

Community Facility Audit



Westbourne Parish Council

The following is general information on the community facilities and amenities within your Parish, which you have kindly supplied and now needs to be refreshed. It is divided into nine sections:

- Parish Website and Magazine
- Existing facilities and their condition
- Future projects and funding
- Other identified projects
- General amenities and their location
- Transport and Accessibility
- Support and Voluntary Groups
- Parish Emergency Plans
- Halls, Centres and Churches
- Data Protection

Your information was last update on: 13/07/2018

If you have any questions, contact Emma Beeney, Community Information Officer - 01243 534839 or email: ebeeney@chichester.gov.uk Thank you.

PARISH WEBSITE, MAGAZINE

■ Does the Parish have a website: Yes

If yes, the website address: <http://www.westbournepc.org>

■ Does the Parish have a magazine or newsletter: Yes

If yes, the name of the magazine or newsletter: Westbourne Parish Council newsletter

<http://www.westbournepc.org/the-parish-council/newsletters/>

Any further information about your website or magazine

The Church produces the Westbourne Parish Magazine - <https://westbournevillage.org/parish-magazine/>

EXISTING COMMUNITY FACILITIES AND THEIR CONDITION

From the following list you have identified facilities and their condition, please amend as appropriate.

Facility	Information - Name, Location	Current Condition
Allotments	Allotment Gardens, off Covington Road, Westbourne.	We believe the allotments, which appear to be in a good state, are owned by the Hyde Housing Association.
	Allotment Gardens Mill Road, Westbourne.	The Parish Council owns land, which is rented to Westbourne Allotment Association.
Community Garden/Orchard		
Church(es)	St John the Baptist Church Westbourne Road, Westbourne	
	Woodmancote Church Woodmancote Lane, Woodmancote	Currently undergoing refurbishment

Facility	Information - Name, Location	Current Condition
Cemetery/Graveyard	Westbourne and Southbourne Burial Cemetery, Cemetery Lane, Woodmancote, Westbourne.	Held jointly with Southbourne Parish Council.
	Graveyard, St John the Baptist Church, Westbourne Road, Westbourne.	Closed - PC's responsibility - land and wall.
Church Hall/Building(s)	The Parish Hall (St John the Baptist Church Hall), Westbourne Road.	Good condition.
	The Meeting Place, North Street, Westbourne	Was Westbourne Baptist Church but no longer used for worship. Good condition. Has recently received £28k S106 funding.
Village Hall(s)	Do not have a parish/village hall.	
Community Centre(s)		
School Buildings for community use		
Other buildings available for hire (social/youth club etc.)	River Street Premises, gifted to the parish in 1921. Formerly housed Westbourne Social Club.	Somehat dilapidated. In need of major refurbishment.
Brownie/Guide Hall(s)	See below.	
Cub/Scout Hall(s)	1st Westbourne Scout Group Headquarters. Akela Way, off Mill Road. Also serves as HQ for guides, cubs, beavers, etc.	It is only a hut, a WW2 army building. Is much in need of repair and refurbishment: replacement of the asbestos roof and maybe external insulation and cladding. Our GSL and Scout leader do most of the everyday maintenance. The hut is owned by CDC but on a long-term lease to the Scouts.
Private hire hall/room etc (eg within Public House)	The White Horse. The Square, Westbourne.	
Day Centre(s) run by Social Services		
Art Centre(s)/Theatre		
Heritage/Visitor Attraction		
Museum/Heritage Centre		
Private Members Club		
Library		
Mobile Library	Mobile Library, The Square, Westbourne.	Alternate Thursdays.
Broadband coverage	Yes.	Could be better.

Facility	Information - Name, Location	Current Condition
IT suite/facilities available for public use		
Car park(s)	Car park next to the Recreation Ground, Monks Hill, Westbourne.	Recently resurfaced.
Public Toilet(s)		
Dog Bins	Three - Provided by CDC.	
Litter Bins	Five - Provided by CDC.	
Notice board(s)	Three in total. Two on the wall of 7 The Square, next to Libby's Café. One next to the Coop.	All in reasonable condition.
Public seating	Mill Road and Monks Hill. Picnic tables and benches on recreation grounds. One bench in Commons side and one in River Street.	
Bus shelter(s)		
Bus stop(s)	Eight bus stops: two at the top of Stein Road just into Old Farm Lane (one either side of the road). One on Old Farm Lane (as you leave the village just past the Gateway), one on Whitechimney Row (outside Homelands heading into the village). Two on East Street (one either side of the Road) and two in The Square (one outside the surgery and one by the noticeboards).	Reasonable condition.
Pedestrian crossing(s)		
Street lighting	29 - Provided by WSCC. Parish lights.	Good condition. We have a contract with SSE to maintain them and they carry out inspections annually, Last time we inspected them they were all relatively newish. We have also added the one in the twitten (North Street) to the list.
Outdoor recreation area	Westbourne Common, Monk's Hill, Westbourne.	
	Recreation Ground. Mill Road.	Well maintained. Includes children's playground.

Facility	Information - Name, Location	Current Condition
	Recreation ground, Monk's Hill, Westbourne.	Well maintained. Can be very wet in the winter due to adjacent springs. Includes playground (for younger children) in the north-east corner.
Skate Park	Skate Park. Recreation Ground, Mill Road, Westbourne.	Could do with some refurbishment.
Cycle routes		
Youth Facilities		
Youth Centre		
Changing/Sports Pavilion	Cricket Pavilion, Westbourne Common, Monks Hill, Westbourne.	Condition unknown.
Leisure Centre/Country Club		
Sports Hall(s)		
Sports facility		
Pond/Lake/Canal/Harbour/Sea		
Swimming Pool (not attached to a leisure centre etc.)		
Defibrillators (PADs)	On the wall of the Coop, the Square	Recently installed.
Mobile Banking		

EXISTING PROJECTS AND FUNDING

The following are identified projects and funding requirements, please amend as appropriate. This should also include projects from your neighbourhood plan/parish plan.

■ **Facility/Project:** The Meeting Place, North Street.

The Meeting Place

Why: The hall could benefit from some refurbishment and improved facilities. Broadband has already been installed and new chairs purchased but further features could be added to improve its flexibility and convenience for a wider variety of community uses.

Date identified: 19-Aug-16.

Costs (approx): A full specification needs to be prepared of further improvements.

Update:

Will funding be required? No because an allocation of £28,675 (S.106 funding) was received in August 2017, which has not been fully utilised. The exact balance needs to be established and spending plans agreed. **The expiry date for the use of the funding is 2 August 2022.**

Has this project been completed? Only in respect of the broadband installation and the purchase of new chairs.

■ **Facility/Project:** Cub/Scout Hall(s)

Why: 19-Aug-16 - Scout Hut needs a good face lift.

Date identified: 12-Aug-14

Costs (approx): A specification of what is required needs to be prepared.

Update:

Will funding be required? **Yes**

Has this project been completed? **No**

Work needed: replacement of the asbestos roof and maybe external insulation and cladding. Our GSL and Scout leader do most of the everyday maintenance. The hut is owned by CDC but is on a long-term lease to the Scouts.

NEW HOMES BONUS

The following are existing NHB projects that are still in progress, could you please update them as appropriate.

Bid Ref	Project	Agreed £	Date last updated	Update
NHB 32 17	Westbourne and Southbourne Parishes share a joint burial ground, managed by the Joint Burial Committee. Adjacent land has been purchased with a view to extending the burial ground and the JBC would like to commission a design for this.	£1,000	07/02/2018	Funds received and ring-fenced for the extension of the cemetery.
NHB 38 18	In addition to the already purchased equipment for the Speedwatch group, including logoed uniform and a hand held radar gun, they would now like to purchase of two portable Speed Indicator Devices, fixing brackets and data collection unit.	£5,000	27/03/2019	Monies paid and equipment installed.

OTHER IDENTIFIED PROJECTS

The following projects have been identified in CDC's Infrastructure Business Plan (IBP) for your Parish. You are welcome to check and amend these projects here and add any new projects. Please note, a full consultation on the IBP will be undertaken in the coming months.

As you may be aware, the IBP contains a large amount of information, to view this in full, please refer to CDC's web page <http://www.chichester.gov.uk/article/27165/Infrastructure-Business-Plan-including-CIL-Spending-Plan>

Projects put forward by Parish Council – (please add or amend projects)

IBP Ref No.	Scheme	Justification	Total £	When	Comments
IBP/640	A car park that can be used by residents/visitors	To ease congestion on the roads, help shoppers use the local facilities.	As yet unknown	2019/20	This remains a key proposal and is incorporated into the WPC Business Plan.

IBP/554	Development of the cemetery's new two-acre field to make it suitable for burials. Includes plot structure and layout of pathways.	The existing cemetery will be full in 2-5 years. A new field has been purchased and needs to be made ready.	As yet unknown	Needs to be used in 2-5 years.	Feasibility work needs to be undertaken in the next two years.
IBP/558	Street lighting, some need replacing		£0.00		In good condition. We have a contract with SSE to maintain them and they carry out inspections yearly. The last time we inspected them, they were relatively newish. We have also added the one in the twitten off North Street to the list.
IBP/555	The Cub Scout Hall needs a good face-lift.	It is a WW2 army building with agricultural asbestos in the roof. The hut is used by the scouts and by other community groups/events.	As yet unknown		Work needed: replacement of the asbestos roof and maybe external insulation and cladding. Our GSL and Scout leader do most of the everyday maintenance. The Hut is owned by CDC but is on a long-term lease to the Scouts.
IBP/559	The Meeting Place - The hall would benefit from refurbishment to make it a better, more sophisticated community facility.		£28,675	2018/19	Some work completed (e.g. broadband installed). Further work to be specified using agreed allocation of s.106 funding
IBP/556	Two more picnic benches required at Monks Hill due to success of those already installed		£700		Has this been completed?
IBP/557	Public seats around the Parish could do with replacing. On the corner of East Street, the Parish Council is having to get rid of two.				Has this been completed?
IBP/563	Development of a Parish Hall				Do you wish for this to be removed?
IBP/565	The play equipment at Monks Hill needs replacing				Has this been completed?

FUTURE PROJECTS AND FUNDING

Please add any new facilities, projects or improvements that your Parish plans to take forward, including any possible projects for the Infrastructure Business Plan (IBP) and/or New Homes Bonus
(Please copy table if you have more than one project)

■ Facility/Project:	Prepare an environmental enhancement scheme for the Village Square incorporating parking provision, realignment of the highway and provision of space for seating and planting.
Why:	To improve appearance of this important focal point in the village, which is a conservation area and also to assist in calming traffic movements through the village.
Costs (approx):	Not yet known but feasibility work to be undertaken in 2019/20.
When:	Within 3 to 5 year period.
Will funding be required: Yes.	

■ Facility/Project:	Traffic calming and HGV restriction on routes through the village.
Why:	To reduce the speed of traffic passing through the village and deter unnecessary through traffic, especially HGVs, which causes road safety problems and environmental damage, thereby significantly reducing the quality of life for residents of the village.
Costs (approx):	Not known at this point, feasibility work required first.
When:	2 to 3 years.
Will funding be required: Yes.	

■ Facility/Project:	Investigate the scope for the reuse/development of the former Westbourne Social Club for community purposes.
Why:	The current use by the Club has ceased and ongoing community use is limited. The Parish Council is continuing to explore the potential for the future use of the building with the existing trustees.
Costs (approx):	Not known until clear plan and feasibility work has been undertaken.
When:	Feasibility work proposed in 2018/19.
Will funding be required: Yes.	

GENERAL AMENITIES AND THEIR LOCATION

The following amenities have been identified as being within your parish; please update as necessary (including the location):

Doctors Surgery
■ Westbourne Surgery, Lloyd House, The Square, Westbourne. General Information:

Pre-school/Nursery
■ Daisy Chain Westbourne Church Hall, Westbourne Road, Westbourne, General Information:

Primary School

- Westbourne Primary School, River Street, Westbourne,

General Information:

Public House

- The Woodmancote, Woodmancote Lane, Woodmancote.
- The Cricketers, Commonsides, Westbourne.
- The Stag's Head, The Square, Westbourne.
- The White Horse Inn, The Square, Westbourne.

General Information:

Post Office/facilities

- Post Office Counter The Co-Op, The Square, Westbourne.

General Information:

Supermarket/General Store

- Westbourne Village Stores, Monk's Hill, Westbourne.
- The Southern Co-op, The Square, Westbourne.

General Information:

Other Shop facilities

- Shopping Area. The Square, Westbourne.
- Shopping Area. The Grove, Westbourne.

General Information:

Petrol station with or without shop

- Murco Petrol Station (Collins Garage), East Street, Westbourne.

General Information:

The following amenities are not available in your Parish and where known, the nearest amenity has been identified. Please add to and amend where appropriate.

Amenity:	Nearest:	Distance (in miles)	General Information
Dental Practices.	Emsworth	1-2	All private practices.
Secondary School.	Southbourne and Warblington.	2	Bourne Community College Warblington School
Light Industrial Area	Westbourne	0	Old Dairy Workshops, White Chimney Row, Westbourne PO10 8SD
Industrial Area/Business Park	Emsworth	1-2	Distance - 100 yards. Light industrial Park, Wren Centre, Emsworth. Other areas in Emsworth.
Police Station	Chichester and Havant	8 and 3	
Farm Shop	Funtington and Southbourne	5 and 2	

TRANSPORT AND ACCESSIBILITY

The following are public transport services available within your Parish.

- A train service/station: No
- A bus service: Yes
- Voluntary and Community Transport: Yes

Bus service name/number and Provider	Possible Journey
54	Westbourne to Chichester. Operates Mondays to Saturdays with return journey but a limited timetable. Now no services to Havant.
EMS Valley Community Transport	Transport service for people who have mobility problems or are unable to use public transport. Covers Chidham, Emsworth, Forestside, Hambrook, Nutbourne, Southbourne and Westbourne.
Community Taxi-bus Service	Run by the Parish Council on Tuesday and Saturday mornings in response to the loss of the former 28 bus to Havant. It goes from The Square in Westbourne to The Square in Emsworth to help people access the 700 bus service to Havant.

Any other information on transport and accessibility:

SUPPORT AND VOLUNTARY GROUPS

The following are support/voluntary groups and organisations ie. Non-profit making which we understand exist within your parish. Please amend and add as appropriate.

Name of Group	Comments
Ems Valley Transport.	Community transport, wider area.

HALLS, CENTRES AND CHURCHES

The following are village halls, centres and churches that are listed within your parish, please amend and add as appropriate, checking the contact person's details are correct.

Name of Hall/Centre The Meeting Place. Location - North Street, Westbourne.	Contact Person and/or booking details Rev Lissa Lander Community Minister Tel. 07596840018 Email: community.minister.westbourne@gmail.com
Name of Hall/Centre The Parish Hall (St John the Baptist Church Hall) Location - Westbourne Road, Westbourne	Contact Person and/or booking details Parish Office Tel. 01243 375055
Name of Hall/Centre St John the Baptist Church Location Westbourne Road, Westbourne	Contact Person and/or booking details Parish Office Tel. 01243 375055
Name of Hall/Centre Woodmancote Church Location - Woodmancote Lane, Woodmancote	Contact Person and/or booking details Parish Office Tel. 01243 375055
Name of Hall/Centre 1st Westbourne Scout Group Headquarters	Contact Person and/or booking details Mr Derek Chaffer

Location - Off Mill Lane, Westbourne	Scout Group Leader Tel. 01243 370033
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COMMUNITY RESILIENCE PLANS - PARISH COUNCIL EMERGENCY PLAN

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

In the past, some Parish Councils have produced an emergency plan to respond to and recover from an incident or an emergency alongside the emergency services. This information was supplied to the District Council and is now held within the Community Facilities Audit database.

All information held regarding the Parish Council's Emergency Plans are data protected and will not be shared. They are held for use in parish/district emergencies only but need to be kept up to date. Could you please therefore check and update the information that you have previously supplied.

Does the parish have an emergency plan? Yes
If yes, date of plan: March 2010

Emergency Response Co-ordinators: This information was last updated: 13/07/2018

First Response			
Richard Hitchcock	7 Oakmeadow Close Emsworth PO10 7RL	01243 389096 (Home) 02392 846148 (work) 07816 951291	richard.hitchcock@port.ac.uk
Second Response			
Roy Briscoe	Bumble Bee Cottage Duffield Lane Woodmancote Po10 8PZ	01243 696376	Email:

Temporary Accommodation Facility: This information was last updated: 13/07/2018

Name: Westbourne Parish Hall
Location: Westbourne Road, Westbourne
Telephone Number of Accommodation: 01243 375055

First Key Holder:			
Andrew Turner	Address:	Tel. 01243 375055	Caretaker/Premises Manager

DATA PROTECTION

Any contact details provided in the return are stored appropriately within the District Council's CFA (Community Facility Audit) database in accordance with GDPR (General Data Protection Regulation).

Contact details for Halls, Centres and Churches may be published on the Council's website – but separate Agreement has been sought for that purpose.

Westbourne Parish Council, 13 June 2019**Agenda item 14: Payments for approval**

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

Payments	Total	Net	VAT
DD EE&T Mobile May	28.73	24.06	4.81
IB Confidential payments May	1,313.00	1,313.00	0.00
IB WSCC LGPS contributions	426.20	426.20	0.00
Reimbursement C Kennett keys cut for Mill Road and Monk's Hill height barriers	18.30	18.30	0.00
IB WSCC street lighting maintenance 2018-19	1,170.00	TBC	TBC
IB			
	2,956.23	1,781.56	4.81

Payments for retrospective approval

Reimbursment C Kennett Annual Parish Assembly refreshments plus			
IB travel to Aldi, Havant	60.31	48.91	11.41
IB Vision ICT new email account	21.60	18.00	3.60
IB M Reed & Co tree surgeon	1,632.00	1,360.00	272.00
IB Westcotec SIDs	8,460.00	7,050.00	1,410.00
	10,173.91	8,476.91	1,697.01

1. Treasurers account number 1

Balance per statement 31/05/19	147,934.07
Less outstanding payments	550.00 (invoice ref. 13, 14, 15)
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	147,384.07

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	51,534.91
Less total payments to date	8,145.09
Cashbook at 31/04/19	147,384.07

13 June 2019 Westbourne Parish Council
Agenda item 15: 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.

- Email about VE Day 75: a three-day international celebration that will take place from 8 May to 10 May 2020.
- Request from Ruth Brewer for the Westbourne Club to use the large silhouettes, which the Council displayed at the village gateways last November, at their commemorative event in November 2018.
- Email about the West Sussex Climate Pledge – sign up at www.westsussex.gov.uk/maketheclimatepledge