

# Bourne Parishes – WSCC Councillor report

## Westbourne Parish – September 2024

### Action proposed

1. HGV restriction: work with Mike Dare on blue advisory HGV signs and agree further signs in the south
2. Report overgrown grass to WSCC for a in interim caut if the cutting dates are unsuitable
3. Review TRO 1st and decide progression priorities, given limited budget and review time from WSCC Highways

### Richard Hitchcock

It is extremely sad to hear of Richard's passing. He was a good friend and mentor to many, and a passionate advocate for the Parish. He was the lynchpin of both the neighbourhood Plan and many of the other worthwhile activities that have benefited Westbourne Parish over the years. He knew about everything and seemed to know everyone and I, for one, will sadly miss his positive nature and input on the multiple projects we discussed together.

### Restricting HGVs through Westbourne

Roy and I had a further online meeting with Chris Stark to see if the road safety statistics supported an HGV restriction. Unfortunately reported accident data through police sources does not compare well to the real world.

Accidents related to HGVs on the police database in Westbourne we estimate is less than 10% of the real incidents:

- The public not reporting HGV incidents - they do not see the point as the perception is no action is taken
- HGV incidents like road sign, village signs demolition and car damage did not have any witnesses
- There not being photographic evidence of an HGV incident, therefore the Police don't log it

However, the Parish has provided copious evidence in the form of around 30 photos of HGVs causing road hazards and increased risk to other vehicles and pedestrians in the April 2024 report 'driving to be HGV free', already sent to Mike Dare and colleagues at WSCC highways. This shows the clear road safety and highways risk issues from HGVs.

Chris confirmed that he had no objections to the placement of blue HGV advisory signs at:

1. North end of Monks Hill (already agreed in previous meetings by Mike Dare)
2. North end of Aldsworth Common Road (already agreed in previous meetings by Mike Dare)
3. Eastern end of Foxbury Lane (as discussed with Chris Stark)
4. Stein Road exit from Park Road indicating unsuitable for HGVs heading north (as discussed with Chris Stark)

Chris did highlighted if we did put blue advisory signs on these four roads then we would need an approved HGV route into Westbourne, which would be Westbourne Road to the West, which also has the opportunity for HGVs to turn road at the Wren Centre just on the West Sussex border with Hampshire.

At a meeting in September I will discuss the Hampshire entrance into Westbourne to the West with Lulu Bowerman who hopefully may be able to restrict this final HGV entrance into Westbourne.



### New King Charles Coastal Path

The 44 mile section from West Wittering beach to Shoreham-by-Sea is now open. Along this coastal stretch you'll walk beside the sea, taking in long stretches of beach, seaside resorts and nature reserves teeming with birds.

## TRO update

Roy and I met with Nigel last week to review all the Traffic Regulation Orders (TROs) in and around Westbourne. Olly King at WSCC Highways had provided a useful update on progress of the TROs and this was combined with the original list to provide the action plan below:

TRO No.	Speed	Type	Location	Notes	Parish action
TRO W1	N/A	HGV	Four locations on entry roads into Westbourne	Location of blue HGV advisory signs agreed with Mike Dare and Chris Stark	Liaise with WSCC Councillor
TRO W13	30 mph	Speed	Monks Hill end of newly implemented 30 mph	Reduce speed from NSL to 40 from new 30mph up to Emsworth Common Road	WSCC – no TRO application received
3089549	40 mph	Speed	Monks Hill end of current 30 mph	Reduce speed from NSL to 30 mph past children's playground	COMPLETE
TRO W2 3810134	40 mph	Speed	Foxbury Lane / Woodmancote Lane	Reduce speed from NSL to 40mph between Foxbury Lane and Woodmancote	Response awaited from safety team
TRO W3	20 mph	Speed	Woodmancote	Reduce speed from 40 to 20 through Woodmancote village	Wait for resident research to help score
TRO W4	20 mph	Speed	Whitechimney Row / Old Farm Lane	Reduce speed from village Gateway to 20mph and remove 30mph section	WSCC – no TRO application received
TRO W5 309936	40 mph	Speed	Old Farm Lane	Reduce speed from NSL to 40mph between Woodmancote and Westbourne	Roy to follow up
TRO W6	Lining	Parking	East Street / Whitechimney Row	Repaint footpath lines WCR. E St DYL on junction. replace 2 pavement bollards	This TRO has been withdrawn
CHS W1	Safety	MIX	Aldsworth bridge	Aldsworth long term solution to accidents / bridge strikes e.g. traffic lights	CHS implemented W/C Oct 7th
TRO W7	30 mph	Speed	Aldsworth	Reduce speed from 40 to 30 mph through Aldsworth village	Included as part of CHS 7 Oct
TRO W11	40mph	Speed	East of Foxbury lane past B2146 to Aldsworth	Reduce from NSL to 30 mph tight bends, uphill blind bend E before Westbourne turn	Remove from list
TRO W9	30 mph	Speed	Aldsworth Common Rd to Emsworth Common Rd	Reduce speed from NSL to 30 mph (short stretch into another 30 zone)	Remove from list
TRO W10	30 mph	Speed	Emsworth Common Road	Reduce speed from NSL to 30 mph (very narrow and very bumpy plus cyclists)	Remove from list
TRO 9A	30mph	Speed	Foxbury Lane to Woodbury Lane (past Monks Hill)	Replaces previous TROs W9, W10 and W11 to change from NSL to 30mph over bumpy and narrow road sections and blind bends	WSCC – new TRO application to be submitted by Parish
3089548	Lining	Parking	The Square	Widen pavement, bollards, double yellows	This TRO has been withdrawn
TRO W12 3089548	Safety	Parking	The Square	Connect pavement N side, 2 bollards to prevent parking blocking pavement	Covert to a CHS to progress
TRO W8 3099540	Lining	Parking	River Street Community Hall revised parking	Community Hall - shorten school restriction or add 8-5 timed restriction	Meet with residents to discuss options

## Westbourne speedwatch

I spoke to Kevan Pegley this week and we agreed that we need to revitalise the local speedwatch group. Kevan Pegley coordinates local speedwatch pairs and advises on Speedwatch training which is self-taught via online training

Roads currently reviewed:

- Foxbury Lane
- Whitechimney Row
- The Square / Westbourne Road
- River Street
- North Street

We discussed some of the issues which revolve around participant motivation to go out, with only two people going out regularly, despite having 14 current members and three more residents that I am aware of being interested in joining to try and slow local traffic.

We have a meeting on 18<sup>th</sup> September and the aim is to come up with a plan to rejuvenate speedwatch motivation. We will likely create a fixed roster of two people per road for each month going forward, with quarterly catchup events (at pubs) to keep momentum and attendance up throughout the year. I'll let you know the action plan.

### **Discouraging Illegal parking**

With the increase in the number of vehicles and tourists in many areas, it has become even more frustrating for residents with vehicles parking illegally on local village roads. Parking offences include:

1. Pavements blocked completely or with restricted width preventing safe pedestrian passage
2. Parked vehicles preventing safe passage for other vehicles such as on junctions or bends
3. Making passing parked vehicles dangerous for cyclists and cars due to reduced road width
4. Illegally parked cars, HGVs, vans and tractors (any parking on double yellow lines)

**The most effective way to get a prosecution is take a photo of the car and reg plate parked on a double yellow line and submit the photo via the Operation Crackdown website –**

**The only realistic way to get a prosecution in the case where vehicles are parked on the kerb but not with prohibition lines is to video the vehicle in motion moving onto or off the pavement or verge, then reporting this incident, with the video, via the Operation Crackdown website.**

Many who have CCTV and smart doorbells (like Ring) can automatically record illegal parking.

<https://www.sussex.police.uk/ro/report/asb/asb-v3/report-antisocial-behaviour/>



### **WSSC emergency procedures**

It was raised at the July meeting that 566665466Parishes would like to review and improve their emergency planning procedures. Guidance can be found from WSSC at the following sites:

#### **Preparing for Emergencies**

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/preparing-for-emergencies/>

What you can do to prepare residents for emergencies and how the County Council and others plan ahead.

1. Resilience and emergencies team – emergency phone 033 022 22400
2. Preparing your community
3. Preparing your home
4. Home fire safety
5. Preparing your business
6. Business Fire safety

(1) Ensures the County Council fulfils its' statutory duties under the [Civil Contingencies Act 2004](#)

## **Sussex Resilience Forum**

WSCC is a member of the Sussex Resilience Forum (SRF), the local resilience forum for Sussex. During an incident or emergency, members of the resilience forum work together to support the organisation/s that are leading the response. Find more information about the [Sussex Resilience Forum](#).

## Flood risk management

How to prepare for a flood emergency and what to do in the event of a flood. [Flooding - West Sussex County Council](#)

1. Managing flood risk
2. Flood reports, projects and policies
3. Local Flood Risk Management strategy
4. Ordinary watercourse land drainage consent
5. Sustainable drainage systems

### Flood risk management strategy

The draft of the review of the Local Flood Risk Management Strategy (LFRMS) is due to be published for public comment in winter 2024/25 and will be reviewed by the Community, Highways and Environment Scrutiny Panel.

WSCC resources can also be deployed to respond to terrorist related incidents. The service also has National Inter-Agency Liaison Officers who are security cleared and work closely with Sussex Police and are linked in with national counter terrorism. Should additional equipment be required the Service has the ability to request the support of partners such as the Environmental Agency, South East Coast Ambulance Service as well as National Resilience.

Equipment is replaced on a rolling programme which is supported via a robust internal governance process. This is undertaken through the WSCC Community Risk Management Plan to ensure we have the mechanisms to dynamically respond to risks.

For flooding, the Service has one high-volume pump (HVP) and a national tactical advisor based at Bognor fire station. This is a national asset which can be deployed to support other fire and rescue services. WSCC has the ability to call in further HVP resource through joint fire control, and neighbouring services in East Sussex, Surrey and Hampshire Fire and Rescue Service have this capability. WSCC can also request further resources through the formalised National Resilience process.

## Emergency equipment

There is urgent need for replacement of UK emergency equipment at a cost of £100m+. Most original emergency equipment, bought after the 9/11 US attacks, is now over 20 years old and at the end of its working life.

Environmental disaster emergency equipment includes mass decontamination units, urban search and rescue kit, flood response boats and high-volume pumps, the latter critical given flooding across West Sussex last year, highest annual rainfall since 1836 plus severe coastal storms on 9 April 2024.

Unfortunately, following the reduction of the grant funding from central government, WSCC Fire & Rescue Service was unable to maintain the level of resources that it once did as Fire & Rescue is not funded to statutorily support flooding related incidents. However, the service has continued to invest additional resource based on risk to ensure there is suitable provision to meet its obligations under the Fire and Rescue Service Act.

Currently the Service has a capability across the county at four whole time fire stations, one on call station and via our Technical Rescue Unit to provide an enhanced response for flooding that includes personnel who can wade in flood water with rescue rafts.

## Community Risk Management Plan 2022-2026

The CRMP identifies and assesses all foreseeable fire and rescue related risks that could affect WSCC communities. It looks at the resources in place and the activity needed to undertake to meet these risks and develop plans to improve safety.

[Community Risk Management Plan 2022-2026](#)

## Successful anti fly-tipping initiative to continue in 2024/25

The West Sussex Waste Partnership (WSCC and the seven district and boroughs), in collaboration with the Environment Agency, Sussex Police, and Driver and Vehicle Standards Agency (DVSA), has carried out a number of interventions to stop waste crime in areas with well-known fly-tipping problems.

10 joint operations took place across the county last year, which involved stopping vehicles that could be potentially carrying waste. Officers interviewed drivers and examined the vehicles and their contents to deter and disrupt ongoing fly-tipping, help identify waste-carrying vehicles, and ensure compliance.

The joint operations resulted in:

- 347 stopped vehicles
- 15 drivers fined, 3 summoned to court, 20 issued with warnings or words of advice by Sussex Police
- 39 businesses advised by Environment Agency to register as a Waste Carrier or face a fine
- 49 prohibitions and one fixed penalty served by DVSA

The most recent operation saw officers collaborating with colleagues in Hampshire, with 30 officers from eight agencies operating across four locations along the West Sussex/Hampshire border. The success of this recent activity means all partners have committed to continuing the joint working and Operation Barley will continue throughout West Sussex in the year ahead.

“Tackling fly-tipping is an important part of our drive to protect the environment in West Sussex and this initiative from the County Council alongside the Waste Partnership shows we are actively taking steps to address the problem. I hope interventions such as this will help to raise awareness and act as a deterrent to anyone thinking of illegally dumping their waste. Illegally dumped waste harms our natural environment and communities. Fly-tipping is both a criminal and anti-social offence and everyone has a legal ‘duty of care’ to ensure their household or business waste is disposed of correctly.”

Sgt Tom Carter, from Sussex Police Rural Policing Team, said: “In addition to the impact on wildlife and the environment, fly-tipping effects everyone in one way or another. It has a massive impact on taxpayers in both urban and rural areas, because it has to be removed at public expense. It also affects landowners when it happens on private land, and it can be incredibly expensive to remove if the waste is hazardous. It often creates a hazard on highways, especially on country roads with a national speed limit, where road users face increased risk of collision.

“We regularly carry out checks on waste vehicles, and it’s concerning that a large proportion of the vehicles we stop are not roadworthy. This is usually due to the excess weight of the waste they are carrying or the poor condition of their tyres. Ultimately, the drivers of these vehicles are putting themselves and other road users in danger. On occasions we see fly-tips set on fire, and this puts a massive strain on resources including the fire service. The bottom line is it’s illegal and it’s preventable, and I would urge anyone who witnesses a fly-tip in action to report it.”

Jon Rhodes, EA Area Environmental Crime Team Leader, said: “We actively support permitted waste operators who provide an essential public service within our communities. In doing so, along with our partners we relentlessly pursue illegal waste operators and use all available sanctions at our disposal to stop them and their illegal activities which are polluting and harming our natural environment.”

Businesses that carry waste can apply for a waste carrier license [online](#).

Residents are advised to remain vigilant and continue to follow the SCRAP code:

- **S**uspect waste carriers
- **C**heck they are licensed
- **R**efuse unexpected offers to dispose of waste
- **A**sk how the carrier will dispose of the waste
- **O**btain **P**aperwork

More information on duty of care and correct disposal of household waste can be found on the West Sussex County Council [website](#).

## Combatting utility roadworks increases

A new research report “The Road Ahead”, compiled in partnership with ADEPT has revealed multiple challenges with roadworks. Some of their key findings include:

- 42% increase in the total number of UK road and street works from 2018 to 2023
- 35% increase in the length of UK roadworks in highway miles from 2021 to 2022
- 62% of highway authority professionals believe that without greater industry collaboration, we are headed for a road and street works crisis by 2030

WSCC Lane rental will be combatting this with increased costs to all highways contractors of up to £2,500 per day for:

- Over-running work,
- Work taking place in rush hour
- Work that blocks one lane of the highway completely

## Advice on care funding

Parishes that are aware of residents that need long-term care, that need it for a relative or want expert advice on care funding can offer the Carewise service. The care funding scheme supports people to find the most cost-effective way of paying for their long-term care whether in a residential or nursing home, or for care in their own home.

The scheme provides information, advice and access to independent care fee specialists, who are all members of the Society of Later Life Advisers, Disclosure and Barring Service (DBS) checked, and trained in adult safeguarding.

The aim is to ensure people know all their options to allow them to choose what’s best for their individual situation.

[Find out more and arrange a free consultation with a care fee specialist, Click here](#)

## Carbon footprint of WSCC buildings reduced

The first phase of an ambitious project to reduce the carbon footprint of our buildings has been completed. The £8.2m programme has introduced a range of measures to make seven libraries, six fire stations, and a day centre more energy efficient and environmentally friendly. The work will prevent 200 tonnes of carbon being released into the atmosphere each year, the equivalent of travelling nearly 600,000 miles in a petrol car.

[Find out more](#)

## Make the most of summer in West Sussex

School is out for summer now and there are plenty of activities and events to enjoy right across the county.

[Experience West Sussex](#) has inspiration and ideas for days out including heritage trails, watersports, walking and cycling routes, wellbeing experiences, garden visits, and much more. You can tailor your search to choose where you want to go, what facilities you need and what your budget is. There are also dozens of activities listed that are free and there is key information to ensure you have a safe summer, as well as a fun one!

[Find out more](#)



# District Cllr Report for PC Sept 2024

July was quite a month with the GE and all the changes at Government, I have met and asked our New MP Jess Brown-Fuller to see if she can arrange a meeting with the new Minister responsible for the PPTS(Planning Policy for Traveller sites). I was a week away a meeting before the election was called now back at the start again!!!

## **District Council Matters/Decisions**

At Full Council I spoke on the use of our Reserves to finance certain projects many not part of our Statutory duties, whilst agreeing a lot of good things have happened many carried forward from before the previous year's election, we spent £4 million from our general reserves which is of concern. I felt I had a duty to ensure the funding is spent carefully on behalf of our residents.

As an LPA we are very close to being put into special measures so are under pressure to approve some of the Larger Planning Applications, if we refuse then it must be extremely good evidence to refuse. The 4yr probably going back to the 5 yr Housing land supply is very challenging. I can only hope the 2 inspectors appointed to look at our submitted Local Plan can see this is the best in the circumstances that we can achieve.

We had a Homelessness and Housing Task and Finish Group looking at delivery of 'Affordable' homes, what is affordable round here nothing seems to come close. We have also experienced issues with Reg providers not wanting to take on the new Affordable's being delivered on small sites, not enough to make them viable.

<https://letstalk.chichester.gov.uk/climatechange>

or direct using

<https://letstalk.chichester.gov.uk>

The Let's talk page also gives you access to other consultations including one on regeneration of the City, can I ask you to have a look and respond if you have some ideas or want to just participate.

Please make your views known whatever your stance is, this is important we need your views.

I attended an LGA conference in London where Angela Rayner MP and Dep. PM attended, she spoke about valuing Local Government, as it seems all the main parties are saying after the recent local elections, ignorance of our value, she spoke about working with us, a reset, then announced the top-down targets for Housing!!!! She talked about devolution and is obviously encouraging Unitary Councils, less for them to deal with, I think the current system works well. If we were forced to be a unitary then all our hard-earned reserves and assets from Chichester would go into the pot and be lost on some failing Council area no doubt. Section 21 Evictions are to go, that is a no fault eviction, but that discourages private landlords!

She announced a 3 yr settlement for Local Authorities District/County/Unitary but to be reviewed after 2 years someone can't count

## **Planning.**

Big changes ahead our current submitted Plan advocates the delivery of 575 homes per year, with the proposal from the Labour Govt now applying a new multiplier that would take our requirement up to 1206 per year. If we get our Plan through examination, I'm sure they will insist on a quick review, that would double the



# District Cllr Report for PC Sept 2024

delivery we currently achieve if you take out the requirement for the SDNP. A nightmare scenario which also makes it important that Westbourne updates their NP.

You are still able to object to any application anonymously by emailing, [dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk) ---request to remain anonymous if you so wish, please copy me in though. Be mindful though that an anonymous objection will carry very little weight.

I am told there is an application pending and not live yet regarding the Old Army Camp for a further 25 G&T pitches.

Plus, another for Unit 2 ten acres (Old Army Camp) for another 3

**39 new Pitches** in Westbourne Parish alone would affect our Community cohesion.

A reminder please be vigilant on any land you suspect of being sold and consider the consequences.

There was a Planning Committee last week which I was unable to attend due to being away, an application for 30 homes in Boxgrove was deferred, not sure why yet but one that could push us over the 10% and into Special Measures.

The new Govt. state Food Security is important but obviously not enough to stop building on Farmers Grade 1 Agricultural Land.

There is a consultation on the new proposed NPPF and if you feel able to comment please do so some of their proposals are disastrous for our area. You can see CDC's proposed responses on the CDC Portal.

<https://chichester.moderngov.co.uk/documents/s28308/14.0%20Response%20to%200Government%20Consultation%20on%20Proposed%20Planning%20Reforms.pdf>

Link to CDC's proposed responses. If this comes in it's scary, but I have also suggested that Farmers be allowed to build for relatives and farm workers

## **Policing.**

No New Updates I am afraid; I still maintain that we should have officers deployed to our Area using the Geographical Mode not the 'Functional' Model. £400k from Westbourne Ward area (Inc Compton and Stoughton) is not an insignificant amount. (£1.2 Million if you include Southbourne)

I have not been able to the meeting with the RCT although the NFU invited me to a meeting with Katy Bourne on the 28<sup>th</sup> August which I'm frustrated I can't attend due to giving evidence at Worthing Magistrates court. I have spoken to a few Farmers who suggest the best time to arrange a meeting with the Rural crime team will now be End Oct/ start of Nov.

Please ensure you report any Crime or anti-social Behaviour issues without those reports we will not get the service we deserve.

Poaching and Hare Coursing seem to be upon us, if you witness any of this activity please call 999 and say a crime in progress and state it falls into Operation Tracker. These activities cause serious losses to our Farmers and need stamping on.

## **Environment.**

I attended the Portsmouth Water scrutiny Panel who has a new Chairman whom I have arranged a meeting with this coming Monday. He is very aware of my

# District Cllr Report for PC Sept 2024

Concerns for the Environment and especially the issues around the river Ems which yet again is reaching a crisis point with water dropping to almost nothing, there remain a few puddles at Walderton but the river is quickly drying up. Portsmouth Water will say they don't take water from the river---strictly speaking No they don't, they take it from beneath sucking the Aquafer dry and allowing the river to dry up as the water soaks into the Aquafer

PW lose 24 mega litres daily through Leakage 4 more than they take from Walderton.

A number of targets were shown graphically one abstraction target ie the amount they take was met as it was under the EA Licence, unbelievable, obviously needs reviewing and I said so the EA officer on the meeting said she would take it away and feed through to the team dealing.

Smart meters will start to be rolled out next year----there have been some issues which need sorting out before that can happen.

The EA are hoping the use per person can be dropped to 140 litres per person with meters being fitted from 160 litres per day. Our Target which developer work on it 100 to 120 litres per day does not take a genius to work out there is a significant difference.

I believe the restoration Plan is about to be published by the WSRT they have made some amendments but not gone as far as we would have liked due they say to funding and the need to re-consult if they made all the changes FotE asked for.

## **Other Issues.**

Anyone can report a parking problem on the 'Report it' section on the council's webpage: <https://www.chichester.gov.uk/applyreportpay>

this report then goes straight to the Chichester Parking Enforcement Officers on duty for an optimal reaction time. (Only refers to Double and single yellow lines not to Unnecessary Obstruction or Parking off road).

'Sussex Six' Food and Drink campaign across our District. This is a Sussex based campaign which encourages local shops, pubs, restaurants, and cafés to stock more locally sourced produce and to shout about it! The campaign is also about enabling local producers to develop their skills in selling to local businesses. This is a great fit for supporting the supply chain into our tourism and hospitality sector as it will promote district-based food and drink producers as well as businesses which stock produce from Chichester District based suppliers.

And we have a 'What's On' guide at:

[www.chichester.gov.uk/whatson](http://www.chichester.gov.uk/whatson)

I met with Andrew Kerry Bedell and Mike dare from the WSCC Highways on teams earlier this week and it has been agreed an unsuitable for HGV sign should be placed at the top of Monks Hill and Aldsworth Common Road. We're working on him to agree signage at Stein Road, Foxbury Lane and Westbourne Road. Fingers crossed.

Thanks, Roy



**Westbourne Parish Council, 11 September 2024**

**Agenda item 13: Committee and representative appointments**

Below is a list of the committees and membership in 2024/25 to be discussed at the meeting.

Committees:

**HR Committee:** (Meets once a year)

Roy Briscoe, Jane Gould and Nigel Ricketts.

**Joint Burial Committee:** (Meets four times per year)

Jane Gould and Nigel Ricketts. Vacancy.

**Planning Committee:** (Meets monthly)

Lade Barker and Nigel Ricketts

Non-council members: Frank Campbell and Kevan Pegley.

**Public Services and Natural Environment Committee:** (Meets three times per year):

Neil Attewell, Lade Barker, Roy Briscoe, Jane Gould.

**Recreation, Leisure and Amenities Committee:** (Meets three times per year)

Neil Attewell, Roy Briscoe, Jane Gould, Nigel Ricketts and Laura Veltom.

**Strategy and Finance Committee:** (Meets twice a year)

All members invited to attend. Last year all members attended at least one meeting.

**Westbourne Neighbourhood Plan Steering Group** (Meets as required)

Lade Barker, Roy Briscoe and Nigel Ricketts.

External representation:

**Westbourne Community Trust:**

**All Parishes Meeting:** Chair and Vice-Chair

**Bournes Forum:** Chair and Vice-Chair

**West Sussex Association of Local Councils:** Councillors as required

**Chichester District Association of Local Councils:** Councillors as required

**South Downs National Park Authority:** Councillors as required

**Woodmancote Residents' Association:** Roy Briscoe

**Friends of Stansted Park:** Nigel Ricketts

## **Westbourne Parish Council**

### **Committee delegation arrangements and terms of reference**

#### **Delegation arrangements to the committees**

Subject to the observance of decisions of the Parish Council on matters of principle or policy, the Council's powers and duties shall be delegated to its committees, as permitted under the Local Government Act 1972 s101, in accordance with the approved terms of reference unless otherwise stated.

Committees will operate within approved Standing Orders, Financial Regulations and other policy documents and procedures. The Council may revoke powers delegated to a committee by resolution.

Urgent and routine matters may legally be delegated to an officer (i.e. the Clerk) in consultation with members, usually the Chair of the Committee and the Chair of the Council. Any actions taken between meetings under this delegation shall be ratified at the next meeting.

#### **Budgetary control and authority to spend**

Section 5 of the Parish Council's Financial Regulations set out budgetary control and authority to spend. Please see the excerpt below.

1.1. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below £2,500 excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 1.2. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 1.3. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

#### **1. WPC Committee Terms of Reference**

- 1.4. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 1.5. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 1.6. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 1.7. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **Strategy and Finance Committee**

### **Purpose**

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its corporate management and administrative services and to ensure that the activities of the Parish Council are communicated in a timely and appropriate manner to key stakeholders

### **Meetings**

The Committee will meet at least twice a year, in January and October (additional meetings will be organised as required) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

### **Membership**

The Committee is open to Council members only. A quorum of three is required and not all councillors should sit on the Committee (as this would make it a Full Council meeting). The Chairmen of each of the Council's committees should attend.

### **Delegated tasks and powers**

- To write and review a four-year Business Plan  
To prepare a draft annual budget for approval to the Full Council in January each year.
- To ensure that all reserves are managed in line with the Council's Financial Regulations.
- To receive and review both internal and external audit reports and arrange for implementation of any recommendations.
- To consider the administration of the Council's bank account and other financial dealings and make recommendations to the Full Council.
- To manage rents (land leased to Westbourne Allotment Association and access licences at 1 Sydenham Terrace, Covington Road and 56 Mill Road).
- Legal services.
- Servicing of loans or investments.
- Democratic representation of the Council at elections.
- To provide grants to community organisations through the Parish Council's Community Chest grant scheme.
- To oversee communications activity, including the Parish Council's website and Facebook page, newsletter, e-newsletter, media liaison, consultations and petitions, printed materials, and events.
- To oversee the Parish Council's email and IT systems.

### **Reporting and monitoring**

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.



## **Planning Committee**

### **Purpose**

The Committee is appointed by Westbourne Parish Council to discharge all of its functions relating to planning and planning enforcement.

### **Meetings**

The Committee will meet monthly and meetings will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

The Clerk may request an extension to the 21 day deadline from the relevant local planning authority for planning applications in order that they can be discussed at the monthly meeting. If an extension is unable to be granted, an extraordinary meeting may be required.

### **Membership**

The Committee is open to Council and non-Council members.

### **Delegated tasks and powers**

- To consider all planning applications relevant to the Parish. To be aware of planning policy and supplementary planning documents when responding to applications.
- To review planning and enforcement appeals and submit additional representations if required.
- To report planning enforcement matters to the relevant authority.
- To review documents, consultations and other matters regarding planning and make representations as required.

### **Reporting and monitoring**

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

## **Public Services and Natural Environment Committee**

### **Purpose**

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its public services and the natural environment.

### **Meetings**

The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

### **Membership**

The Committee is open to Council and non-Council members.

### **Delegated tasks and powers**

- Highway matters in the Parish, including traffic regulation orders and speed calming schemes
- Public footpath matters
- Speed Indicator Devices
- Community Speedwatch Group
- Village gateways
- Fingerposts
- Defibrillators
- Street lights
- Westbourne's buses
- Noticeboards
- Bollards
- Benches
- Grit bins
- Emergency plan
- Flower troughs in the Square
- Street lights
- Tree champions and tree planting scheme
- Community verge on Whitechimney Row
- River Ems
- Climate change resilience
- Natural Environment Liaison Group

### **Reporting and monitoring**

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

## **Recreation, Leisure and Amenities Committee**

### **Purpose**

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to recreation, leisure and amenities.

### **Meetings**

The Committee will meet three times per year (March, June and November) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

### **Membership**

The Committee is open to Council and non-Council members.

### **Delegated tasks and powers**

- Management and maintenance of Mill Road Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- Management and maintenance of Monk's Hill Recreation Ground, including the children's play area and equipment, and the fitness equipment.
- To consider inspection reports from Zurich and the playground inspector and undertake any necessary repairs.
- Consider any proposals regarding additional, and/or the enhancement of the current, recreation, leisure and amenities provision.
- Tree inspections
- Recreation ground issues relating to Westbourne Community Trust

### **Reporting and monitoring**

The minutes of committee meetings will be noted by Full Council at the meeting after each committee meeting, where recommendations will also be considered. Agreed actions will be recorded on the Business Plan Action Plan.

## HR Committee

The Committee is constituted as a standing committee to Westbourne Parish Council and shall have delegated executive powers to consider staffing matters, subject to budget and expenditure limits decided by the Council. The remit of the Committee is defined within these Terms of Reference and its business will remain in accordance with them. The Committee shall meet on at least annually, and as required thereafter, and membership will be ratified by Council at the Annual Council Meeting in May. Minutes shall be prepared by the Clerk and circulated to Members.

**Membership:** Four (to include Chair and Vice Chair of Council and excluding members sitting on the Complaints Committee).

**Officer attending:** Parish Clerk.

The Committee is authorised to:

- Exercise the Parish Council's duty of care to staff and to seek advice on staff matters and employment law from professional bodies, including WSALC.
- Implement, review, monitor and revise policies for staff.
- Arrange execution of new employment contracts and changes to contracts (including TUPE transfers).
- Review and evaluate role purpose and job description when a vacancy arises.
- To establish salary bands for all categories of staff and be responsible for their administration and review.
- To determine and review the Clerk's salary and make a recommendation for ratification to Full Council.
- To oversee the dismissal of staff.
- To consider any appeal in respect of a staff grievance or disciplinary matter.
- To conduct the recruitment of all posts.

The Committee is required to make recommendations or report to Full Council for ratification on the following matters as they arise:

- Staffing related expenditure as part of the budget setting process.
- The appointment of the Clerk for ratification.
- Changes to the Clerk's terms and conditions on receipt of a report from the Chairman and/or Vice Chairman following the Clerk's annual appraisal.
- Procedures for reviewing the staff structure.
- The creation of new posts within the staffing structure.
- The development and implementation of a member/officer protocol.
- Any appeal against a decision in respect of pay or changes to terms and conditions.

The Personal Performance Development Review (PPDR) will be conducted by the Chairman of the Council and Chairman of the Committee only with the Clerk. The completed PPDR will be noted and ratified at the next Full Council meeting.

## 7. WPC Committee Terms of Reference

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1076 Precept	66,632	133,264	66,632			50.0%	
1080 Bank Interest	605	0	(605)			0.0%	
1090 Misc Income	15	0	(15)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
Income :- Receipts	<b>67,452</b>	<b>133,964</b>	<b>66,512</b>			<b>50.4%</b>	<b>0</b>
<b>Net Receipts</b>	<b>67,452</b>	<b>133,964</b>	<b>66,512</b>				
<b>110 General Admin &amp; Disbursements</b>							
4000 Clerk's Salary - Gross	9,803	26,000	16,197		16,197	37.7%	
4010 Employer National Insurance	546	2,500	1,954		1,954	21.9%	
4030 Employers Pension	1,908	5,500	3,592		3,592	34.7%	
4060 Travelling (Clerk)	10	75	65		65	12.8%	
4065 Home Used as Office	130	320	190		190	40.6%	
4070 Chairman's Expenses	174	200	26		26	86.8%	
4075 Councillor's Expenses	0	200	200		200	0.0%	
4080 Courses & Publications	0	500	500		500	0.0%	
4085 External Audit	0	450	450		450	0.0%	
4090 Internal Audit	144	500	356		356	28.9%	
4095 Legal Advice & Professional	0	1,500	1,500		1,500	0.0%	
4105 Information Commissioner Office	0	35	35		35	0.0%	
4110 Insurance	0	1,500	1,500		1,500	0.0%	
4115 Rialtas Financial Software	732	600	(132)		(132)	122.0%	
4120 Cloud Doc Storage/MS 365	681	1,550	869		869	43.9%	
4125 Hall Hire /Zoom Meeting Expens	640	600	(40)		(40)	106.6%	
4130 Stationery / Printing	64	250	186		186	25.6%	
4135 Postage / Po Box Address	360	350	(10)		(10)	102.9%	
4140 Mobile Phone	95	200	105		105	47.6%	
4145 Payroll Services	225	0	(225)		(225)	0.0%	
General Admin & Disbursements :- Indirect Payments	<b>15,512</b>	<b>42,830</b>	<b>27,318</b>	<b>0</b>	<b>27,318</b>	<b>36.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(15,512)</b>	<b>(42,830)</b>	<b>(27,318)</b>				
<b>120 Running Costs</b>							
4200 Westbourne Cemetery	0	12,348	12,348		12,348	0.0%	
4205 Ground Maintenance - Monks Hil	5,663	10,000	4,337		4,337	56.6%	
4210 Closed Churchyard Maintenance	738	4,000	3,263		3,263	18.4%	
4215 Ground Maintenance - Mill Road	2,494	10,000	7,506		7,506	24.9%	

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Playground Defib Inspections	1,065	2,500	1,435		1,435	42.6%	
4225 Playground Inspections	605	1,300	695		695	46.6%	
4230 Street Light Maintenance	1,525	1,400	(125)		(125)	108.9%	
4705 Plant /Soil Flower Troughs	40	100	60		60	40.0%	
Running Costs :- Indirect Payments	<b>12,130</b>	<b>41,648</b>	<b>29,518</b>	<b>0</b>	<b>29,518</b>	<b>29.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(12,130)</b>	<b>(41,648)</b>	<b>(29,518)</b>				
<b>130 Subscriptions, S137 / S147</b>							
4300 Membership WSALC / NALC	795	795	0		0	100.0%	
4305 Local Council Review Qtr Mag	0	17	17		17	0.0%	
4310 Clerk's Membership SLCC	0	229	229		229	0.0%	
4315 British Legion Poppy Appeal	0	65	65		65	0.0%	
4320 Westbourne Allotment Associat	50	50	0		0	100.0%	
4325 Closed Churchyard	300	200	(100)		(100)	150.0%	
4330 Homestart	250	250	0		0	100.0%	
4335 Citizens Advice	300	300	0		0	100.0%	
4340 Parish Online Subscription	0	80	80		80	0.0%	
4345 Community Chest Grants	0	500	500		500	0.0%	
4355 Final Straw Foundation	100	100	0		0	100.0%	
Subscriptions, S137 / S147 :- Indirect Payments	<b>1,795</b>	<b>2,586</b>	<b>791</b>	<b>0</b>	<b>791</b>	<b>69.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,795)</b>	<b>(2,586)</b>	<b>(791)</b>				
<b>140 Capital Schemes</b>							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	0	400	400		400	0.0%	
4420 Fingerpost Signs	0	500	500		500	0.0%	
4425 Office Equipment	0	100	100		100	0.0%	
4430 Tree Survey/Surgery	1,208	1,500	292		292	80.6%	
4440 Defibrillators	242	500	258		258	48.4%	
4455 Community Bus Service	1,000	0	(1,000)		(1,000)	0.0%	1,000
4465 National Commemorations /Celeb	0	2,000	2,000		2,000	0.0%	
4475 Bourne Heritage Trail	0	500	500		500	0.0%	
4480 Heritage Street Lights	0	3,000	3,000		3,000	0.0%	
Capital Schemes :- Indirect Payments	<b>2,450</b>	<b>12,500</b>	<b>10,050</b>	<b>0</b>	<b>10,050</b>	<b>19.6%</b>	<b>1,000</b>
<b>Net Payments</b>	<b>(2,450)</b>	<b>(12,500)</b>	<b>(10,050)</b>				
6000 plus Transfer from EMR	1,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,450)</b>						

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2024

## 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 Street Light Energy	346	1,500	1,154		1,154	23.1%	
4505 Waste Bins & Emptying	0	1,900	1,900		1,900	0.0%	
Services :- Indirect Payments	<u>346</u>	<u>3,400</u>	<u>3,054</u>	<u>0</u>	<u>3,054</u>	<u>10.2%</u>	<u>0</u>
<b>Net Payments</b>	<u>(346)</u>	<u>(3,400)</u>	<u>(3,054)</u>				
<u>160 Communications</u>							
4600 Community Consultation	0	250	250		250	0.0%	
4605 Newsletter /Printing Communica	925	3,500	2,575		2,575	26.4%	
4610 Website Hosting & Email Acc	0	500	500		500	0.0%	
Communications :- Indirect Payments	<u>925</u>	<u>4,250</u>	<u>3,325</u>	<u>0</u>	<u>3,325</u>	<u>21.8%</u>	<u>0</u>
<b>Net Payments</b>	<u>(925)</u>	<u>(4,250)</u>	<u>(3,325)</u>				
<u>170 Contingency Fund</u>							
4715 IT Support	0	50	50		50	0.0%	
4720 Increase general reserve	0	7,500	7,500		7,500	0.0%	
4790 New Initiatives Fund	0	15,000	15,000		15,000	0.0%	
Contingency Fund :- Indirect Payments	<u>0</u>	<u>22,550</u>	<u>22,550</u>	<u>0</u>	<u>22,550</u>	<u>0.0%</u>	<u>0</u>
<b>Net Payments</b>	<u>0</u>	<u>(22,550)</u>	<u>(22,550)</u>				
<u>999 VAT Data</u>							
515 VAT on Payments	(160)	0	160		160	0.0%	
VAT Data :- Indirect Payments	<u>(160)</u>	<u>0</u>	<u>160</u>	<u>0</u>	<u>160</u>		<u>0</u>
<b>Net Payments</b>	<u>160</u>	<u>0</u>	<u>(160)</u>				
Grand Totals:- Receipts	67,452	133,964	66,512			50.4%	
Payments	32,999	129,764	96,765	0	96,765	25.4%	
<b>Net Receipts over Payments</b>	<u>34,453</u>	<u>4,200</u>	<u>(30,253)</u>				
plus Transfer from EMR	1,000						
<b>Movement to/(from) Gen Reserve</b>	<u>35,453</u>						



**Westbourne Parish Council, 12 September 2024****Agenda item 17: Payments for approval**

(DC: Debit Card, DD: Direct Debit, BACS: Internet Banking, C: cheque inc. cheque number, PC: payment by petty cash, \* earmarked reserve).

<b>Payments for approval July</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	O2 mobile phone Sept 2024	22.85	19.04	3.81
BACS	Confidential payments Sept 2024	1,691.01	1,691.01	0.00
BACS	WSCC LGPS Aug 2024	502.32	502.32	0.00
	Microshade cloud storage and email			
BACS	accounts Sept 2024	155.95	129.95	23.62
BACS	MS 365 Sept 2024	10.32	8.60	1.72
	Longmeadows height barrier repair			
BACS	Monk's Hill	110.00	110.00	0.00
BACS				
BACS				
		<b>2,492.45</b>	<b>2,460.92</b>	<b>29.15</b>
<b>Payments for retrospective approval</b>				
	Longmeadows Monk's Hill playground			
BACS	gate repair	110.00	110.00	0.00
	Kompan playground inspection July			
BACS	2024	370.39	308.66	61.73
	M Reed & Co Ltd tree surgery Monk's			
BACS	Hill and allotment site	900.00	750.00	150.00
	Longmeadows play bark order and			
BACS	spread Monk's Hill	1,475.19	1,475.19	0.00
DC	Condolence card and book, R Hitchcock	23.84	19.87	3.97
		<b>2,879.42</b>	<b>2,663.72</b>	<b>215.70</b>

**Westbourne Parish Council, 12 September 2024**

**Agenda item 18: Correspondence list**

- All Parishes Meeting taking place on 23 September at 5pm at East Pallant House, Chichester.
- Letter from the Minister for Local Government advising not to publish private addresses.
- The detailed assessment for the Traffic Regulation Order for Foxbury Lane has scored sufficiently and will be presented to WSCC's TRO moderation board.
- Email from SOSCA with information about waste water recycling at Havant Thicket.
- Funding for Black History Month events and activities available from Chichester District Council.
- Grants available for community orchards from Chichester District Council.
- Thank you from Home Start Chichester with a report with work carried out in 2023/24.