

**14 February 2019, Westbourne Parish Council
Agenda item 12: Committee/Working Group reports**

Finance and General Purpose Committee: Cllr Hitchcock

A request for a Precept of £93,166.00 for financial year 2019/20 has been submitted to Chichester District Council.

Planning Committee: Cllr Briscoe

It's been a busy start to 2019 an additional Parish Council meeting was held late January mainly to discuss the Revisions to the Chichester Local Plan which will potentially have consequences for our Parish.

Some of the revisions are good and others much less so; We had to make separate comments on the prescribed forms for each of our observations, in all 9 forms were submitted the first 2 as a result of our meeting with CDC Planning Policy officers.

The comments related to;

Policy S7	Gypsy/Traveller and Traveling Showmen (GTTS)
Policy DM5	GTTS
Policies S1 to S6 inclusive	Settlement and Housing Issues
Policy DM4	Community Land Trusts affordable housing
Policy S9	Shopping Centre Hierarchy
and 10	Complimentary policy toward S9
Policy S30	Biodiversity
Policy DM9	Wildlife Corridors
Policy SA13	Southbourne

Key: Green Support, Red Object and Black just comment and observation. Copies can be found as annex to this report. Annex A

Along with these we also submitted a report to substantiate our observations on Policies S7 and DM5. Annex B

At that meeting we also discussed a new planning application which Havant are considering for Houses off Westwood Close, right up to our boundary, there have been a number of applications by a developer at this site and this was a reduction in the number proposed however the site remains the same size. We decided to reiterate our objection with a couple of additions including the proposal that CDC have for a wildlife corridor along this stretch of the River Ems. The site is also being considered by the EA as a flood alleviation area, which if housing were built would be impossible. Our Objection has duly been submitted.

It is important to recognise if we as a Parish Council can assist the LPA through our local knowledge we should do so, we are your voice at any Planning Committee Meeting and will represent your views whenever we can. That doesn't mean to say you shouldn't write in Support of or Object to an application yourself, comments can be made through the Planning Portal via;

<http://www.chichester.gov.uk/viewplanningapplications>

This also applied to if you have concerns about a Planning Enforcement issue you should report it as soon as you can so it can be investigated. If you have concerns

then let us know and we can report it on your behalf.

<http://www.chichester.gov.uk/planningenforcement>

Still awaiting the start date for the appeal by Mr Sullivan against the Enforcement Notices served regarding his use at the Old Army Camp at Cemetery Lane we as a PC have agreed to employ a Planner to represent us at the Public Enquiry. We will also look at a Highways engineer to support us as well. It is important we do everything possible to protect the Village from Industrialisation which is what is happening on the site.

Recreation, Leisure and Amenities Committee: Cllr Ricketts

On the 5th February at 12 noon I met up with Jill from Playdale and discussed the proposed Rota Bounce piece of play equipment, this will replace the stand alone monkey bars that as I have said before are sadly at the end of their serviceable life. The required area for this piece of equipment is 7 meters round, and I'm pleased to say we meet that criteria. Jill hopes to get me the price within a week, so hopefully I will have that by Thursdays PC meeting. I have asked for the same rubber base as the multi-play, this of course adds cost but its semi- permanent and maintenance free.

I have obtained prices for the following;

1. Concrete path at the bottom of the field at Monks Hill Village Green to allow access from Covington Road. This will enable all parishioners ease of passage when the weather is not at its best. This path will be around 18m x 1.2m.
£2356
I have had this price verified by an independent builder and he regards this as a good price for what will be undertaken.
2. Erection of two goal posts. Set at a depth of 500mm with ground levelled. These will be 3/4 size to prevent regulation football which would require changing facilities if we were to be challenged.
£490.
3. The installation of three picnic benches (probably Marmax) secured to concrete base and grass crete.
£3200.
The price for three Marmax picnic benches is currently £949 + VAT.

There is also a quotation for some tree cutting.

All quotations and specifications are available on request.

Public Services Committee: Cllr Briscoe

Parish Council initiative to move the Monks Hill 30mph limit beyond the Children's Playground. The saga continues with no support from Highways, I will pursue this through our MP Gillian Keegan and get her to press the Department of Transport to issue additional guidance to Local Highway Authorities.

Highways Engineer Mike Dare has looked at the locations we suggested to prevent/deter HGV's coming through the village and he has just about point blank refused all but one. That one is at the top of Stein Road which should deter large vehicles using White Chimney. The good news is that they have agreed to pay for it. I will look at other ways we could possibly use signage to stop these HGV's using our village as a cut through. Even though Foxbury Lane is only 4.1m wide at some points it is classed as a 'B' road, therefore considered suitable for HGV's. The Highways stock answer appears to be, "No, what's the question."

A planter to stop inconsiderate parking outside the Picture Framing Shop, yes you guessed, No. They did qualify that with its part of the Highway and you can't put things in the Highway to cause an obstruction. Let's see if we can get them to agree a remodelling of the Square----**does anyone know a Highways engineer that might be able to help?**

'Gateway's' painting of thresholds into the village to be discussed, agreed in principle but requires the Belstan Co. to come up with a schedule of work, I have requested this and am awaiting their response---Still Waiting. The Gateway that was knocked over by a HGV on Foxbury Lane is being put back up on the 18th, Highways agreed to do it free of charge when they put the 30mph sign back up.

Buses; WSCC have reached a decision of which we are grateful the No.54 bus through Westbourne has been retained we would urge you to use it as much as possible

Westbourne Taxi-bus, this seems to have been well received and appears to be working quite well except we're taking more people out of Westbourne than are coming back-----if there is an issue with the return time please let me know and if we can tweak it we will.

Still awaiting a response from First Bus Portsmouth regarding the possibility of re-routing the No27 bus from the Roundabout at Southleigh into the Square at Westbourne before returning to its original route to Havant. Had an acknowledgement but that's it so far and I have been told that service is under review for either cutting or reducing its timetable.

Also, still awaiting WSCC decision regarding consideration of subsidising the Taxi-Bus Service, but as the idea is to reduce funding, I'm not holding my breath.

Our thanks to The Community Speedwatch team it appears to be performing well and hopefully re-enforcing and focusing drivers minds to the 20mph and 30mph speed limits in the village.

If you are interested in helping please contact David Mack. He is also looking at the possibility of some vehicle activated signs (VAS) we can put up at strategic places in the village to warn drivers of their speed. He has made an application for funding.

If you have any concerns regarding issues around the Parish please contact us, if we don't know about them, we can't do anything about it. We endeavour to make our Village and the Parish the best it can be, within the financial constraints faced.

If I've missed anything please feel free to come along to the Parish Council Meeting and raise the subject on Thurs 10th Jan 2019 at the Meeting Place, North St.

Communications Working Group

The next edition of the newsletter will be distributed in March. Please send any ideas for articles to the Clerk.

The new website and email system are now in place and working well. It is therefore proposed that the Communications Working Group is closed and any work that would have been carried out by this Group is considered as business as usual and undertaken as required.

Neighbourhood Plan Steering Group: Cllr Hitchcock

No further update.

WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE

MONTHLY UPDATE REPORT for February 2019

Westbourne & Southbourne Joint Burial Committee (JBC) Meeting

The last Joint Burial Committee Meeting was held on Tuesday 15th January 2018. The main Agenda item of this meeting focussed on approval of quotations in order to proceed with the renovation works to Cemetery Lodge. (Note: The Clerk to JBC advises that the property at the Cemetery should be formally referred to as Cemetery Lodge and not Cemetery Cottage.)

Westbourne & Southbourne Joint Burial Committee

The Clerk to JBC has now forwarded the information requested by the solicitor acting on behalf of Westbourne and Southbourne Parish Councils. Both Parish Councils will be advised as soon as there is any further progress to report.

Funding for Westbourne & Southbourne Joint Burial Committee by Westbourne and Southbourne Parish Council for Financial Year 2019/20

The Budget for 2019/20 for funding for Westbourne & Southbourne Joint Burial Committee from Westbourne Parish Council was approved at its meeting on Thursday 10th January 2019.

Cemetery Lodge

The Contractors to undertake the works to Cemetery Lodge have all been appointed and the renovation works started during the week commencing 21st January 2019. The scope of the electrical works has now been extended to include a total rewire of the property.

It is anticipated that with current progress the whole renovation project should now be completed by early April 2019.

Utilities for Cottage and Cemetery

Ongoing - Costs are being sought to run separate utilities to the Cemetery which are separate from the Lodge.

Tree Works

The tree works highlighted in the recently completed Tree Audit and Survey were undertaken at Westbourne Cemetery on 24th, 25th and 28th January 2019.

Cremation Plots

A new row of seven cremation plots has now been created.

Cemetery Extension

The first stage of this project is now underway through our Consultants. The Consultants have now been instructed to proceed with the second stage to be progressed alongside the first stage.

Cemetery Management

Following identified issues in respect of earth remaining piled up on a number of graves in the Cemetery several years after burial and also the presence of stones and poor-quality soil prohibiting the growth of grass over the grave, the Clerk has worked closely with the gravediggers to tighten up on their processes in order to minimise future problems.

An audit has been carried out of those graves affected and also those graves which need planting and excessive adornments removed. These not only present difficulties for the grounds maintenance contractors but are also unsightly. The Joint Burial Committee has agreed that a programme of works at the beginning of the next financial year will be undertaken to level and clear the graves as required. All keepers of affected graves, if current contact details are held on record, will be informed in advance of these works and there will also be notices at Westbourne Cemetery and hopefully at other prominent places in the Parish.

Following a period of rainfall the access through the pedestrian gates from Cemetery Lane becomes very muddy underfoot. Past remedial repairs have not provided a long-term solution to the problem. The grounds contractors have been approached to make recommendations for possible solutions.

A new lockable headed noticeboard is to be installed at the main gates to the Cemetery to replace the existing sign which as well as being rotten now gives incorrect contact details.

Memorial Stability Test

This test has been planned to be undertaken at the beginning of the next financial year. The Clerk is waiting to be advised of the date for this.

Report compiled by
Caroline Davison
Clerk to Westbourne & Southbourne Joint Burial Committee



Gale Tree Consultancy

Tree Condition Report

Westbourne Parish Council

January 2019

Client	Clare Kennett Clerk to Westbourne Parish Council 53 Skylark Avenue Emsworth PO10 7GB
Location	Monk's Hill Recreation Ground, Mill Road Recreation Ground and Mill Road Allotments
Date of Inspection	9 th -10 th January 2019
Inspector	Andrew Gale <i>Dip Arb L6 (ABC) M.Arbor.A</i>
Our Reference	TCR/130/19

Instructions Received

I have been instructed by Clare Kennett to undertake an inventory of the tree stock located within the grounds of Monk's Hill Recreation Ground and Mill Road Recreation Ground, including the allotment site.

The aim of the tree condition report is to inspect, plot and comment on the trees condition to ascertain whether either as a whole or their parts, may fail and cause damage to persons or property.

General Description

Monk's Hill Recreation Ground is located to the north of Westbourne off Monk's Hill. A car park and lay-by are located along its western flank with an enclosed play area in its north west corner. The southern boundary line is bordered by residences with an access track along its east boundary line that serves the Cricket Club to the north east. The remaining northern boundary line borders a single dwelling and its ground.

Mill Road Recreation Ground and Allotments is accessed off Mill Road with residences along its southern and western boundary line. The northern boundary line borders agricultural land with access to the allotments to the east. Located within the northern area of the recreation ground is a playground, skate park, basketball court and seating area.

Method of Inspection

The principal objective of the tree condition report is to identify, plot and tag all trees, assess whether they, or parts of them, appear to be in a hazardous condition and to advise remedial action to reduce the risk they could pose to those persons using the Recreation Grounds and Allotments.

All trees were subject to ground level visual assessment of external features in line with the 'Visual Tree Assessment' method described by Mattheck & Breloer (Body Language of Trees, Department of the Environment Research for Amenity Trees publication No. 4 1994).

A plastic headed mallet was used to 'sound' the stems as an initial indication of the presence of decay and a thin steel rod used, where required, to assess the depth of decay in cavities and concavities between buttress roots.

Tree Number and Identification



All trees were tagged with a white identification tag and placed in a prominent position on the stem at an approximate height of 2m; the long nail allows for the tree to grow whilst the tag remains in place.

The trees were plotted on site plans which is attached separately.

A number of digital photos were taken at the time of inspection, some of which are included in the report for information – see Appendix 1.

Results of Inspection Monk's Hill Recreation Ground

Tree No.	Tag No.	Species	SD	H	Crown Spread				Age Class	Comments	Recommendations	Priority
					N	E	S	W				
T1	71	Cherry	280	11	3.6	2.2	1.4	4.4	EM	Canker 50mm from attachment on limb at 1.8m heading west	Remove limb	HS2
T2	72	Ash	515	12	4.1	5.2	6.7	5	EM	Occluding wound south at 2.0m. Deadwood and truncated branches in crown.	Remove deadwood greater than 25mm in diameter Remove truncated branches	HS2
T3	73	Red Oak	265	12	4.2	2.1	1.7	3.6	SM	Included union c. 6m	None	n/a
T4	74	Ash	34	12	4.2	4.4	3.2	2.9	SM	Deadwood over playground	Remove deadwood greater than 25mm in diameter from over playground	HS2
T5	75	Cherry	320	10	2	3.5	4.6	1	EM	Decaying branch stub wound ne side c.1.4m	None	n/a
T6	76	Ash	100	5.5	1.2	2.3	2.5	1	Y	Twin stem with co-dominant union Low branches over playground represent hazard (eye/head injury) Declining leader on north stem	Crown lift but consider removal	HS1
T7	77	Crab Apple	170	4	2	2.9	2.8	1.2	M	Twin stem	None	n/a
T8	78	Rowan	150	3.8	1	1.7	1.5	1.7	SM	Stem bifurcates c. 1.2m NE stem has bark layer removed but cambial zone remains	None	n/a
T9	79	Ash	100	6.5	1	1	1	1	Y	None	None	n/a
T10	80	Ash	190	8.3	4	4	3.5	4	SM	Multi- stem with some co dominant unions	None	n/a

Gale Tree Consultancy

Tel: 01798 875731 | Email: office@galetreeconsultancy.co.uk | Web: galetreeconsultancy.co.uk

Tree No.	Tag No.	Species	SD	H	Crown Spread				Age Class	Comments	Recommendations	Priority
					N	E	S	W				
T11	81	Ash	560	12	3.6	2.6	2.2	2.8	SM	Dense undergrowth restricts a thorough assessment of basal area Stem bifurcates 1.8m Dead stem section c. 3.5m over the adjacent road Ivy growing on stem	Remove dead stem section Sever ivy at ground level and again at 1m, remove the severed band	HS1
T12	82	Ash	100	9	1.2	2.3	1.8	2.5	SM	Multi stem/coppice	None	n/a
T13	83	Ash	100	4.2	1	1	1	1	Y	None	None	n/a
T14	84	Ash	395	10	2.2	4	4.5	2.3	EM	Cavity c. 3m north side Fruiting body <i>Inonotus hispidus</i> on floor Woodpecker hole c. 3.5m south side, possibly coalescing; dysfunction below Longitudinal split c. 2.3m heading over adjacent road	Remove stem section with woodpecker hole and section with longitudinal split Consider its removal	HS1
T15	85	Horse Chestnut	525	12	4.8	4.6	5.2	5.4	SM	Stem bifurcates c.2m Bark lifting around the lower stem area with exudations in places Ribes and wounds on the underside of branches over car park	None	n/a
T16	86	English Oak	50	3.2	1	1	1	1	Y	Tree stake tagged Newly planted, bark wound forming at tree tie point Grass encroaching into planting pit	Loosen/remove tree tie. Remove grass – apply a layer of rotted wood chip	GM
T17	87	Silver Birch	295	10	3.6	3.2	3.3	3.2	EM	Witches broom forming in crown	None	n/a
T18	88	Horse Chestnut	340	7.5	3.9	3.1	4.3	4.4	EM	Exudations on lower stem	None	n/a
T19	89	Horse Chestnut	360	10	3.8	4.3	3.2	4.2	SM	Minor exudation on lower stem	None	n/a

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					N	E	S	W				
T20	90	English Oak	430	11	3.8	4.2	4.9	4.5	SM	Congested crown with rubbing branches and minor deadwood	Remove deadwood greater than 25mm in diameter remove rubbing branches	HS2
T21	91	Ash	470	10	5.6	4.7	2.7	5.3	SM	Multiple pruning wounds south side occluding	None	n/a
T22	92	Silver Birch	360	11	3.5	4.2	2	3.8	EM	stem bifurcates c.1.2m, union depth 100mm	None	n/a
T23	93	Ash	290	10	4.3	4.3	3.7	4.3	SM	Epicormic growth within crown consistent with Ash die back	Inspect when in leaf and take action accordingly	HS2
T24	94	Poplar	100	6.5	1	1	1	1	Y	Canker within the stem/crown	Fell	HS2
T25	95	Poplar	290	11	3.2	2.8	3.3	3.7	SM	None	None	n/a
T26	96	Field Maple	420	11	4.7	4.7	3.5	3.2	EM	Stem bifurcates c. 450mm, included union	None	n/a
T27	97	Field Maple	120	10	3	4.3	3.2	2.9	EM	Multi-stem	None	n/a
G28	98	Blackthorn	100	6	1	1	1	1	EM	Group of 5-6 trees	None	n/a
T29	99	Sycamore	120	4	1.2	1.3	1.2	1.3	Y	None	None	n/a
T30	100	Lime	200	12	3.8	3.2	3.1	4.2	SM	Stem bifurcates c.1m, inc union. Further included unions in lower crown Natural bracing forming	None	n/a
T31	101	Field Maple	275	10	4.1	1.9	1	4.6	EM	Low branches heading north beginning to impede on pedestrian height	Lateral prune to source 2 x lowest limbs to achieve a crown lift over recreation ground	HS2

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					N	E	S	W				
T32	102	Norway Maple	170	9.5	1	1	1	1	SM	Deeply included co-dominant stem; natural bracing occurring	None	n/a
T33	103	Field Maple	210	9.5	1	2.9	4.1	3.2	EM	Stem bifurcates, included union forming	None at present but consider reducing the subordinate east stem by 2m	GM
T34	104	Goat Willow	100	6	2	1.9	2.2	1.8	SM	Poor condition with dead stem sections	Fell	HS2
T35	105	Lime	100	5	1	1	1	1	Y	Stem bifurcates c. 1.8m, inc unions forming	None but consider its removal before it gets too big	n/a
T36	106	Ash	500	11	6.6	5.5	7.5	3.8	EM	Truncated branches and minor deadwood	None	n/a
T37	107	Cherry	160	7	2	1.8	4.2	2.1	SM	None	None	n/a
T38	108	English Oak	250	11	0.5	1	4.9	1.8	SM	None	None	n/a
T39	109	Ash	355	11	4.3	4.2	6.5	3.4	EM	Deadwood in crown with pedestrian gate beneath tree	Remove deadwood greater than 25mm in diameter	HS1
T40	110	Ash	230	7.9	3.7	3.8	2.5	2.4	SM	None	None	n/a
T41	111	Norway Maple	180	8	4.3	4.9	4.3	3.6	SM	Multi stem Bark damage, deadwood and truncated observed Included unions present with wounds from failed included union	Remove deadwood greater than 25mm in diameter Remove 1 x truncated 2.7m long limb at 2m heading west over recreation ground	HS2
T42	112	Norway Maple	320	9.5	4.6	4.2	4.3	4.7	SM	Stem bifurcates c.2.3m with a minor included union	None	n/a
T43	113	Goat Willow	650	9.5	2.7	4.8	5.2	4.1	LM	Open decay wound on east side Bifurcates c.1,5m with east to west bias Further decay in upper stem sections	Reduce longest stem sections by up to 2-3m to lessen loading	HS2

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					N	E	S	W				
T44	114	Norway Maple	220	9.6	3.8	1.2	2.8	3.6	SM	Triple stem, inc union.	None	n/a
T45	115	Goat Willow	350	8	2	4.2	2.3	2.5	EM	Stem bifurcates c.1.2m Ivy advancing into crown	None	n/a
T46	116	Goat Willow	290	8	3	3	3	3	M	Multi stem Ivy advancing into crown	None	n/a
G47	117	Various	150	7	1	1	1	1	Y SM	Group of self-sown and suckered saplings	None	n/a
T48	118	Norway Maple	285	9.5	1.5	2.2	5.2	4.4	SM	Minor stem wound c.750mm south west side Rib forming on south side	None	n/a
T49	119	Goat Willow	230	7.5	1.2	5.1	3.2	1	M	Twin stem	None	n/a
T50	120	Goat Willow	230	11	5.4	2	3.9	6.7	M	Multi stem 2 x southern stems with vertical wound; decay forming but occluding Low crown west Dead stem north west side	Crown lift low branches heading to achieve a clearance of 2.2m Remove the dead stem section	HS2
T51	121	Lime	160	8.7	2.7	1	1	2.5	SM	None	None	n/a
T52	122	Cherry	265	8.7	3.2	4.7	3.9	1	SM	Occluding wood around branch on north side c.500mm; moribund bark beneath	None	n/a
T53	123	Goat Willow	150	6.6	1.3	2.1	1	2.3	SM	Twin stem	None	n/a
T54	124	Cherry	230	9.3	1.2	1	1	1.3	SM	Ivy ascending into high crown	Sever ivy at ground level and again at 1m, remove the severed band	HS2

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					N	E	S	W				
T55	125	Ash	330	9.5	5	4.9	5.2	4.7	SM	Stem bifurcates c.1m Bark wounds west side c.1.9m Deadwood in crown	Remove deadwood greater than 25mm in diameter over the recreation ground only	HS2
T56	126	Field Maple	210	6.2	3.2	3.8	2.9	2.1	EM	None	None	n/a
T57	127	Hawthorn	210	3.9	2.2	2.3	2.1	2.2	M	Heavily ivy clad Poor condition with a declining crown	None at this moment in time but consider its removal	n/a
T58	128	Ash	405	11	7.1	7.1	5.3	5.1	EM	Triple stem Deadwood in crown	Remove deadwood greater than 25mm in diameter over the recreation ground only	HS2
T59	129	Horse Chestnut	340	9	3.4	2.2	3.9	3.7	SM	Burr forming c.1.8m east	None	n/a
T60	130	Horse Chestnut	355	7	3.5	3.6	3.9	3.6	SM	Girdling roots north side of stem Mower damage on surface roots	None	n/a
T61	131	Horse Chestnut	470	9	3.8	3.6	4.5	4.5	EM	Large area of dysfunctional bark on east side of the stem; functional sapwood present	None	n/a
T62	132	Ash	350	12	4.3	4.5	4.8	5.3	SM	Ivy advancing into crown	Sever ivy at ground level and again at 1m, remove the severed band	HS2
T63	133	Sweet Chestnut	110	5.5	1.5	1.8	1.6	1.3	Y	Bark necrosis at ground level east side Lower branches rubbing on metal guard Chip touching lower stem	Pull chip away from the base of the tree Remove rubbing branches.	HS2
T64	134	English Oak	110	5.2	0.5	3	2.7	2.4	Y	Stem bifurcates c.1.6m. Low branch growth over recreation ground	Crown lift over recreation ground	HS2
H65	153	Various	var	var	var	var	var	var	var	Trees and shrubs forming a hedge along the east boundary fence line	Continue with existing hedge management	n/a

Mill Road Recreation Ground and Allotments

Tree No.	Tag No.	Species	SD	H	Crown Spread				Age Class	Comments	Recommendations	Priority
					N	E	S	W				
T1	152	Hawthorn	170	5.5	3.4	1.9	1.4	2.2	M	Basal wound south side	Avoid mowing close to the stem	n/a
T2	135	Hawthorn	240	5.2	2.7	2.8	3	3	M	Basa wound	Avoid mowing too close to the stem	GM
T3	136	Hawthorn	220	3.9	1.9	3	2	1.6	M	Thick ivy smothers lower stem and advancing into crown	Sever ivy at ground level and again at 1m, remove the severed band	HS1
T4	137	Hawthorn	140	3.9	1.2	2.6	1	1	M	Very poor – majority of crown is dead	Fell	HS1
T5	138	Hawthorn	250	5.5	3	3.1	2.8	3.9	M	Multi stem Low crown over car park	Crown lift over car park to achieve a clearance of 2.2m	GM
T6	139	Holly	110	3.3	1	1	1	1	SM	Growing in chain link fence	None	n/a
T7	140	Elder	160	3.8	2	3.2	1.9	2.2	LM	Multi stem Dead stems Waste material stacked around base	None	n/a
H8	141	Various	210	3.7	2	2	2	2	M	Mixed species of trees making up north hedge line	Continue with existing hedge management	n/a
H9	142	Various	200	2	2	1	2	1	M	Mixed species of trees making up east hedge line	Continue with existing hedge management	n/a
H10	143	Hawthorn	150	2	1	1	1	1	M	Mixed species of trees making up south hedge line	Continue with existing hedge management	n/a
T11	144	Holly	190	5.2	1	1	1	1	EM	Dead	Fell	HS1
T12	145	Cherry	120	5.6	1.7	1.6	1.7	1.5	SM	None	None	n/a
T13	146	Hawthorn	170	6.2	3.2	3.4	1.9	2.5	M	Ivy advancing into crown	None	n/a

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Tree No.	Tag No.	Species	SD	H	Crown Spread				Age Class	Comments	Recommendations	Priority
					N	E	S	W				
T14	147	Hawthorn	150	6.3	2.4	2.3	2.2	1.9	M	None	None	n/a
T15	148	Hawthorn	200	6	2.9	3.5	1.9	1.8	M	None	None	n/a
T16	149	Hawthorn	160	5.2	3.2	2.9	1.9	1.8	M	None	None	n/a
T17	150	Hawthorn	160	5.5	2.3	3.2	2.2	2.7	M	Ownership unclear	None	n/a
T18	151	Hawthorn	190	5.7	2	1.9	1.5	1.8	M	Ownership unclear	None	n/a

Survey Key

Tree No.	Relates to numbers shown on Tree Survey Plan(s). Positions of trees are plotted using GPS and are generally accurate to within 2 metres. May be prefixed T in the case of individual trees or G in the case of groups of trees.	
Tag No. (where used)	Numbered aluminium or plastic tags may be attached to tree stems to aid with identification. In addition, trees may also be identified with red and white hazard tape.	
Species	Common name in English.	
Stem Dia.	Stem diameter in centimetres at 1.5m above ground level or, in the case of multi-stemmed trees, just above the root flare or buttress [ARF]	
Height	Height assessed visually to within the nearest 5 metre size band e.g. 10 to 15 (i.e. more than 10 but less than 15 metres) or measured using a TruPulse digital clinometer.	
Crown Spread (where used)	Average crown spread, assessed visually to within the nearest 5 metre size band, e.g. 10 to 15 (i.e. more than 10 but less than 15 metres) or measured using a TruPulse digital clinometer	
Age Class (where used)	Young [Y]	recently planted or established within the last 5 years
	Semi Mature [SM]	a well-established youngish tree but far from full maturity
	Early Mature [EM]	long established nearing its full size but not fully mature
	Mature [M]	fully mature tree that has met its full size
	Late Mature [LM]	a fully mature tree that has passed its peak; may exhibit areas of decline
	Veteran [V]	a tree with the physical characteristics of an Ancient tree but is not ancient in years compared to other trees of the same species
	Ancient [A]	a tree that has past full maturity and is old or aged in comparison to other trees of the same species
Comments	Description of significant features, especially those requiring action or monitoring. Where the presence of ivy is recorded the extent of the tree stem and canopy affected is usually expressed as a percentage	
Action Required	Specific recommendations for action or monitoring	
Priority	Work recommended in the interests of health and safety: Urgent: Immediate attention required (will be reported verbally to management on day of inspection) HS1: As soon as is practicable HS2: Works that should be completed within the survey period GM: Works recommended for general maintenance reasons or in the interests of good arboricultural management N/A Not applicable / no work recommended at this time	

Summary of Results

Monk's Hill Recreation Ground

The recreation ground is used by parents and their children around the play area in the north of the site and dog walkers using the remaining area.

Of the 65 trees plotted 25 require further action or a continuation of their existing management; the remaining trees require no further action.

Two newly planted trees, T16/86 English oak and T63/133 Sweet chestnut require minor works to ensure their longevity whilst a further two trees require complete removal with a consideration to remove a third (T24/94, T34/104 and T6/76 respectively).

At the base of T14/84 Ash there's a detached fruiting body of the decay fungus *Inonotus hispidus* which causes a simultaneous white rot which can result in failure (in Ash at the point of colonisation). On the north side of the tree at 3m is a cavity and a woodpecker hole at 3.5m on the south side; there is the possibility that these two areas have coalesced resulting in a column of decay.

The majority of the remaining specifications for work are, but not limited to, deadwood removal, crown lifting and ivy severance. The deadwood removal and crown lifting can be limited to over the recreation ground (deadwood is valuable habitat for saproxylic invertebrates) and whilst ivy is also good habitat, its presence can mask stem issues (such as cracks and splits) and increase the crown mass which can increase the risk of stem or branch failure.

T63/163 Sweet chestnut has mulch against its lower stem, this should be drawn back as the warm, moist conditions it affords are not conducive to good tree health as stem tissues are not intended to remain constantly moist. Disease and insect colonisation can develop occur if mulch is piled to high.




Mill Road Recreation Ground and Allotments

The site consists of three hedge lines and 15 trees with five of those trees being within the recreation ground and the remaining ten trees within the allotment garden site.

Of the five trees within the recreation ground, T4/137 is in a very poor condition and should be removed whilst T1/152 and T2/135 have damage around their bases consistent with mower/trimmer damage. These wounds can be portals for disease and dysfunction and as such should be avoided.

The three hedges should be maintained with their current trimming regime. The ownership of T17/150 and T18/151 was unclear due to altering fence lines; they have been included in the interests of clarity.

Recommendations

-  Implement the tree work in the time period specified
-  Re-assess in three years or in a time frame to be decided by the Parish Council
-  Re-assess sooner should the tree's local environment change or significant changes occurs to the individual trees such as a proliferation of fungal fruiting bodies or after extreme weather events

Signed:

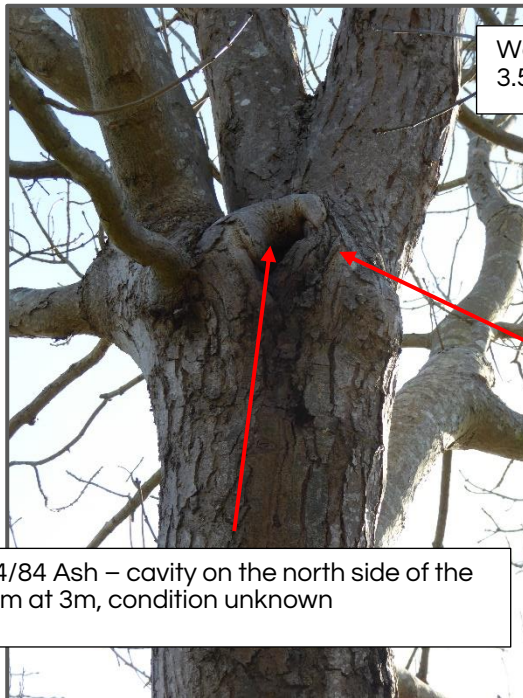


Andrew Gale *Dip Arb L6 (ABC) M.Arbor.A*



Date: 31st January 2019

Appendix 1



Gale Tree Consultancy

Tel: 01798 875731 | Email: office@galetreeconsultancy.co.uk | Web: galetreeconsultancy.co.uk



T63/133 Sweet chestnut – bark necrosis around the base possibly due to mulch piled around the stem base



Bark damage due to rubbing against the metal tree guard

Gale Tree Consultancy

34 Carpenters Meadow Pulborough RH20 2HQ
Tel: 01787 875731 E: office@andrewgale.co.uk

Westbourne PC Mill Road Recreation Ground and Allotments

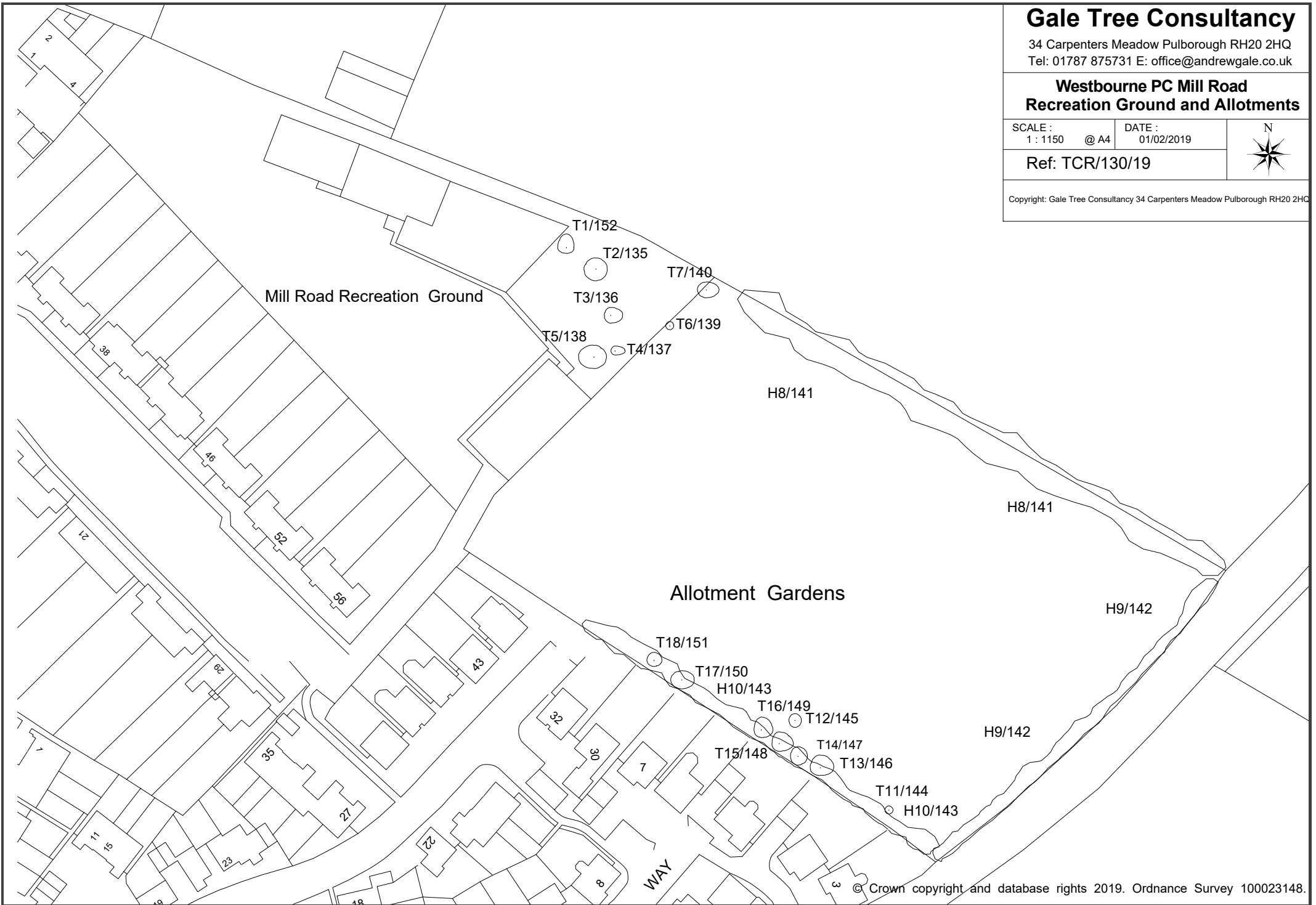
SCALE :
1 : 1150 @ A4

DATE :
01/02/2019



Ref: TCR/130/19

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T1/71 T3/73 T4/74
 T2/72 T5/75
 T6/76
 Play Area
 T9/79 T7/77
 T10/80
 T11/81
 T12/82
 T13/83
 T14/84

T62/132
 T59/129
 T61/131 T58/128
 T60/130 T57/127
 T64/134



Westbourne Common

T15/85
 T16/86
 T17/87
 T18/88
 T19/89
 T20/90
 T63/133
 T21/91
 T22/92

Monk's Hill Recreation Ground

T56/126
 T55/125
 T51/121
 T50/120
 T48/118
 T44/114
 T42/112
 T41/111
 T40/110
 T39/109
 T54/124
 T153/123
 T52/122
 T49/119
 G47/117
 T45/115
 T46/116
 H65/153

T23/93
 T24/94
 T31/101 to T38/108
 T25/95
 T26/96
 T27/97
 T29/99
 G28/98
 T30/100

MONK'S HILL

Gale Tree Consultancy

34 Carpenters Meadow Pulborough RH20 2HQ
 Tel: 01787 875731 E: office@andrewgale.co.uk

Westbourne PC Monk's Hill Recreation Ground

SCALE : 1 : 1000 @ A4 DATE : 01/02/2019

Ref: TCR/130/19



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Westbourne Parish Council
Grounds maintenance contract



1. Parties and purpose

This contract is issued by Westbourne Parish Council (the 'client') to Longmeadows Landscaping and Building Works (the 'contractor') for the grounds maintenance of its two recreation areas and playgrounds on Monk's Hill and Mill Road in Westbourne as outlined below.

2. Contract requirements

To maintain Westbourne Parish Council's two recreation areas and playgrounds on Monk's Hill and Mill Road in Westbourne. To invoice the Parish Council on a quarterly basis.

2.1. Grounds care Mill Road recreation and playing fields

- Cut outfield twice per month (if not wet, winter months)
- Cut grass in playground twice per month (if not wet, winter months)
- Cut grass in car park area and to main road including fence boundaries once per month
- Litter pick entire grounds twice per month including playground

Total for all of the above: £507.00

- Herbicide weed control all boundaries (March, May and Sept): **£119.60 each**
- Cut all hedgerows to both sides and front of outfield (May): **£119.60**

2.2. Grounds care Monk's Hill recreation and playing fields

- Cut grass outfields twice per month (if not wet, winter months): **£226.20**
- Cut grass in playgrounds and play areas twice per month (if not wet, winter months): **£36.40**
- Cut grass around car park area and frontage to main road including fencing once per month: **£46.80**
- Litter pick entire grounds including fields and playground twice per month: **£36.40**
- Rake and level bark chippings within play area on each visit: **£36.40**
- Herbicide weed control all boundaries (March, May and Sept): **£119.60 each**
- Cut all hedgerows to all sides and rear of outfields (May): **£239.20**

Any required actions resulting from the inspections will be undertaken by the Parish Council at the earliest opportunity. The inspector will be kept informed of progress of any required works.

2.3. Other considerations

1. During hot weather, extra cuts may be required due to high growth. These will be decided by the Contactor or at the Parish Council's discretion.
2. All hedges/trees that could accommodate nesting birds shall not be cut back or trimmed during the months of March to September. Only those branches that are overhanging and could be a danger to the public may be removed during this period.
3. If a tree is found to be diseased, it will only have any work done to it following a tree survey by a suitably qualified person during this time span.
4. The edges of the fields are to be left so as to encourage Biodiversity, and are not to be trimmed, except if brambles or the like are encroaching on public areas where bodily harm could occur.

3. Contract timescales

The contract was issued on (TBA) for a period of (TBA). It will be reviewed at the Council's Financial and General Purposes Committee on (TBA)

4. Health and Safety

The contractor is to provide a valid liability insurance to the value of £10 million. The Parish Council has insurance with a valid liability insurance to the value of £15,000,000.

Westbourne Parish Council requires all employed contractors to be made aware of the expected requirements related to health and safety at work. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements.

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work act 1974, and relevant statutory provisions.
2. The Council will remain the right to stop any operation and or use of equipment, or the action of any of your employees, if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

5. Contract value and payment

It is agreed that the contractor will invoice the Parish Council on a quarterly basis.

Westbourne Parish Council requires an invoice to be provided for payment which it will honour within 30 days of receipt.

6. Management of the contract

The contract will be managed by the Parish Clerk, so as to provide the client with a single point of contact.

The contract will be reviewed on an annual basis by the Parish Council's Finance and General Purpose Committee at its meeting in October each year.

The Clerk is contactable at clerk@westbourne-pc.gov.uk, 07775 654483, 53 Skylark Avenue, Emsworth, PO10 7GB.

Longmeadows contact details: Mr P Harmer and Mr R Hart, 56 Middle Park Way, Havant, Hampshire, PO9 4DB. 02392 643023, 07775585586 or 07921063139, paulharmer5@msn.com

7. Dispute resolution

It is agreed that client works closely with the Chair of the Recreation, Leisure and Amenities Committee and the Parish Clerk. All parties are to raise any issues as soon as possible so that they can be discussed and resolved as required.

The Council holds monthly meetings (on the second Thursday of every month) at which matters relating to the recreation areas and playgrounds can be discussed. The Council also holds a Recreation, Leisure and Amenities Committee three times per year which provides opportunity for more detailed discussion of matters.

8. Termination of contract

Westbourne Parish Council reserves the right to terminate the contract in the case of failure to deliver services as agreed to the required standard, timescales and budget as outlined in the contract. If the Parish Council agrees to terminate the contract, one calendar month notice will be given.

Signed:

Cllr Nigel Ricketts, Westbourne Parish Council

Clare Kennett, Clerk to the Parish Council

Paul Harmer, Longmeadows



Westbourne
Parish Council

53 Skylark Avenue
Emsworth
PO10 7GB

07775654483
westbournepc@outlook.com

The Annual Parish Assembly of Westbourne Parish will take place from 7pm on Thursday 4 April 2019 at The Meeting Place, North Street, Westbourne.

Clare Kennett, 1 March 2019

Clerk to the Council

Agenda

1. Welcome and introduction: Cllr Richard Hitchcock, Chairman of Westbourne Parish Council

2. Guest speakers: PCSO Richard Morey: scam and rogue traders presentation

Interval with cheese and wine at 7.50pm. Meeting to recommence at 8.20pm.

3. Apologies received

4. Minutes of the meeting on 19 April 2017

5. Matters arising from the minutes

6. The Annual Report of the Parish Council: Cllr Richard Hitchcock

7. Report from West Sussex County Council: Cllr Viral Parikh

8. Report from Chichester District Council: Cllr Mark Dunn

9. Reports from local community groups and organisations

10. Any local issue that has not already been raised

11. Date of next meeting: Thursday 2 April 2020

Financial Risk Assessment

Background

After the end of the financial year the Council will be asked to consider and approve an annual governance statement as part of the Annual Return. As part of that governance statement, the Council will need to confirm that it carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Answering yes to this statement will mean that the Council has “considered the financial and other risks it faces and has dealt with them properly”.

This document provides part of the evidence that that assessment of risk was carried out and has itself been drawn up in accordance with the Council’s Risk Management Policy adopted by Council on 14 September 2017. Members are encouraged to consider the risks identified below by the Clerk/RFO but also to explore other potential risks and to suggest amendments/additions to this risk assessment before it is passed to Full Council

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
STRATEGIC RISKS which may threaten the achievement of the Council’s objectives					
1.	That the Council has insufficient funds to deliver its policies or meet its financial commitments	Low	Medium	Careful budget setting with three year forecasts Budget monitoring reports to Council quarterly Bank reconciliations reported to Council monthly and checked and verified periodically by a Councillor	Maintain and review existing controls – Clerk/RFO and Council
2.	That the Council sets a precept that brings it within “referendum principles” and has to meet the costs of a referendum. This risk has been deferred for three years but needs to be monitored.	Low	Medium	Clerk/RFO monitors advice from SSALC and NALC	Annual monitoring of budget advice from SSALC and NALC – Clerk/RFO
3.	Unforeseen incidents or legislative change with a financial impact on the Council (Foreseen changes will be included in the budget process)	Low	Medium	Council maintains a good insurance policy and healthy reserves.	Aim to maintain unearmarked reserves at 50% of precept. Ensure total reserves are definitely at or above 50% of precept. – Council
OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
4.	Fraud or theft of money by staff or councillors.	Low	High	Internal controls limit the opportunity for theft and/or fraud. Fidelity guarantee insurance for £250,000	Keep internal controls under review and follow advice of internal auditor – Council

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
5.	Injury to user of the Council's grounds and subsequent claim; or injury to staff, Councillor, volunteer or contractor when going about the Council's business. (Risk is both financial and reputational.)	Low	High	<p>Council has adopted a Risk Management Policy and undertakes risk assessments of all activities</p> <p>Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds.</p> <p>Council maintains a good and comprehensive insurance policy with both public liability and employers' liability insurance.</p>	Maintain and review existing controls – Clerk/RFO and Council
6.	Uninsured loss (inevitably this risk is difficult to foresee or define because if it was foreseeable insurance etc would likely be in place).	Low	?	<p>Council has adopted a Risk Management Policy and undertakes risk assessments of all activities</p> <p>Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds.</p>	Maintain and review existing controls – Clerk/RFO and Council
7.	The failure of contractors to deliver services or goods to agreed costs and specifications	Low	Low	<p>Council uses reputable contractors</p> <p>Council mostly pays for services or goods in arrears or at the time of delivery (not in advance). Where services are paid for in advance this risk is reflected in the lower price charged.</p> <p>Council follows Financial Regulations for obtaining competitive quotes.</p> <p>Specifications are drawn up and approved by Council for all new contracts. The Council monitors compliance with the contract.</p> <p>The Council maintains healthy reserves to cover unforeseen costs.</p>	<p>Take references for new contractors – Clerk/RFO</p> <p>Ensure that specifications exist for all contracts – Council</p> <p>Ensure that Council understands when services are being paid for in advance (e.g. distribution of newsletter). – Clerk/RFO</p>

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
8.	The failure of operational equipment (computer, printer, projector) and/or unable to source parts for older play/fitness equipment	Medium	Low	Replacement of key equipment is planned and budgeted for. The Council maintains healthy reserves to cover unforeseen costs.	Maintain forecast of equipment life and scheduled replacement – Clerk/RFO
9.	Insufficient revenue is generated to fund operations. And/or insufficient current/liquid assets to cover current liabilities	Low	Low	The Council's budget is funded almost entirely by precept which is paid annually in two instalments (April and Sept/Oct) by CDC. CDC is legally obliged to make the payment and unlikely to default. The Council maintains healthy reserves sufficient to cover a delayed or missed precept payment.	Follow CDC's timetable for setting & notifying the precept – Clerk/RFO and Council
10	Unable to recover debtors' amount	Low	Low	Fee & charges payable to the Council are a very small part of the Council's budget. There are just three debtors in any one year.	Request amounts due promptly and notify Council promptly of any non-payments – Clerk/RFO
11.	Unable fulfil financial commitments because of the absence of the Clerk/RFO or a Councillor.	Low	Low	Very few financial commitments are very pressing and those that are (e.g. the quarterly payment to HMRC) are highly predictable.	Ensure more than one Councillor can access on-line banking (this action was planned some time ago) – Clerk/RFO Adopt brief Business Continuity Plan that clarifies action to be taken to address this risk – Council

ⁱ Internal Controls on Finance

All payments reported to Council monthly (except August)

Bank reconciliation reported to Council monthly (except August)

Two Councillors required to sign cheques, direct debit mandates and other instructions to bank

Online payments require dual authorisation – the Clerk/RFO and one Councillor (usually the Chairman)

Bank reconciliations (including August) checked by a Councillor independent of the payments process

Financial regulations reviewed at least annually

Two internal audit visits annually

Budget monitoring reports to Council quarterly

Westbourne Parish Council, 14 February 2019

Agenda item 18: Payments for approval

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

	Total	Net	VAT
	-----	-----	-----
DD: EE&T Mobile, February	£28.73	£22.98	£5.75
IB: Confidential payments February 2019	£1,261.25	£1,261.25	£0.00
IB: WSCC LGPS contributions	£417.85	£417.85	£0.00
IB: Gale Tree Consultancy	£840.00	£700.00	£140.00
	-----	-----	-----
	£2,547.40	£2,402.08	£145.85

Payments for retrospective approval

IB: PDC Print, WCT	£48.00	£40.00	£8.00
IB: Longmeadows step repairs, Monk's Hill	£180.00	£180.00	£0.00
IB: C Maple, Taxi-bus January	£36.00	£36.00	£0.00
IB: Redshank, ink cartridge	£30.00	£25.00	£5.00
IB: Vision ICT, website	£1,206.00	£1,005.00	£201.00
IB: PCD Print, WCT	£275.00	£275.00	£0.00
IB: Media 3, WCT	£239.80	£223.78	£16.02
IB: G M Support	£135.00	£135.00	£0.00
IB: Viking, reimbursement S Batho Community Speedwatch stationery items	£39.44	£32.87	£6.57
	-----	-----	-----
	£2,189.24	£1,952.35	£231.59

1. Treasurer's account number 1

Balance per statement 31/01/19	£110,060.79
Less outstanding payments	£0.00
Outstanding receipts:	£0.00
Add petty cash	£0.00
Revised bank	£110,060.79

Cash book control:

Balance forward 01/04/18	£69,448.79
Add total receipts to date	£102,985.53
Less total payments to date	<u>£62,373.53</u>
Cash book at 31/01/19	£110,060.79

2. Treasurers account number 2 (Mill Road Recreation Ground)

Balance per statement 31/12/18	£3,796.42
Less outstanding payments	£0.00
Outstanding receipts	<u>£0.00</u>
Revised petty cash	£3,796.42

Cash book control:

Balance forward 01/04/18	£4,844.42
Add total receipts to date	£0.004
Less total payments to date	<u>£1,048.00</u>
Cash book at 31/12/18	£3,796.42

14 February 2019 Westbourne Parish Council
Agenda item 19: Correspondence list

Councillors are invited to bring forward any items of correspondence for further discussion at the meeting. Correspondence is on the table and available to councillors 15 minutes before a meeting.

- Letter from a resident to request pedestrian seating in The Square
- Letter from a resident with concerns about street cleaning in the village using a mechanical road sweeper that is unable to get between parked cars.
- Email from a resident about parking on the grass verges at Mill Road and dog fouling in the local area.
- West Sussex County Council's consultation on initial proposals for a city-wide Parking Management Plan: www.westsussex.gov.uk/chiparkingplan
- The West Sussex Local Access Forum (WSLAF), which aims to improve and protect access to the countryside, has sent their latest report. The Forum is also looking for new members. www.wslaf.org
- Chichester District Council Housing Strategy consultation <http://www.chichester.gov.uk/letstalkhousing>