

Bourne Parishes – WSCC Councillor report

Westbourne Parish – March 2025

Action proposed

1. Two new Community Highways Scheme (CHS) applications (S and centre) to improve road safety by 31 July 2025.
2. Review TRO plans and implement in priority order and also monitor existing TRO applications

WSCC planned council devolution

With Sarah Sharpe I have raised questions at WSCC about the importance of continuing with the CDC Local Plan wildlife corridors and the funding of the Wildlife Officer for the next five years from developer CIL contributions.

Public consultation

Government is running a consultation on views on WSCC / ESCC / Brighton and Hove devolution until Sun 13th April.

Government Ministers will need to decide:

- A. Whether they consider that the establishment of a Combined County Authority in the area is likely to improve the economic, social and environmental wellbeing of some or all of the people who live or work in the area;
- B. Whether establishing a Combined County Authority in the area is appropriate, having regard to the need to:
 - i. secure effective and convenient local government; and,
 - ii. reflect the identities and interests of local communities.

Without any information from Government on any structures, what happens to all of the Borough and District Councils within Sussex, whether Police are included and how many Single Councillors there might be to represent everyone, it's obviously difficult to answer, but Parishes and residents ARE urged to put their views forward.

In looking at the pros and cons of devolution Parishes and residents might want to consider:

1. Is the timescale of just one year to vote in a new mayor and sort out all of the Sussex area structure and services too short (it likely is)
2. Will there be better or worse representation of resident needs at local and Mayor level?
3. Will the new Authority provide an opportunity for your local community to benefit more?
4. Do you think resident service RANGE of services will get better or worse? (no evidence either way currently)
5. Do you think that resident service QUALITY of services will get better or worse?
6. Do you think a combined authority will help INNOVATION e.g. better buying power for a hydrogen bus fleet?
7. Do you think the overall COST of the services offered across Sussex will go up or down (some Mayor areas have worked well with greater cash efficiencies, others have gone bust)
8. Effects on new housing (the new Mayoral Sussex area will have overall control of where new housing goes)
9. Effects on the environment and sewage
10. Effects on the economy and jobs

Full details of the consultation on the gov.uk website: [Sussex and Brighton devolution - GOV.UK](#)

Further information in gov press notice here: [Devolution Priority Programme consultations launch - GOV.UK](#)

2025 secondary school new admissions

As last year, in 2025 WSCC has offered a school place requested by parents for every child in West Sussex.

Bourne Community College this year has 180 places and 174 of those have been filled, leaving 6 vacancies. Official announcements to parents go out 3rd March.

Westbourne road safety plans 2025

We have a meeting with Mike Dare, WSCC Highways Engineer on Tue 4th March at 9:00 to 12:30. Jane Gould will be on CHS W1 group and Roy Briscoe will be on CHS W2 group. There was also a pre-meeting 17/2. The plan is for Westbourne Parish to apply for two CHSs by end of July 2025. These will combine several TROs planned as follows:

1. **CHS W1:** Parking improvements in The Square – includes pavement triangle and planter outside the Window Box, to avoid parking blocking The Square near Coop. Parking restrictions and one way system past the Coop. One way signs into The Square by Lamb buildings. Includes new Pavement bollards end Whitechimney Row, widen pavement and bollards near Spice Cottage, add pavement section near bin outside surgery.
2. **CHS W2A:** Woodmancote speed reductions – South Lane 30mph from 40mph, end Woodmancote Lane 30mph and Woodmancote village 20 mph zone plus signage
Includes current TRO W3 20 mph in Woodmancote village, 40 to 30mph Woodmancote Lane after Dell cottages
3. **CHS W2B:** Old Farm Lane reduction NSL to 40mph, Whitechimney end 20mph plus TRO S11 Stein Road from South Lane NSL to 30 mph plus signage
Includes current 3089548 and 3099396 (failed), TRO W4 (20mph Old Farm Lane into Whitechimney Row) Old Farm Lane NSL tp to 40 and TRO W6 (Square parking)

Westbourne CHS 1 – submission by 31 July 2025

We had some TRO failures, due to the WSCC system not scoring speed reductions particularly well versus other types like parking and lines, which is being addressed separately. The plan is therefore to apply for two CHSs by end of July 2025 to improve road safety and parking and reduce speeds. Working with WSCC, the Parish also then needs research the options decided on with local residents, with the aim of getting at least 70% approval on all options.

The Square Westbourne - parking improvements

- New pavement triangle and cone planter outside the Window Box, to avoid vehicles obstructing the highway near the Coop. Promote this with signs and cricket
- New line hatching on SW corner of Westbourne surgery to prevent parking too far N, add pavement section and move bin to allow pedestrians to pass more safely
- Coop: renew double yellow lines and single yellow lines outside the Coop and into King Street to prevent inconsiderate parking. Two wall notices (E & W) reminding customers not to park directly outside the Coop. Wall notice pointing out the Coop car park location and reminding customers not to block the car park entrance
- The Square North section (Lamb buildings). Options were put forward for a TRO in early 2024 to widen the pavement to four feet and put bollards along the edge to prevent parking on the slim pavement (one resident had her door blocked by a van when there was a fire in the house). The view was that, since the double lines were repainted that parking has been less of an issue, plus the Stags Head and Spice India would not be likely to support this measure based on previous responses
- Nigel to talk to Stags Head owner about any other possible parking improvements
- Consider adding disabled parking space in section of double yellow lines on the south side of the Square near the Westbourne Café (two others already at surgery)
- The view was East St CDC parking enforcement was difficult as many parking infringements are at weekends (Westbourne bakery) and after 5.50 (Spice Cottage)
- Parish to talk to Westbourne Bakery and Spice Cottage about signs that say 'have you parked considerately?' to avoid double yellow parking and blocking garage

Road safety improvements – central Westbourne

- Double yellow short section on North section of North Street (opposite new house and West of River Street)
- Junction of Edgell Road and Foxbury Lane – No parking sign on pole to stop vans parking and obstructing traffic view of traffic coming South down Foxbury Lane
- Northbound only one way traffic past the Coop was considered but on balance it was decided that preventing inconsiderate parking was more important
- One way only sign to be reinstated near Lamb Buildings on junction of North section of The Square

- Replace three grey Glasdon pavement bollards at the end of Whitechimney Row and junction of East Street to improve crossing safety
- Westbourne Road opposite St John's Church – new old people crossing red warning triangle sign to get drivers to comply with 20mph limit

Westbourne CHS W2– speed reductions

Woodmancote Lane reduce speed to 20mph from 30mph.

- Reduce the speed limit from the current 30mph area to 20mph, there is no footpath and the road is very narrow in certain sections where 2 vehicles cannot pass, there is a pub along this section of Road so pedestrians and cyclists are very vulnerable especially in the dark winter nights, many residents use the Lane to walk to the Pub and church. Horse riders also often use this road again very narrow for a vehicle to pass a horse in sections.
- The Lane is unlit and very dangerous for pedestrians.
- Access to Woodmancote Lane from South Lane is at a give way but drivers often miss the 30mph signs and carry on at speed along this very narrow Lane.
- The 20mph should also be extended to beyond Varr Cottage to the West, again a very narrow section or even better all the way to Foxbury Lane if practicable.

South Lane, currently 40mph request to reduce to 30mph

- Reduce the speed to 30mph from the current 40mph, this Lane reduces from a wide new section of Road down to a narrow country Lane with no Footpath, pedestrians Cyclist and Equestrian users are very exposed and vulnerable to cars speeding along this section of Road, there is a wide verge between the old South Lane and the new Section of Road. This is often used by the residents to meet on and makes the 40mph section dangerous for any children gathering there. That section is also on a bend with limited visibility as well as a blind junction with Cemetery Lane, this needs to be reduced to 30mph. Cars still pass pedestrians walking in the highway at 40mph which is dangerous and an accident waiting to happen.
- The remainder of South Lane to Stein Road should be reduced to 40mph from the National speed limit. The reason being is that approaching Stein Road from Woodmancote the junction with Stein Road is almost blind, it has caused several accidents, although many not reported to the Police as they have been either minor or no injury. It is a dangerous approach to the junction, likewise in the opposite direction 40mph is more appropriate for approaching the built up area where we are requesting the 30mph speed limit.
- The Lane is unlit bar one light opposite Cemetery Lane, but unless you know the Lane is there the junction is even more dangerous in the dark.

Old Farm Lane, Request reduction from National Speed limit to 40mph

- Old Farm Lane is quite wide from its junction with Stein Road toward Westbourne, however it narrows back to its original single lane in each direction at the bottom of the Hill, there are 2 properties at this point who find it very dangerous to enter a Lane where cars are doing 60mph, which they often do, some even try to overtake at this point to get past the car in front before reaching the narrow section, making it even worse for the occupiers to exit onto the Lane.
- The narrow section is in a poor state of repair and cars passing at speed are often pushed into the ditch at the side with built up embankments either side, if a Large Goods vehicle is approaching it makes it difficult to pass however, we have observed car divers sticking to their speed and very close to a head on collision for the sake of a few seconds. The 40mph would be a much more appropriate speed limit for this section of Road approaching the small service village of Westbourne and its 20mph speed limits, it makes a lot more sense to restrict Old Farm Lane to 40mph to the village gateway.
- Old Farm Lane is an Unlit road and is often used by Cyclists and Horse riders, there is also a dog walking business at the Gateway to the village which attracts a lot of vehicles changing every hour and sometimes every half hour, access from Westbourne means crossing the path of vehicles approaching the village.
- Pedestrians usually use the elevated footpath but this often becomes overgrown and unusable on those occasions the road is used by the pedestrians.

Whitechimney, southern section, Westbourne village, reduce from 30mph to 20mph

- There is a short section of Whitechimney which is 30mph from the village gateway to the 20mph approx. 70m, this should become the 20mph as you enter the village.
- The section of Road is the transition from Old Farm Lane into Whitechimney and is on a 90 degree bend, recent accidents have shown that vehicles approaching the village have not slowed down from the National Limits and ended up in the Flint wall straight in front of them, this has recently resulted in the footpath being closed whilst remedial work is carried out and as a result pedestrians have had to use the Road.
- Whilst the remedial work is taking place it has needed traffic Controlled lights for pedestrian safety.
- It makes sense to reduce this section to the existing 20mph beyond and makes a better transition into the village if Old Farm Lane is reduced to 40mph.

Consider reconfiguring of Stein Road, South Lane and Old Farm Lane.

- It might be beneficial to reconfigure the junction as above to make Old Farm Lane and Stein Road the through route as opposed to South Lane and Old Farm Lane. That way vehicles approaching the brow of the hill where Stein Road is would have to give way with a much clearer view along Old Farm Lane and Stein Road. Stein Road turning left into Old Farm Lane is the general path of traffic as is the opposite direction Old Farm Lane into Stein Road. This would reduce the issue of vehicles pulling out onto a 60 or 40mph road at slow speed when vehicles on the current through road are travelling at speed.
- South Lane should be made a give way entrance to Stein Road or Old Farm Lane.

Stein Road to Speed Limit heading South from Old farm Lane, reduce to 40mph

- If the above is considered appropriate then the speed limit along the section of Stein Road should be reduced to 40mph in line with Old Farm Lane and South Lane to the Gateway with Southbourne where the speed is likely to reduce to 20mph.
- A much safer transition from 40mph into a 20mph as opposed to the National Speed Limit.
- This section is in Southbourne Parish Area.

Parish / WSCC action

- Clare and Andrew Kerry-Bedell to monitor progress of the CHS W2
- Residents have been canvassed and generally support the proposals approx. 60 in favour 2 against out of 100 houses in Woodmancote

Parish / WSCC action

- Consider buying a new SID (solar type) for Westbourne Road
- AKB to contract Hants CC Lulu Bowerman re 20mph speed limit on Westbourne Road along to roundabout.
- New SID installed on New Brighton Road via Lulu Bowerman (also Hants CC Cabinet Member for highways)
- Make sure 20mph roundels are repainted regularly throughout Westbourne
- Monitor HGV movements after instilling new blue HGV signs on Foxbury Lane, Monks Hill and Aldsworth Road. Add new HGV sign opposite Park Road Southbourne
- Poor parking - consider proactive A5 car window flyers and / or lock penalty notice stickers

Foxbury Lane TRO application (3810134) NSL to 40mph

This has passed the initial and detailed assessment, as well as the TRO moderation successfully, and is now with the WSCC legal team to undertake the public consultation which will run 20/02/2025 – 13/03/2025.

Whitechimney Row/Old Farm Lane (3822765) & Old Farm Lane/Woodmancote Lane (3099396)

Proposal is to reduce Whitechimney South end from 30mph to 20mph and Old Farm Lane from NSL to 40mph.

Despite failing the initial SPACE assessment, after conversation with WSCC Cabinet Member Joy Dennis and emails to Charlotte Weller at WSCC Highways both of these TROs are now progressing.

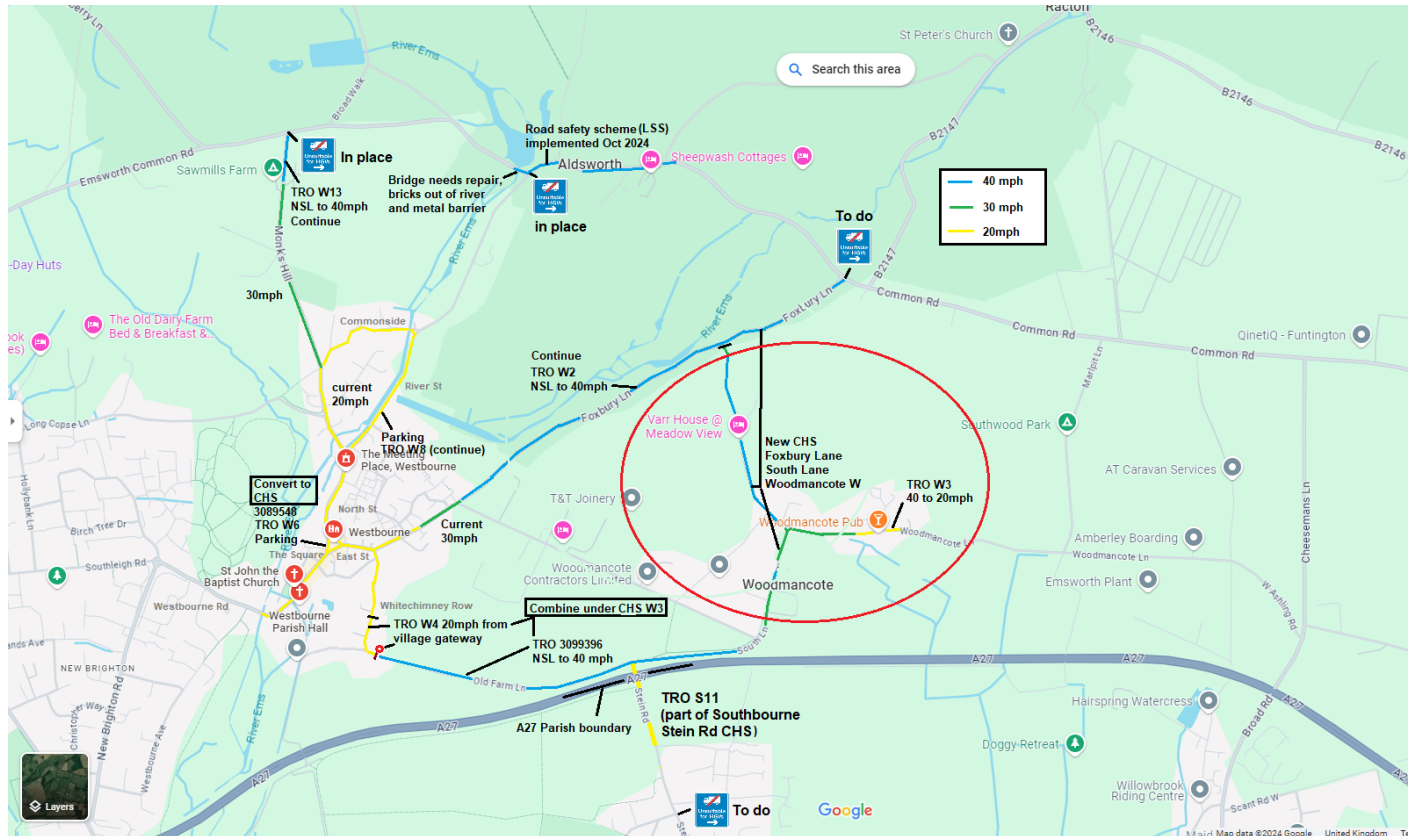
Monks Hill TRO (3822774) NSL to 40mph

Passed initial assessment, failed Detailed Assessment due to insufficient scoring in the SPACE assessment.

Other highways issues

1. Liaise directly with Southbourne Parish to put up HGV blue signs at exit of Park Road off Stein Road
2. Support Chidham in TRO for NSL to 30mph from West Ashling Road down to current boundary and 30mph past Cala Homes on Broad Road
3. TRO 3089548 / TRO W6 / CHS W12 – The Square lining and parking – combine into one CHS, apply July 2025

CHS and TRO map



Joining the West Sussex Green and Independent Alliance

Some may be wondering why I left the Lib Dems after six years to become a member of the Green and Independent Alliance. The answer is I've never really been that into politics and, with Council devolution on the horizon, Parishes are going to see even more party politics coming into play on what will be big decisions about future local services.

So, for that reason, I'm out.

I have good relationships with the Lib Dems and other parties locally (bar Reform), to ensure I can deliver the best for Bourne. By staying independent of any Party, I can best support what residents and parishes need, rather than parrot the party politics that can sometimes get in the way of delivering the maximum benefits to residents.

What I plan to deliver 2025 to 2027/8

- Bourne-wide transport and neighbourhood support services for elderly residents
- Improve support for small businesses by supporting West Sussex Growth Hub programs
- Persuade WSCC to introduce a series of new regional environmental stewardship awards
- Make sure WSCC Highways relays bad roads, cleans the gullies and fixes those potholes
- Pressure Southern Water to improve sewage capacity and reduce storm sewage overflows
- Introduce sensible speed reductions on rural and residential roads to improve road safety
- Protect local schools and libraries from cuts and ensure they get their fair share of funding
- Pressure Sussex TRO Police for neighbourhood policing and to put more police back on our streets
- Expand the Bourne Trail to help residents appreciate their local heritage and encourage exercise
- Celebrate and continue to support Thorney Island, the only permanent military base in West Sussex

Celebrating 100 Years of Libraries at the Heart of Our Communities

2025 marks the centenary of the WSCC Library Service, which began when the County Council adopted the Public Libraries Act on 13 February 1925. Since then, WSCC libraries have adapted and evolved the many ways they support our communities, always with books, reading and trusted information at the core.

Events will be taking place to celebrate the centenary at libraries around the County.

For more information see county.libraries@westsussex.gov.uk and <https://arena.westsussex.gov.uk/>

As part of our centenary year, during 2025 we will be running a series of exciting community events across our libraries. These will include murder mystery evenings, family fun days, children's activities, tea parties, talks, quizzes and author events. Library events will be listed here and regularly updated.

History of Southbourne Library

Like many libraries, Southbourne started out in the local school, where it stayed for 23 years. By 1929 there were 160 book readers and 3,300 books were issued.

The library moved into the church hall in 1948 and a children's section was established. By 1949 there were 770 book readers and 16,500 books were issued that year.

West Sussex based astronomer Sir Patrick Moore opened the new Southbourne Library in its new location on First Avenue on 3 July 1969, just days before astronaut Neil Armstrong took the first steps on the moon.



On display at the opening were a small astronomical telescope and space books written by Sir Patrick Moore, a Sussex resident, who joked that: *"A lot of what is written about space... is a load of rubbish, and I should know because I've written much of it myself!"*

- Find out more about the facilities and resources at Southbourne library – [click here](#)

Southbourne library event

Join us for some tea and cake at [Southbourne Library](#) as we celebrate 100 years of West Sussex Library Service.

- Southbourne Library Tea Party Tue 9 Sept 3.00 - 4.30pm – [click here for more information](#)
- West Sussex Record Office + online Tue 25 Mar 7:00 - 8.30pm - [100 Years of Libraries in West Sussex talk](#)
- Book your free tickets for the West Sussex record office talk - [Book your tickets here](#)

Woodland Trust Nature Emergency Scorecard

On 3 March the Scorecard will be launched, a tool designed to track and highlight local authority action on nature recovery. The Woodland Trust is calling on councils to declare a nature emergency and take practical steps to support nature and biodiversity, making use of local nature recovery strategies and of Council own land.

This initiative has been developed in consultation with national partners, including the Wildlife Trusts, to align with and support the work already being done across the sector. The Woodland Trust is seeking to work with local organisations to help encourage councils to act and raise awareness of the importance of nature recovery.

If you would be interested in sharing this initiative with your networks or exploring ways to collaborate, the Woodland Trust would be delighted to discuss this further. The Nature Emergency Scorecard is available at www.natureemergency.com, and they would welcome any feedback you may have.

Local Flood Risk Management Strategy consultation

WSCC is seeking your views in a public survey about its draft Local Flood Risk Management Strategy. Last September, we surveyed residents in West Sussex to ask about their experiences of flooding to better understand how the risks can be managed. All the comments and suggestions on flood risk management were used to develop our strategy. Now we're asking residents for their views on the draft before it goes to the next stage.

WSCC will continue to lead and support the development of the strategy under our nature environment pathway in our Climate Action and Adaption Plan. As the lead local flood authority for West Sussex, we're responsible for developing, maintaining, applying, and monitoring a Local Flood Risk Management Strategy. It will guide how we work with water companies, district and borough councils, residents, landowners and the Environment Agency to improve local flood risk management in the county, with specific actions for the next five years.

Flooding can have a devastating impact on our communities, businesses, infrastructure, and environment. The rapid pace of climate change means that the likelihood and severity of flooding is increasing. West Sussex is affected by multiple sources of flood risk, from rivers, watercourses and the sea, to surface and groundwater.

Have your say

https://links-2.govdelivery.com/CL0/https:%2F%2Fwww.westsussex.gov.uk%2Fnews%2Fwest-sussex-county-council-seeks-residents-views-on-local-flood-risk-management-strategy%2F/1/0101019518562ab1-a2474857-716a-43f4-88d0-e9914ead0641-000000/7WrjeO5c86NBUEIXd8XIT_Y0rV3LnBSpl0Li-YVzmbw=392

Sussex Police update

Despite many queries raised about increasing violent crime and ASB, with national police stats by area at odds with Sussex Police stats, the email below means it's good to know that all is Okay66 and crime is all now sorted in the Bourne area. Or at least according to your future potential 2026 Sussex Mayor, Katy Bourne...

I, for one, am not convinced Sussex Police are doing all they can from a neighbourhood policing perspective to tackle crime. Amongst others I will keep pushing hard for more community policing in Sussex with devolution.

Dear Councillor Kerry-Bedell, Thank you for your email of 17 February 2025 and for writing to Katy Bourne, Police and Crime Commissioner for Sussex.

We have been in touch with the District Commander and members of the Neighbourhood Policing Team who have responded to your concerns within previous correspondence. It is felt that the Bournes continue to be a safe place to live, work and visit with no alarming spike in crime or ASB. As such, there is nothing further that we can contribute at this time.

Kind regards.

Stephanie Hallin, Public Confidence Strategic Support Manager
Office of the Police and Crime Commissioner for Sussex

Parish contributions to the Bourne Bus

Beneficial changes to bus operation finances are being discussed with Parishes that involve changing the licence under which the bus operates, which will generate around £8,500 PA in bus pass rebates. This should bring the bus to within around £4,000 PA of break-even (excluding management charges) which is a substantial reduction and helps ensure the long-term security of this valuable transport for local residents.

Critical annual Parish contributions towards the running of the bus are due on 1st June 2025.

It would be useful if you could confirm you are willing to contribute the same amount as you did last year, and plan to vote on any contributions in advance of June, so we can budget accordingly.

Reducing Parish speeding through Speed Watch Groups and SID data

Stephen O'Connell at Sussex Police manages speed enforcement and 320 Speed Watch Groups (SWG) in Sussex, as well as helping support school speed initiatives and WSCC responses for requests for road speed reductions.

After a review with Steve regarding the four Westbourne SWG locations and SID data, he indicated that there are currently no SWGs for Chidham and Hambrook, Southbourne, Compton or Stoughton Parishes.

For Parishes interested Steve would be happy to talk them through the SWG requirements which only need 5 Parish volunteers + about an hour of training. He is running a SWG training and education session in April.

SWGs are invaluable in reducing Parish road speeds and they really do work in reducing speeds on local roads:

- 95% of motorists that get a letter from Sussex Police after being caught by an SWG do not reoffend in speeding anywhere in the Police South region in the following 12 months of their offence.

Other myths about speed watch groups

- Speed watch groups can also add abusive behaviour, dangerous driving, mobile phone use and lack of seatbelts via their body cameras and through the Operation Crackdown portal.
- Unlike speed cameras, SWGs do not need to have signs out saying they are operating on local roads

Steve also indicated that with Sussex Police having pulled out of the Sussex Safer Roads Partnership with WSCC and other Councils there would be initiatives to replace this which will be announced at the end of March.

In the last 12 months there has been failure of many speed reduction TRO applications mainly due to the lack of corroborating data held by Sussex Police. Parishes know that the lack of speed related incidents logged on the Sussex Police database is hardly surprising, given many speed related incidents occur at night, in bad weather, or due to other factors such as drink or drugs, where the owners do not want their vehicle to be logged.

With modern safer cars, there are also fewer injuries involved in these incidents, and WSCC has also said only one in 10 vehicle accident injuries makes it onto the Police KSI injury database to support a TRO application. So the result of these many speed related incidents is simply a vehicle insurance claim and the owners of walls, as well as Parishes and WSCC for the many village and other signs that get knocked down, having a repair bill.

Parishes appear to have been given the majority of burden of proof to get speed reductions enforced on their roads, and SID data is invaluable in this. Steve has a data analysis and accident triage team that meets regularly. They are happy to review all Parish SID data quarterly as a DAT or CSV file. This is invaluable, given the lack of road traffic police presence, and all data reported to Steve then goes onto the main Sussex Police database. SID data can then directly support future TRO and CHS applications for reduced speeds on all Parish roads.

Sussex Police is also trialling new technologies such as drones 1,000 foot up to catch the rear plates of speeding motorcyclists. They are also acquiring 6 new roadside speed vans, one of which was seen near the Travellers Joy.

Options to reduce speeds on Parish roads in general order of effectiveness:

1. Speed Watch Groups – 95% effective in reducing road speeds in selected problem locations
2. SIDs (smiley / happy face) – you can also send quarterly data to Sussex Police for analysis and logging
3. WSCC TRO or CHS applications to reduce speeds on a given stretch of road or residential area
4. Average road speed cameras (very effective as used on the A27 but £100k each)
5. Roadside speed vans (temporary only but only on main roads like the A259)
6. Speed cameras (£50k and, once their site is known by drivers, relatively ineffective)

Sales - Quote

Ms. Clare Kennett
Westbourne Parish Council
53 Skylark Avenue
Emsworth, Hampshire
PO10 9GB

Quote No. SQ303978-1
Sell-to Contact No. C104666
Quote Date 17-02-2025
Expiration Date 19-03-2025

Sales Support Email Erin Jamie
erijam@kompan.com

Project Name EN366644 Westbourne Parish Council

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-IM-INT-INSPECT	Kompan Operational Inspection July 2025	1	Pieces	159.74	159.74
EN-INSPECTION	Annual Inspection October 2025	1	Pieces	238.47	238.47
EN-IM-INT-INSPECT	Kompan Operational Inspection January 2026	1	Pieces	159.74	159.74
EN-IM-INT-INSPECT	Kompan Operational Inspection April 2026	1	Pieces	159.74	159.74
				Total GBP Excl. VAT	717.69
				20% VAT	143.53
				Total GBP Incl. VAT	861.22

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

KOMPAN Standard Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered by KOMPAN. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:

Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:

For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of the KOMPAN equipment value for standard and variant products at the point of order and requires pre-payment prior to release into production. The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory, payable within 30 days from invoice date.

Bespoke products created by KOMPAN Design Studio are invoiced 100% at the point of order and require pre-payment prior to release into production.

The remaining order value will be invoiced upon project completion, payable within 30 days.

If credit terms cannot be offered, then the Customer will be invoiced for 100% of the KOMPAN equipment value at the point of order, having 5 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

House Builders/Developers:

Invoiced for 100% of the KOMPAN equipment value at the point of order, having 30 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.



Westbourne

Parish Council

Westbourne Spring Clean Day – please read carefully

You should work in pairs and watch out for each other, especially at the road side.

Parents/carers must take responsibility for children

Do not attempt to pick up or handle anything you do not feel competent or safe to handle.

Consider all the risks and hazards in the work area, e.g. hazardous waste, broken glass, dog waste, vomit, needles, condoms and roads/cycle ways, thorny bushes, low branches, uneven ground, hidden banks etc.

Do not pick up any needles. Report them and their location on return to base.

Do not overfill collection bags. When full to a safe level, tie them and leave them in a safe but visible place for collection later.

A risk assessment has been carried out and a copy is available at the event.

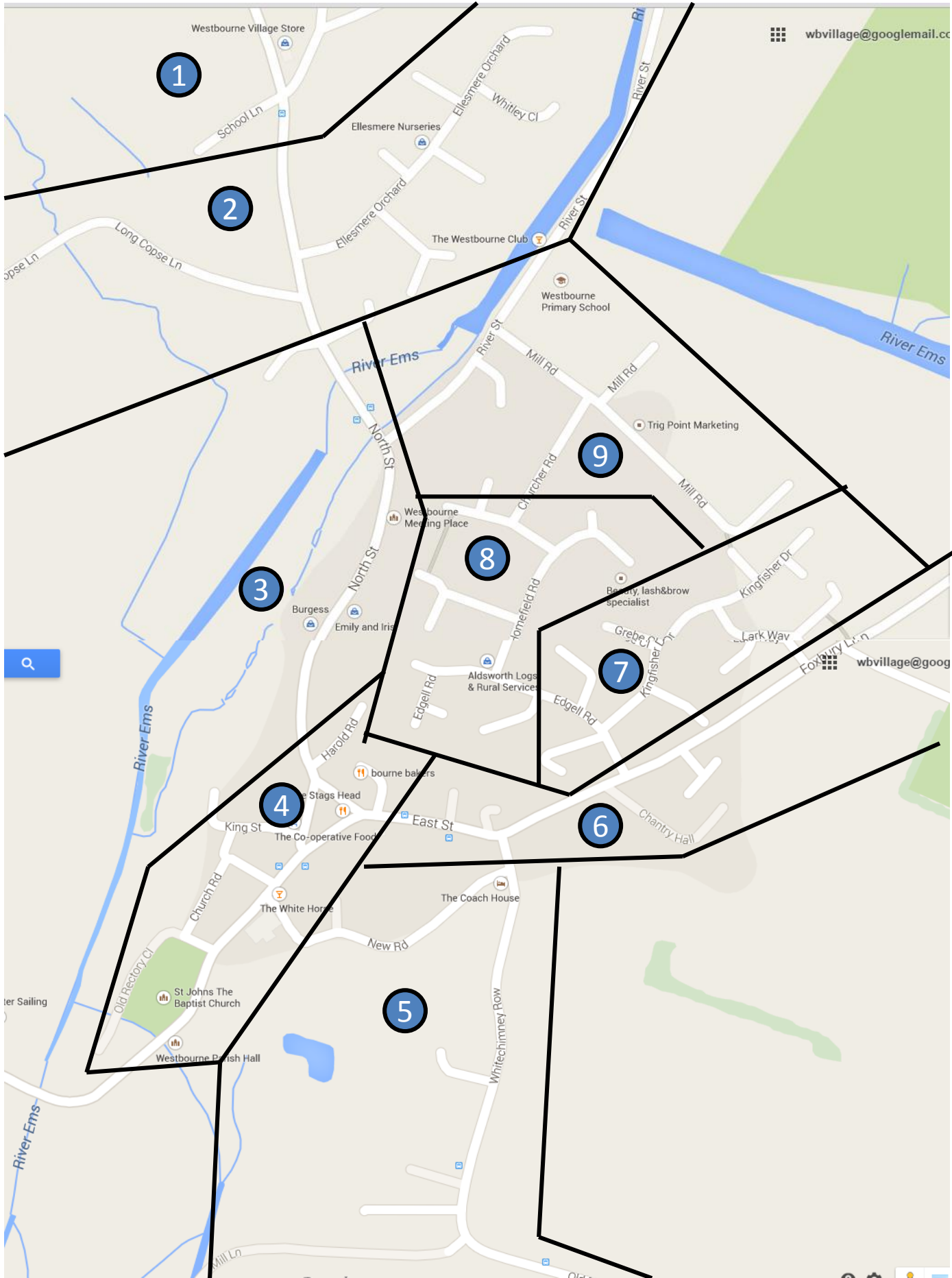
If you have any questions or problems, please contact the Parish Clerk on 07775 654 483.

The plan is to return to The Meeting Place, North Street at 4pm for refreshments.

It's always difficult to estimate the amount of effort or rubbish you will actually find as you go around. This is a voluntary effort on your part and you must not feel under any pressure to complete your zone!

Thank you for your special efforts at Westbourne's Spring Clean Day.





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wbvillage@googlemail.co

wbvillage@googlemail.co

ANYTOWN – Risk Assessment for Volunteer Litter Picking.

This form should be completed by the lead volunteer before the start of any litter pick. You will see that the points below are just common sense and are worth considering to ensure your event runs as smoothly and safely as possible.

As the organiser of the litter pick you should ensure that all volunteers know the risks and understand the control measures before clearing any litter. It is sensible to address all volunteers and introduce yourself as the lead volunteer/organiser, so they know who to go to with questions/to report an incident. You should also check that all volunteers know what equipment they must use and what area they may clean up. Also advise that a copy of the risk assessment is available on request.

Name Westbourne Parish Council	Date 06/04/2025	Phone 07775654483	Location of Clean Up Westbourne village
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Before starting your clean up ensure all volunteers:

- Have the correct Personal Protective Equipment (PPE) – e.g. suitable gloves, hi-viz vest, sensible footwear, weather appropriate clothing etc.
- Have the correct equipment – e.g. litter grabbers, plastic bags, dog waste bags, brush, shovel etc and know how to use the equipment.
- Consider all the risks and hazards in the work area, e.g. hazardous waste **such as Asbestos**, broken glass, dog waste, vomit, needles, condoms and roads/cycle ways, thorny bushes, low branches, uneven ground, hidden banks etc.
- Know the work area and how to report incidents or hazardous or unidentified waste, where to get first aid, meet on completion, deposit bags of waste and mark bags containing sharp material e.g. broken glass.
- **If hazardous waste, or suspected hazardous waste, is found it must be left in-situ and must not be touched. Inform the District Council of the location of the waste for them to arrange for removal.**

Use the table below to score the risks in the **Risk Assessment Table**.

Likelihood (a)		Severity (b)		Magnitude = a x b
Certain	5	Fatality	6	2 x 3 = 6
Probable	4	Serious Disablement	5	i.e. LOW RISK
Even Chance	3	Sprain, Major Cuts/Bruises	4	High Risk = 21 to 30
Possible	2	Minor Cut/Strain	3	Medium Risk = 11 to 20
Unlikely	1	Minor Bruises/Grazes	2	Low Risk = 2 to 10

Risk Assessment Table

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	Score	Risk
Needles	Cuts & infections	<ul style="list-style-type: none"> • Leave alone & report to event organiser to dispose of in sharps container using litter grabber, or report to council for removal. 	Seek medical attention where appropriate.	2x3=6	LOW
Broken glass, sharp/rusty edges	Cuts & infections	<ul style="list-style-type: none"> • Suitable gloves to be worn at all times. • Use litter grabbers to pick up sharp litter. • Broken glass or other sharp objects should be swept onto a shovel or picked up with a scoop or litter picker • It is recommended that participants should have up to date tetanus protection. 	Seek medical attention where appropriate. Thoroughly wash any cuts or abrasions as soon as possible, however minor.	2X3=6	LOW
Heavy/awkward to handle rubbish	Pulled muscles & strains	<ul style="list-style-type: none"> • Assess the weight of any load before handling. Extreme care to be taken, use good lifting practices and share the load with an appropriate number of people. • If too heavy to handle leave the object in place and report it to the organiser to arrange removal by the council. • Do not leave sacks of litter or sweepings where they will be danger. 	Stop immediately if suffering any pain or discomfort. Seek medical attention if the ill effects persist.	2X3=6	LOW
Asbestos, batteries & miscellaneous chemicals	Potentially dangerous depending on condition	<ul style="list-style-type: none"> • Do not approach or remove any potentially hazardous waste. • Report to the council for disposal. 	Seek medical attention if exposed to pesticides, insecticides or other chemicals – record any label details.	2X3=6	LOW
Ground conditions	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> • Avoid dangerous areas and choose the safest possible route over difficult ground. • Instruct volunteers to wear suitable footwear. 	Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention for any serious cuts, bruises or strains.	2X4=8	LOW
People, lone working	Physical or verbal assault	<ul style="list-style-type: none"> • Be aware of aggressive and difficult people. • Withdraw rather than face conflict. • Do not work out of sight of others in the group. 	Seek medical attention following any assault / injury.	2X3=6	LOW

		<ul style="list-style-type: none"> Organiser/section leader to have mobile phone. Keep together and stay off private property. 			
Animals – Domestic, wild & farm	Lymes Disease carried by animal ticks & bites/scratches from animals	<ul style="list-style-type: none"> Wear appropriate clothing. Wear appropriate clothing Beware of loose dogs. Avoid contact with animals. Avoid contact with animal faeces. 	Seek medical attention as soon as possible after being bitten or scratched. Wash hands immediately after contact with faeces. Avoid touching eyes or mouth.	2X4=8	LOW
Waterside diseases	Weil's Disease from rat's urine	<ul style="list-style-type: none"> Do not touch dead animals. Cover any cuts or sores with a waterproof plaster before carrying out a litter pick. Avoid getting hands wet in rivers, ponds or canals. 	Seek medical attention where appropriate. Thoroughly wash any cuts or abrasions as soon as possible, however minor	2X4=8	LOW
Dog faeces	Toxocara canis	<ul style="list-style-type: none"> Do not touch dog faeces. Always wear gloves and use a shovel when removing dog faeces. 	Thoroughly wash your hands. Thoroughly wash any cuts or abrasions as soon as possible, however minor. Seek medical attention where appropriate.	2X4=8	LOW
Adverse Weather Eg Thunder storms	Various health issues	<ul style="list-style-type: none"> Cease work in inappropriate conditions. Avoid working in extreme conditions. Dress for conditions & carry additional clothing. In the event of extreme weather conditions the litter pick should be postponed or abandoned 	Seek medical attention where appropriate.	2X3=6	LOW
Cliffs and, steep slopes	Falls leading to sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> Instruct volunteers to stay away from these areas. Avoid picking on or close to the edge of cliffs, steep slopes etc and below unstable cliffs & slopes. Take weather conditions and possible weather changes into account. Seek medical treatment in the event of injury. Take account of tides. 	Seek medical attention where appropriate.	1X4=4	LOW

Electric fences	Electrocution	<ul style="list-style-type: none"> • Always assume electric fences are live. • Warn volunteers not to touch electric fences 	Seek medical attention where appropriate.	2X3=6	LOW
Water, marshes, bogs	Hypothermia, drowning.	<ul style="list-style-type: none"> • Avoid banks, especially if they appear unstable. Always work in pairs if close to water. • Shower and change into warm dry clothing if immersed. • Never allow children to work in these areas. • Adults should be cautious & non-swimmer must not litter pick near water 	Seek medical attention where appropriate.	2X3=6	LOW
Hedges, fences, walls, ditches		<ul style="list-style-type: none"> • Take care when climbing stiles particularly in wet weather. • Avoid climbing walls, ditches and fences. • Stay within the nominated location. 		2X3=6	LOW
Tools, equipment		<ul style="list-style-type: none"> • Team to be shown how to use equipment if appropriate. • Allow sufficient working area for the correct and safe use of the tool. • Use appropriate protection • First aid training. • Have first aid kit available. • Volunteers must use the equipment provided and as instructed. 	Obtain medical attention in the event of injury.	2X3=6	LOW
Trees, shrubs	Trips, cuts & eye pokes	<ul style="list-style-type: none"> • Be alert to the risks and keep a look out for hazards. • Be aware of low hanging branches and exposed tree and shrub roots. 	Obtain medical attention in the event of injury.	2X3=6	LOW
Irritants, dangerous plants	Poisoning, skin irritations or allergic reactions	<ul style="list-style-type: none"> • Wear the gloves provided. • Beware of dangerous plants and possible adverse reactions. • Wash thoroughly on completion of such operations. 	Seek medical attention for unusual or suspicious symptoms after contact with vegetation.	2X4=8	LOW

On Completion of the Litter Pick Ensure:

- Everyone washes their hands thoroughly as soon as possible after the litter pick and before taking any food or drink.
- Any wounds are redressed after cleaning and disinfecting if there has been any contact with water.
- Volunteers carry out a personal inspection for cuts etc.
- That the area covered is inspected to see if there is any hazardous material still present. If so record for reporting to the Council.
- All volunteers have reported back and all equipment is collected back in.
- All rubbish for collection has been left in the arranged pick up site.
- Any bags containing sharp material, eg broken glass, have been marked using the spray can.

Detailed Receipts & Payments by Budget Heading 28/02/2025

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	133,264	133,264	0			100.0%	
1080 Bank Interest	2,018	0	(2,018)			0.0%	
1090 Misc Income	24	0	(24)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	500	500	0			100.0%	
Income :- Receipts	136,006	133,964	(2,042)			101.5%	0
Net Receipts	136,006	133,964	(2,042)				
<u>110 General Admin & Disbursements</u>							
4000 Clerk's Salary - Gross	22,997	26,000	3,003		3,003	88.4%	
4010 Employer National Insurance	1,723	2,500	777		777	68.9%	
4030 Employers Pension	4,297	5,500	1,203		1,203	78.1%	
4060 Travelling (Clerk)	15	75	60		60	20.3%	
4065 Home Used as Office	286	320	34		34	89.4%	
4070 Chairman's Expenses	193	200	7		7	96.4%	
4075 Councillor's Expenses	0	200	200		200	0.0%	
4080 Courses & Publications	5	500	495		495	1.1%	
4085 External Audit	420	450	30		30	93.3%	
4090 Internal Audit	367	500	133		133	73.5%	
4095 Legal Advice & Professional	0	1,500	1,500		1,500	0.0%	
4105 Information Commissioner Office	35	35	0		0	100.0%	
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	1,421	1,550	129		129	91.7%	
4125 Hall Hire /Zoom Meeting Expens	800	600	(200)		(200)	133.3%	20
4130 Stationery / Printing	230	250	20		20	91.8%	
4135 Postage / Po Box Address	360	350	(10)		(10)	102.9%	
4140 Mobile Phone	298	200	(98)		(98)	149.0%	
4145 Payroll Services	465	0	(465)		(465)	0.0%	
General Admin & Disbursements :- Indirect Payments	34,643	42,830	8,187	0	8,187	80.9%	20
Net Payments	(34,643)	(42,830)	(8,187)				
6000 plus Transfer from EMR	20	0	(20)				
Movement to/(from) Gen Reserve	(34,623)	(42,830)	(8,207)				
<u>120 Running Costs</u>							
4200 Westbourne Cemetery	12,348	12,348	0		0	100.0%	

Detailed Receipts & Payments by Budget Heading 28/02/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Ground Maintenance - Monks Hill	9,418	10,000	582		582	94.2%	
4210 Closed Churchyard Maintenance	738	4,000	3,263		3,263	18.4%	
4215 Ground Maintenance - Mill Road	3,693	10,000	6,307		6,307	36.9%	
4220 Playground Defib Inspections	1,895	2,500	605		605	75.8%	
4225 Playground Inspections	976	1,300	324		324	75.1%	
4230 Street Light Maintenance	1,525	1,400	(125)		(125)	108.9%	
4705 Plant /Soil Flower Troughs	98	100	2		2	98.1%	
Running Costs :- Indirect Payments	30,691	41,648	10,957	0	10,957	73.7%	0
Net Payments	(30,691)	(41,648)	(10,957)				
<u>130 Subscriptions, S137 / S147</u>							
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	240	229	(11)		(11)	104.8%	
4315 British Legion Poppy Appeal	65	65	0		0	100.0%	
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	275	500	225		225	55.0%	
4355 Final Straw Foundation	100	100	0		0	100.0%	
Subscriptions, S137 / S147 :- Indirect Payments	2,375	2,586	211	0	211	91.8%	0
Net Payments	(2,375)	(2,586)	(211)				
<u>140 Capital Schemes</u>							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	11,000	4,000	(7,000)		(7,000)	275.0%	11,000
4420 Fingerpost Signs	270	500	230		230	54.1%	10
4425 Office Equipment	0	100	100		100	0.0%	
4430 Tree Survey/Surgery	1,208	1,500	292		292	80.6%	
4435 Speed Indictor Devices/CSW	424	0	(424)		(424)	0.0%	424
4440 Defibrillators	398	500	102		102	79.6%	
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	6,587	3,000	(3,587)		(3,587)	219.6%	
Capital Schemes :- Indirect Payments	20,887	16,100	(4,787)	0	(4,787)	129.7%	12,434
Net Payments	(20,887)	(16,100)	4,787				
6000 plus Transfer from EMR	12,434	0	(12,434)				
Movement to/(from) Gen Reserve	(8,453)	(16,100)	(7,647)				

Detailed Receipts & Payments by Budget Heading 28/02/2025

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	346	3,400	3,054	0	3,054	10.2%	0
Net Payments	(346)	(3,400)	(3,054)				
<u>160 Communications</u>							
4600 Community Consultation	17	250	233		233	6.8%	
4605 Newsletter /Printing Communica	1,867	3,500	1,633		1,633	53.3%	
4610 Website Hosting & Email Acc	361	500	139		139	72.1%	
Communications :- Indirect Payments	2,245	4,250	2,005	0	2,005	52.8%	0
Net Payments	(2,245)	(4,250)	(2,005)				
<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	61,666	15,000	(46,666)		(46,666)	411.1%	61,666
Contingency Fund :- Indirect Payments	61,666	22,550	(39,116)	0	(39,116)	273.5%	61,666
Net Payments	(61,666)	(22,550)	39,116				
6000 plus Transfer from EMR	61,666	0	(61,666)				
Movement to/(from) Gen Reserve	0	(22,550)	(22,550)				
<u>999 VAT Data</u>							
515 VAT on Payments	193	0	(193)		(193)	0.0%	
VAT Data :- Indirect Payments	193	0	(193)	0	(193)		0
Net Payments	(193)	0	193				
Grand Totals:- Receipts	136,006	133,964	(2,042)			101.5%	
Payments	153,044	133,364	(19,680)	0	(19,680)	114.8%	
Net Receipts over Payments	(17,038)	600	17,638				
plus Transfer from EMR	74,120	0	(74,120)				
Movement to/(from) Gen Reserve	57,081	600	(56,481)				

Westbourne Parish Council, 13 March 2025

Agenda item 14: 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 March 25	15.00	12.50	2.50
BACS	Confidential payments March 25	1,750.23	1,750.23	0.00
BACS	WSCC LGPS Feb 25	514.80	514.80	0.00
	Microshade cloud storage and email			
BACS	accounts March 2025	131.21	109.34	21.87
BACS	MS 365 March 2025	9.72	8.10	1.62
	The Meeting Place room hire for Annual			
BACS	Parish Assembly	49.00	49.00	0.00
	Westbourne Community Trust multi-use			
BACS	games court fencing	30,000.00	30,000.00	0.00
BACS				
		32,469.96	32,443.97	25.99
Payments for retrospective approval				
BACS	GM Support playground inspections	100.00	100.00	0.00
		100.00	100.00	0.00

Westbourne Parish Council, 13 March 2025

Agenda item 15: Correspondence list

- Request from resident for horse warning signs on Long Copse Lane.
- Minutes of the Bourne's Forum held in January where Southern Water gave a presentation on local issues.
- Consultation on the government's proposal on Sussex and Brighton local authority devolution <https://www.gov.uk/government/consultations/sussex-and-brighton-devolution>