.00			4205	120	731.00	QUARTER 4 2021/22
						4215	120	1,120.00	QUARTER 4 2021/22
19/04/2022	GM SUPPORT	8	175.00			4220	120	175.00	PLAYGROUND INSPECTION MARCH 22
19/04/2022	ROYAL MAIL	9	378.00		63.00	4135	110	315.00	PO BOX ADDRESS
19/04/2022	A1 DRAINAGE	10	8,140.00			4210	120	8,140.00	MONK'S HILL DRAINAGE
19/04/2022	ELIZABETH BLOWER	11-001918	16.50			4705	120	16.50	PLANTS
21/04/2022	SSE	12	302.36		14.38	4500	150	287.98	SSE MARCH 2022
05/05/2022	Gifts2Impress Queen's Platinum	13	988.80		164.80	4465	140	500.00	Jubilee mugs re Kim Franks
						4465	140	324.00	Jubilee mugs re Kim Franks
						321	0	-324.00	Jubilee mugs re Kim Franks
						6000	140	324.00	Jubilee mugs re Kim Franks
05/05/2022	Saanvi Ltd	13	90.32		15.04	4465	140	75.28	Jubilee Bunting
						321	0	-75.28	Jubilee Bunting
						6000	140	75.28	Jubilee Bunting
12/05/2022	EE	14	37.00		6.17	4140	110	30.83	Mobile phone May 22
13/05/2022	CONFIDENTIAL PAYMENTS	15	1,523.99			4000	110	1,486.23	Salary and expenses
						4135	110	8.16	Postage
						4060	110	3.60	Mileage May 22
						4065	110	26.00	Salary and expenses
13/05/2022	WEST SUSSEX COUNTY COUNCIL	16	487.17			4000	110	108.68	Employee contribution May 22
						4030	110	378.49	Employer contribution May 22
13/05/2022	MICROSOFT	17	9.48		1.58	4120	110	7.90	365 Sub May 22
13/05/2022	MICROSHADE	18	122.57		20.43	4120	110	102.14	Cloud storage/emails
13/05/2022	THE MEETING PLACE	19	9.00			4125	110	9.00	Room hire 28/04/22
13/05/2022	MULBERRY & CO	20	48.00		8.00	4080	110	40.00	Cllr training 09/06/22
13/05/2022	DOR-2-DOR	21	330.00		55.00	4605	160	275.00	Newsletter delivery
13/05/2022	PDC PRINT	22	290.00			4605	160	290.00	Newsletter printing Spring 22
16/05/2022	GM SUPPORT	24	220.00			4225	120	220.00	Play inspections April/May 22
16/05/2022	SHOWMEN EVENT GROUP	25	1,320.00		220.00	4465	140	1,100.00	Lights/sound Beacon Event
						321	0	-1,100.00	Lights/sound Beacon Event
						6000	140	1,100.00	Lights/sound Beacon Event

LLoyds Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/05/2022	SSE	23	308.08		14.66	4500	150	293.42	Street light electricity April
23/05/2022	Gifts2Impress Queen's Platinum	26	216.96		36.16	4465	140	180.80	Gifts2Impress Queen's Platinum
						321	0	-180.80	Gifts2Impress Queen's Platinum
						6000	140	180.80	Gifts2Impress Queen's Platinum
26/05/2022	MONSTER CREATIVE	27	324.00		54.00	4605	160	270.00	Jubilee event promotion design
26/05/2022	PDC PRINT	28	366.00		61.00	4605	160	305.00	Jubilee event promotion print
26/05/2022	MULBERRY & CO	29	161.10		26.85	4090	110	134.25	Internal audit 21/22
13/06/2022	EE	30	37.00		6.17	4140	110	30.83	Mobile phone June 22
13/06/2022	CONFIDENTIAL PAYMENTS	31	1,519.23			4000	110	1,486.03	Salary June 22
						4065	110	26.00	Working from home June 22
						4060	110	7.20	Mileage May 22
13/06/2022	Shenzhenshipeishengwangluk	32	18.99		3.17	4465	140	15.82	Platinum Jubilee balloons
						321	0	-15.82	Platinum Jubilee balloons
						6000	140	15.82	Platinum Jubilee balloons
13/06/2022	ORCHARD CROWN LTD	32	19.62		3.26	4465	140	16.36	Platinum Jubilee Bunting
						321	0	-16.36	Platinum Jubilee Bunting
						6000	140	16.36	Platinum Jubilee Bunting
13/06/2022	WEST SUSSEX COUNTY COUNCIL	33	487.17			4000	110	108.68	WSCC LGPS Employee May 22
						4030	110	378.49	WSCC LGPS Employer May 22
13/06/2022	THE MEETING PLACE	34	13.50			4125	110	13.50	Room Hire 19/05/22
13/06/2022	PDC PRINT	35	70.00			4605	160	70.00	A6 leaflets print
13/06/2022	T COUZENS & SONS LTD	36	5,913.18		985.53	4410	140	4,927.65	Church yard wall repairs
						330	0	-4,927.65	Church yard wall repairs
						6000	140	4,927.65	Church yard wall repairs
13/06/2022	HANSLIP & CO	37	252.72		42.12	4410	140	210.60	Church yard wall repairs
						330	0	-210.60	Church yard wall repairs
						6000	140	210.60	Church yard wall repairs
13/06/2022	MICROSHADE	38	122.57		20.43	4120	110	102.14	Cloud/emails June 22
13/06/2022	HMRC	39	1,340.42			4000	110	419.00	Qtr 1 22 employee income tax
						4000	110	417.66	Qtr 1 22 employee NICS
						4010	110	503.76	Qtr 1 22 employer NICS
13/06/2022	MICROSOFT	40	9.48		1.58	4120	110	7.90	365 May 22
13/06/2022	META FOR BUSINESS	41	70.72		11.79	4465	140	58.93	Platinum Jubilee Facebook ads
						321	0	-58.93	Platinum Jubilee Facebook ads
						6000	140	58.93	Platinum Jubilee Facebook ads
13/06/2022	THE MEETING PLACE	34	13.50			4125	110	13.50	Meeting on 30/05/22
13/06/2022	ORCHARD CROWN LTD	32	-19.62		-3.26	4465	140	-16.36	Wrong amount reimbursed
13/06/2022	ORCHARD CROWN LTD	32	16.36			4465	140	16.36	Bunting

LLoyds Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/06/2022	WEST SUSSEX COUNTY COUNCIL	42	0.44			4230	120	0.44	Street light maintenance
20/06/2022	SSE	42	284.97		13.56	4500	150	271.41	SSE May 22
29/06/2022	WEST SUSSEX COUNTY COUNCIL	43	1,504.00		250.74	4230	120	1,253.26	Street light maintenance 21/22
29/06/2022	GM SUPPORT	44	275.00			4225	120	275.00	Playground inspection May 22
29/06/2022	GEOXPHERE	45	90.00		15.00	4340	130	50.00	Parish Online 2022/23
						4340	130	25.00	Parish Online 2022/23
						321	0	-25.00	Parish Online 2022/23
						6000	130	25.00	Parish Online 2022/23
29/06/2022	COOP	46	11.05		1.84	4070	110	9.21	APA Event Refreshments
						326	0	-9.21	APA Event Refreshments
						6000	110	9.21	APA Event Refreshments
Total Payments			37,284.66	0.00	2,141.29			35,143.37	
Balance Carried Fwd			110,434.37						
Cashbook Totals			147,719.03	0.00	2,141.29			145,577.74	

Westbourne Parish Council, 14 July 2022**Agenda item : 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 Mobile phone	37.00	30.83	6.17
BACS	Confidential payments July 22	1,542.04	1,542.04	0.00
BACS	WSCC LGPS June 22	487.17	487.17	0.00
	Microshade cloud storage and email			
BACS	accounts	128.57	107.14	21.43
BACS	MS 365	9.48	7.90	1.58
BACS	SSE street lighting electricity	308.08	293.42	14.66
	Closed churchyard donation, St John the			
BACS	Baptists Church	200.00	200.00	0.00
BACS	Homestart donation 2022/23	250.00	250.00	0.00
BACS	Citizen's Advice donation 2022/23	300.00	300.00	0.00
	Allotment Association flower show			
BACS	donation	50.00	50.00	0.00
	Reimbursement Lynda Mortimer			
BACS	plants/compost/food for flower troughs	38.92	32.51	6.41
	Rialtas licence 2022/23, set up and			
BACS	training	778.80	649.00	129.80
	Ems Valley Memorial Arboretum			
BACS	Community Chest Grant	150.00	150.00	0.00
		4,280.06	4,100.01	180.05

Payments for retrospective approval

BACS	WSCC street light maintenance 2021/22	1,504.44	1,253.70	250.74
	GM Support playground inspections			
BACS	May/June	275.00	275.00	0.00
BACS	Parish Online 2022/23 subscription	90.00	75.00	15.00
	C Kennett reimbursement refreshments			
BACS	for Annual Parish Assembly	11.05	9.20	1.85
		1,880.49	1,612.90	267.59

1. Lloyds Bank Treasurers Account

Balance per statement 30/06/22	£110,434.37
Less outstanding payments	£0.00

Outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£110,434.37

Cashbook control

Balance forward 01/04/21	£89,900.03
Add total receipts to date	£57,819.00
Less total payments to date	£37,284.66
Cashbook at 30/06/22	£110,434.37

2. Unity Trust Savings Account

Balance per statement 30/06/22	£85,051.35
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Total cash in both accounts	£195,485.72
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14 July 2022 Westbourne Parish Council

Agenda item 17: Correspondence list

- Email from Connected Kerb about the potential site on Monk's Hill for an electric vehicle charging point. Initial recommendation is that the site would be suitable and they have applied for a budget estimate and will be able to further advice on the feasibility of the site in a couple of weeks time.
- Email from CDC advising that subsidised trees are available to apply for to plant in communities from Monday 11 July, see more at www.chichester.gov.uk/treescheme
- Email from Cllr Kerry-Bedell about the Bourne Villages Action Group to campaign against excessive housing numbers and a lack of affordable and environmentally sustainable housing development.
- Email to advise that the Public Rights of Way inspections are underway and to contact katherine.eels@westsussex.gov.uk of any issues.
- Link to the video that was shown at the recent Police Road Safety briefing <https://youtu.be/Hor99dKu0wE>
- Email about the first results of the 2021 Census.
- Email from Nicolas Bennett about the conduct of members towards officers of parish councils.