

Westbourne Parish Council, 13 February 2025

Agenda item 9: Committee and representative appointments

To discuss membership of the committees and agree dates for meetings. All committees should have a quorum of three councillors.

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, Nigel Ricketts and Laura Veltom.

Non-council members: Frank Campbell and Kevan Pegley.

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

Lade Barker, Roy Briscoe, Jane Gould and Nigel Ricketts.

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

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

Strategy and Finance Committee: (Meets twice a year)

TBC

Westbourne Neighbourhood Plan Steering Group

Lade Barker, Roy Briscoe and Nigel Ricketts

Non-council members: Steve Arkle, Peter Dale, Andrew Gordon-Lennox, Marjorie Kipling, Kevan Pegley and Diana Steely.

External representation:

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

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £2,500;
- a duly delegated committee of the council for items up to £2,500; or
- the Clerk, in conjunction with Chairman of Council and Chairman of the appropriate committee/ or Vice Chair of the Council up to £2,500 in an emergency.
- The Clerk is authorised to purchase stationery and other office requirements up to £1,000 for the day to day running of the Parish Council.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

1. WPC Committee Terms of Reference

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

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 three times a year, in January, June 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

Westbourne Parish Council, 13 February 2025

Item 11: Annual Parish Assembly

1. Background

The Annual Parish Meeting (or Assembly) is not a parish council meeting. The Local Government Act states that every parish must hold a parish meeting every year between 1st March and 1st June and proceedings must not begin before 6pm. If there is a parish council, the chairman of the parish council (or vice-chair if the chairman is unable to attend) must preside. The agenda is a standard agenda to give reports on the business of the last 12 months - the parish council reports to its electorate on its activities, there are reports from county and district councillors, and reports from voluntary and local community groups. It is also an opportunity for parishioners to question people and organisations on any issues relating to the village. As it is not a parish council meeting, it is not conducted in the same way or governed by the same rules. Members of the public are permitted to make statements on relevant matters during the meeting, and any resolutions passed do not bind the Parish Council.

The next Annual Parish Assembly is scheduled to be held on Thursday 24 April 2025.

2. Guest speaker

The Council organises a guest speaker to encourage people to attend. In previous years, there has been:

- Dr Will Denby, Chair of the Hampshire and IOW Local Medical Committee
- Sir Andrew Ross, member of His Majesty's Bodyguard of the Honourable Corps of Gentlemen at Arms
- PCSO Richard Moorey, scams and rogue traders
- Dave Chapman, setting up a Community Land Trust
- Mr Nigel Peake, father of astronaut Major Tim Peake and resident of Westbourne
- Chris Scott, Sussex Resilience Forum (SRF), and John Smith, Environment Agency (EA).

Recommendation: To ask Chichester District Council or Greening Westbourne to give a presentation about the wildlife corridors and to inform people about the funding available for improvements to gardens to increase wildlife. Or to ask Steve Tilbury, planning consultation and trainer to WSALC, to give a presentation on changes to the NPPF and impact on neighbourhood plans.

3. Community Champions

Another local council has written an article in the January 2025 edition of the Clerk Magazine about how they have transformed their meeting by turning it into an awards ceremony. Westbourne could do something similar as there are many people in the Parish who volunteer on behalf of the community.

Community Champions were last celebrated in the Parish for the King's Coronation in May 2023. The Council nominated residents who received a letter and invitation to attend the Church service where Andrew Doye spoke about their contribution to the community.

TRANSFORMING THE ANNUAL TOWN MEETING



Sally McLellan FSLCC, Clerk to Wellingborough Town Council in Northamptonshire, shares

how engaging the community with recognition and celebration turned their annual town meeting into a memorable event.

What is the worst thing about a meeting? No one is interested enough to turn up! That is every organiser's worst nightmare.

Gaining interest for people in the community to turn out at 6pm to an annual town meeting is a challenge for us all. Many annual meetings tend to focus on 'good news' stories from community organisations, which although important, does not draw in a crowd.

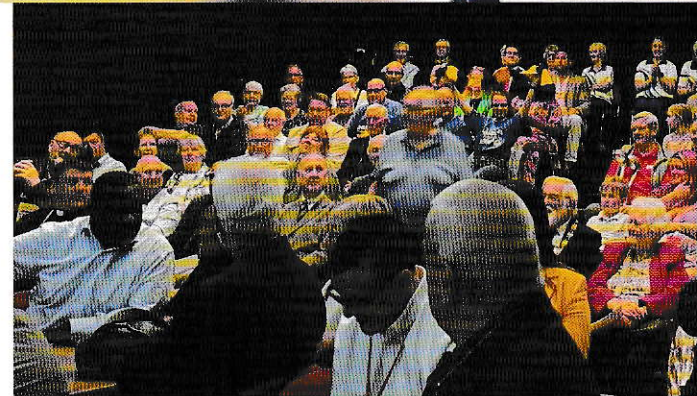
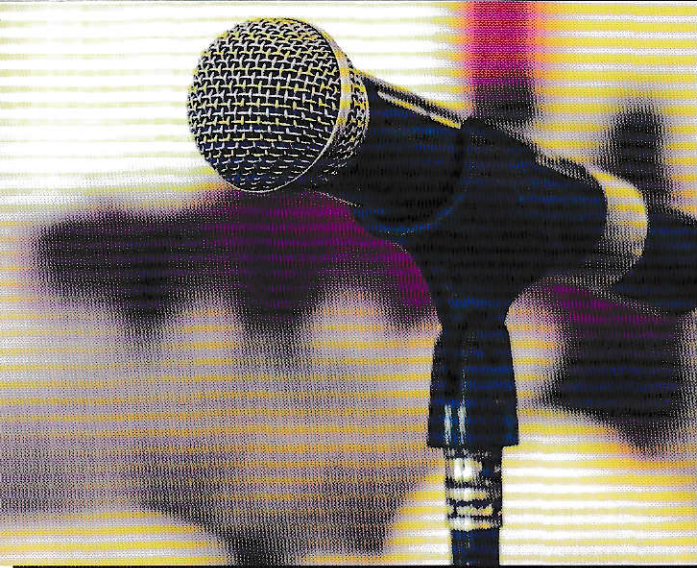
Over the years I have tried linking the meeting to presentations on large-scale contentious applications, allotment holder discussions, speakers from businesses and community organisations etc. None of these topics were enough to fill a room full of people.

At best, the community get the meeting mixed up with the annual meeting of the town council and turn up expecting an exciting contest on whom will be the next mayor, then leave disappointed halfway through death by PowerPoint from the speakers.

After concluding that the words 'annual town meeting' would not feature in many of our communities' calendars, we decided to combine it with another event.

Like many other councils across the country, we wanted to commend those people in the community who volunteer their time to make the town a better place.

The council wanted to acknowledge these individuals through an awards evening, receiving nominations between July and



December in six different categories:

1. Outstanding Community Champion
2. Equality, Diversity and Inclusion
3. Environment Champion
4. Outstanding Volunteer
5. Outstanding Young Person
6. Outstanding Voluntary and Community Sector Organisation of the Year

As the individuals receiving the awards would be renowned in the town and are normally heavily involved with lots of different groups and charities, we anticipated they would want to attend the meeting and support the nominees.

The evening was set like the Oscars, with all nominees and nominators receiving an invitation to attend - and the winners then being announced on the night. The local theatre studio was hired for the event, providing tiered seating for 100 people - along with a screen and stage area. Certificates were also created for the mayor to present to the winners on the night. Plus, additional awards were also created, recognising the sporting achievements of the local football and bowling clubs who were excelling. These clubs were also invited to attend.

Throughout the year the mayor raises funds for their nominated charities. To further increase attendance at the meeting, each charity would be presented with a large cheque for the funds raised. Again, we anticipated that supporters of the charity would want to attend the meeting.



Modest catering was provided for those attending, served at the end of the meeting as an incentive to keep people there for the whole time! The invitation for the annual meeting was extended to all the community through notices in the town, on social media and on the website, accompanied by the agenda, ensuring adherence to legislation.

So as not to break tradition, we also invited key speakers from organisations in the community to report on their achievements over the year. This is important as the council's focus is on supporting these organisations to thrive and recognise their value to the community.

On the night people gathered in the foyer as if waiting for a theatre show. This gave the mayor the opportunity to warmly greet each attendee and for councillors to network with the crowd. In the end, 100 people turned out to the meeting, reaching capacity for the room hired!

The mayor spoke about the achievements of each nominee, not just the winners, showing appreciation for their work, and will hopefully encourage even more nominations for next year.

All who attended thoroughly enjoyed the evening and united people of the town in sharing the wonderful community that Wellingborough has, and all the great things about the town.

An added bonus was the good vibes extended to social media, with attendees posting photos and posts of the proud winners and the evening. So as not to be left out, the press provided an article in the local paper on the event, further sharing the good word.

For a council only three years old we were delighted with the turnout and how the event lifted the spirits of the community. Next year we plan to hire a larger room and continue to build on the success of this year.

AD

VISIT OUR WEBSITE WWW.GREENBARNES.CO.UK



Community Engagement Noticeboards for Indoor & Outdoor Use

CALL **01280 701093** or Email sales@greenbarnes.co.uk

VE DAY 80, A SHARED MOMENT OF CELEBRATION, 8 MAY 2025

Beacons and Lamp Lights of Peace, flags of celebration, church bell ringing, theatre shows, garden and street parties



Bruno Peek CVO OBE OPR – Pageantmaster, provides the latest update on the arrangements for the upcoming VE Day 80 anniversary celebrations on 8 May 2025, encouraging all town, parish and community councils to take part.

Thursday 8 May 2025 is the 80th Anniversary of VE Day, marking the end of WWII on 8 May 1945. To help celebrate this enormous event, I am encouraging the lighting of beacons and lamp lights of peace at 9.30pm, the raising of a unique VE Day flag at 9am, and, where possible, hosting parties throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. I also encourage the eating of fish and chips in tribute to the fisherman that fished the seas, constantly avoiding mines and prowling German submarines; farmers and land girls who toiled the fields not knowing if loved ones would return, keeping the nation fed; and the millions that paid the ultimate sacrifice during these dreadful dark days of war.

VE Day 80 Flag of Celebration (9am)

The Nation will come together at 9am on 8 May, by raising the official VE Day 80 Flag, uniting the Nation in remembering the sacrifices made by the many millions throughout WWII. I encourage all town, parish, community, city, borough, and district councils, as well as other organisations to take part in this simple act of celebration.

Ringing of church bells (6:30pm)

I encourage all cathedrals and churches to take part in the Nation's bellringing at 6.30pm. Please can participants register their involvement by emailing me directly at brunopeek@mac.com, providing name of country, county, city/town/parish, cathedral/church, contact, and email address.

VE DAY 80 beacons (9.30pm)

There are four types of beacons being lit for the occasion (more information can be found on our website www.veday80.org.uk/beacons):

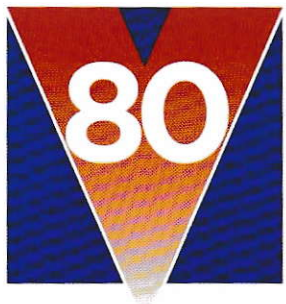
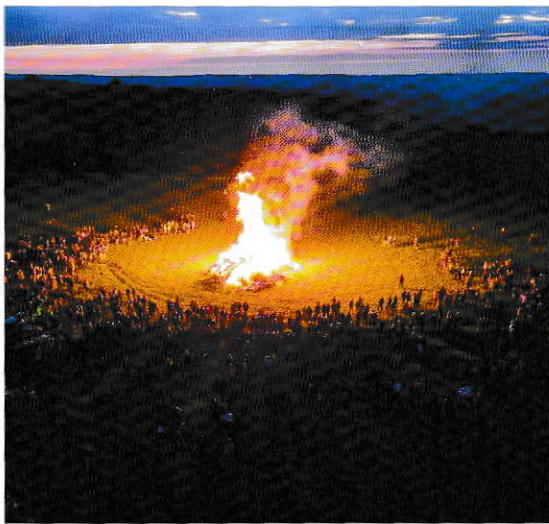
- Bonfire Beacon
- VE Day 80 Bishops Frome Strawman
- VE Day 80 Beacon Brazier
- VE Day Gas-Fuelled beacons

VE Day 80 Lamp Light of Peace (9.30pm)

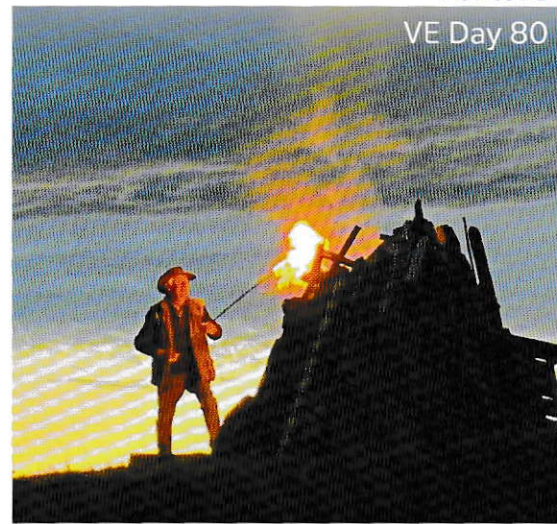
The Lamp Light of Peace was conceived and created to pay tribute and remember the thousands of miners who left their families and loved ones, and the coalfields of the UK, to dig tunnels under the German lines on the Western Front. If you are lacking resources or land to light a beacon, then I encourage you to purchase one of these lamps, which is a cost-effective alternative and an ideal way for local councils and communities to take part. We would like the lamps to be lit at 9.30pm, coinciding with the lighting of the beacons. They can be re-lit again at 11am on 11 November in 'Remembrance' for many years thereafter. Please visit <https://lamplightofpeace.co.uk/> for more details.

VE Day 80 Tribute (9.30pm)

All those taking part are being encouraged to stop what they are doing at 9.30pm, as the beacons and lamp lights of peace are being lit, to read out the Nation's Tribute by a nominated individual. Also, for the first time in the history of our great Nation, to sing the wonderful, uplifting hymn - 'I Vow To Thee My Country'.



VE DAY
80TH ANNIVERSARY
A SHARED MOMENT OF CELEBRATION
8 M A Y 2 0 2 5



The Four Peaks - Mount Snowdon, Scafell Pike, Slieve Donard and Ben Nevis

Four Pipers will be playing 'Celebratum' from the top of the Four Peaks at 12pm, which has been especially written for this historic occasion by Stuart Liddell MBE.

Schools and theatres

During WWII theatres became bolder and much more popular. Many musical songs became great hits throughout the country, mostly comedies to lift the spirits of the audience. I encourage all schools and theatre groups to undertake theatre shows replicating what took place in theatres during WWII. Please can participants register their involvement by emailing me directly at brunopeek@mac.com, providing name of country, county, city/town/parish, school/theatre, contact, and email address.

VE Day 80 street and garden parties (throughout the day)

Even though Thursday 8 May 2025 is not a public holiday, we encourage you to hold street, garden and village hall parties, decked in flags and bunting, and dressing up in fancy dress or uniform. We also encourage care homes, pubs, hotels and restaurants to undertake similar.



VE Day 80 Empire Medal Pin Badge

Empire Medals has crafted a beautiful pin badge to celebrate VE Day 80, which can be purchased and worn by individuals during the build up to 8 May, on the day itself, and many days thereafter. More information is available at <https://www.empiremedals.com/>.

VE Day Celebration Cake

The Women's Institute (WI) have come up with a VE Day 80 orange and ginger celebration cake. It is a simple and classic bake. The recipe for this delicious cake can be found on our website www.VEday80.org.uk.

Promotional tips

- **Invitations:** Extend an invitation to your HM Lord Lieutenant, Deputy Lord Lieutenant, local dignitary, or a young person, to light your beacon or lamp.
- **Social media:** Use the power of social media channels to promote your involvement and post photographs of your beacon lighting and any other activities you're taking part in.
- **TV, radio and newsprint:** Contact your regional and local TV and radio stations and newspapers, informing them of your involvement.

Registration of events

Please register your involvement by providing the following by 30 April 2025 to brunopeek@mac.com.

- Name of country
- Name of county
- Name of city, borough, district, town, parish
- Name of organisation
- Name of organiser
- VE Day beacon – Yes/No
- VE Day Lamp Light of Peace – Yes/No
- VE Day Flag – Yes/No
- Street party – Yes/No
- Garden party – Yes/No
- Party elsewhere – Yes/No
- Email
- Public or private event

For more detailed information, and to view and download the full 'VE Day 80 Anniversary Guide', from where the above information is shared, please ensure you visit the official website www.VEday80.org.uk. To get expert guidance form Bruno, sign up to SLCC's webinar 'VE Day 80: A Shared Moment of the Celebration of 80 Years of Peace – 8th May 2025' on 22 January and 24 March. Visit www.slcc.co.uk/events/

Westbourne Parish Council, Thursday 13 February 2025

Item 13: Spring 2025 newsletter

List of suggested topics for the next edition of the newsletter.

Location	Subject
Lead article	VE Day 100
Page 2	Spring Clean Day Annual Parish Assembly
Page 3	WCT project update
Page 4	Village website update
	WNPSG update – changes to legislation
	Vacancies

Westbourne Parish Council, 13 February 2025**Agenda item 15: Payments for approval**

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

Payments for approval July		Total	Net	VAT
DD	O2 mobile phone Feb 25	15.00	12.50	2.50
BACS	Confidential payments Feb 25	1,776.07	1,776.07	0.00
BACS	WSCC LGPS Jan 25	514.80	514.80	0.00
	Microshade cloud storage and email			
BACS	accounts Feb 2025	131.21	109.34	21.87
BACS	MS 365 Feb 2025	9.72	8.10	1.62
	Dor-2-Dor delivery of leaflet for Greening Westbourne, Community			
BACS	Chest grant	330.00	275.00	55.00
BACS				
BACS				
		2,776.80	2,695.81	80.99
Payments for retrospective approval				
	M Read & Co Ltd branch removal			
BACS	Covington Rd	72.00	60.00	12.00
BACS	Defib Warehouse 3 x adult defib pads	187.19	155.99	31.20
	Wicksteed 2 x flat swing seats & 2 x			
BACS	cradle swing seats	511.69	426.41	85.28
	GM Support playground inspection M			
BACS	Hill Jan 25	100.00	100.00	0.00
BACS	No parking sign for East Street	34.85	26.09	5.81
		905.73	768.49	134.29

Westbourne Parish Council, 13 February 2025

Agenda item 16: Correspondence list

- Notification from WSCC about highways work for the new housing development on Monk's Hill. Contact the engineer if the Council would like see plans or have comments that should be considered in their technical review before works start in March.
- Email from WSCC Highways about traffic lights being in operation on Whitechimney Row following a recent collision which damaged a wall which has been assessed as structurally unsafe.
- Media release from WSCC following government's agreement to make West Sussex a priority for devolution.
- Our Future Energy Landscapes on Wednesday 19 March, 7-9.30pm at The Meeting Place. Event about how Westbourne might power their community using locally produced renewable energy.
- Bourne's Forum invitation for the next meeting on 28 April in Bosham.
- Draft minutes of the CDALC meeting held on 14 January 2025.
- Home-Start Chichester newsletter which highlights recent activities.
- Email from SOSCA about Hampshire Water Transfer and effluent recycling project.
- Invitation from the SDNPA with events being held that are open to the public to attend
- Email from University Hospitals Sussex NHS Foundation Trust about having a garment/laundry return box in a public place to enable people to return items following discharge from hospital.
- West Sussex Fire & Rescue public consultation on a review of its emergency response standards <https://yourvoice.westsussex.gov.uk/emergency-response-standards-survey-2025>