

New Homes Bonus 2020 Application Form

Note: Before completing this form please read through the relevant guidance and eligibility documents. Either type your answers into a saved version of the form, or hand write in BLOCK CAPITALS. For an application pack in an alternative format, please call the Communities Team (01243) 534864.

Section 1: CONTACT DETAILS

1. Name of your Parish Council

Westbourne Parish Council

2. Contact for this application

(if different to the Parish Clerk, whose details will be on record)

Full Name:	Position in organisation:	
Address for correspondence:		
Telephone (daytime):		Any communication needs? (e.g. Textphone)
Best time to call:		

Section 2: YOUR PROJECT

3. What is the name of the project that you would like funding for?

Tree planting in Westbourne

Planting of small, decorative trees on the wide grass verges of Churcher, Homefield and Edgell Roads in Westbourne.

4. Project summary

(i) Please give a brief description of the project and its purpose

Westbourne is a rural village nestled on the boundary of the South Downs National Park. It has an attractive central Square which was once a thriving market place and continues to offer a range of local businesses and services. Most of the village falls within a conservation area with a number of listed buildings, attractive features and green spaces. Over the last 100 years, the development of housing of various kinds has taken place on the periphery of the village.

From the 1950's onwards, the development of new local authority housing created Churcher Road and Homefield Road, with Edgell Road being the site of one of the last modern residential housing developments to be built in Westbourne. Most of the properties provide social housing and now belong to Hyde Housing Association, although some are privately owned. There are a number of wide grass verges along

these roads which would be suitable for planting small decorative trees.

The purpose of the tree planting project is twofold. Firstly, the trees would be of environmental value, providing a habitat for birds and other wildlife as well as contributing to cleaner air. Planting new trees would enable the Parish Council to contribute towards climate change and improve the local environment – these are priorities that the District Council has recently promoted <https://www.chichester.gov.uk/article/31755/Council-declares-a-climate-emergency> and <https://www.chichester.gov.uk/article/33568/Council-scheme-aims-to-help-boost-tree-planting-in-the-Chichester-District>.

Secondly, they would greatly enhance the visual appeal of this part of the village where there are currently no trees.

The Parish Council has been in communication with West Sussex County Council, the owner of the land, who has given consent for the project to go ahead on the condition that they are in agreement with the kind of trees to be planted and are confident that they will not impact on any underground services. The County Council also needs assurance that the trees will be watered in the first two to three years of their life in order to ensure they reach maturity. This is to be achieved by asking local residents to adopt individual trees, a strategy which has proved effective in another part of the village at Ellesmere Orchard where new trees have recently been planted. Greening Westbourne, a local environmental group, has also undertaken to ensure that these young trees are cared for and has offered support to establishing further new trees. The Parish Council has a group of tree wardens who have recommended locations, and suggestions for the kind of tree, which are set out on the attached map.

Procurement, planting and future maintenance of the trees would be the responsibility of West Sussex County Council. Each tree costs £300, half of which is to be joint-funded by the County Council and half by the Parish Council. It is proposed that 15 trees are to be planted.

Please note, the attached map identifies locations for 20 new trees. This allows for changes in exact locations, which are still to be agreed with the County Council, and for further trees to be planted in the future.

(ii) What is the total cost of your project? £4,500.

(iii) What amount are you requesting? £2,250,

Please note, if your request is for £10,000 or more, you will also need to submit a business plan or project plan. For further information on this please refer to the Guidance Notes or the Eligibility criteria.

(iv) Has this project been identified in the District Council's 'Infrastructure Business Plan (IBP)?

Yes please provide the reference no. IBP id/ (if yes, please go to Q9)

Link to IBP <http://www.chichester.gov.uk/article/29784/Infrastructure-Business-Plan-including-CIL-Spending-Plan>

No (if no, please go to Q5)

N/A (as Parish/project in South Down National Park, please go to Q5)

Evidence of community need

5. How did the Parish decide to champion this project?

Please give examples of any process undertaken to support this project eg community consultation, article in local newspaper/parish newsletter, advertised on parish website, project identified through Neighbourhood Plan etc.

The project has been publicised as follows:

- A letter has been delivered to residents who live adjacent to where the trees will be planted on Churcher, Homefield and Edgell Roads outlining the project and a map showing the proposed locations of the trees, along with the type of tree. Residents have contacted the Parish Council in response to the letter and their feedback is included as an appendix to the application.
- A news article on the Parish Council website <http://www.westbourne-pc.gov.uk/VirDir/CoreContents/News/Display.aspx?id=29219>
- The news article was shared on Facebook at www.facebook.com/westbournepc
- Information has been displayed in the noticeboards in The Square
- An article was included in the June edition of Westbourne Magazine.

6. What evidence is there that the project is needed?

As stated above, the trees will provide a habitat for birds and other wildlife, will contribute to improved air quality, and will greatly enhance the visual appeal of the area.

7. What support is there for the project within the wider community?

The fact that membership of Greening Westbourne, a local environmental group, has grown significantly in recent years, suggests very strongly that the people of Westbourne favour a greener environment. Moreover, trees planted on the grass verge in nearby Ellesmere Orchard have been greatly appreciated and, as mentioned above, adopted by local residents, who have undertaken to ensure that they receive the necessary care and attention in the first few years of their life.

8. Tell us where the nearest similar service, facility or project is.

A number of trees have recently been planted on grass verges in Ellesmere Orchard, Westbourne.

Local benefits

9. What is the expected benefit of the proposed project?

This is covered in 4 (i) above.

10. Who in particular, will use or benefit from the proposed project?

The residents of Edgell, Homefield and Churcher Roads and those who visit and/or walk, cycle or drive through the area.

Project sustainability

11. Please specify the intended outcomes of your project or service and how will these be monitored?

Local residents and members of Greening Westbourne will ensure that the young trees are cared for in the first two to three years. In the long term, as the trees are on their land, they will be the responsibility of WSCC.

Details about your project

12. Project delivery

(i) Will the Parish Council be delivering this project?

Yes (if yes, please go to Q13)

No

(ii) If No, who is your delivery partner?

A joint project delivered by WSCC and WPC.

Address:

Contact name:

Telephone number:

Email address:

(iii) What type of organisation are they? (delete as appropriate)

Registered Charity / Company Limited by Guarantee /

Community Interest Company / Other Constituted Organisation (describe) County Council

Charity and/or Company Number

(iv) What checks have you undertaken to determine their suitability as a delivery partner?

As a statutory authority, I wouldn't have thought that was necessary.

13. When are you planning your project to take place?

When will it start: Autumn/Winter 2020/21.

When will it finish February 2021.

Key milestones (with anticipated dates): Planting to commence in November 2020 and be completed by February 2021.

14. How will the delivery of the project be managed?

The project will be managed by West Sussex County Council.

15. Tick below to indicate if the project has any of the following. If it has, please enclose a copy of the relevant policy

• Health and Safety policy	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Child Protection and Vulnerable Adult policy	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Affiliation to a governing body If yes, tell us who	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Public liability insurance If yes, please indicate the value here £_____	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Other insurance If yes, identify what here	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Licence or permission for statutory activity If yes, please explain what here	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>

16. In respect of the proposed location of the project, does the Parish or your delivery partner:

Own the freehold of the land or building or Hold a lease (If yes, please include length of lease remaining _____)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you need the landowner's permission? If so, has that been obtained?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

17. Is planning consent needed for your project?

We have confirmed that planning permission will not be required Date of enquiry and name of planning officer if appropriate: _____	<input type="checkbox"/>
We have determined that the works can be undertaken under the Parish Council's Permitted Development Rights	<input type="checkbox"/>
We have not yet applied for planning permission	<input type="checkbox"/>
* We are waiting for a decision on our planning application	<input type="checkbox"/>
* Planning permission has been granted	<input type="checkbox"/>
* Application number is _____	

* Please refer to guidance notes

Section 3: PROJECT COSTS AND MANAGEMENT

Breakdown of the funding request

18. Please list all likely costs for your project or service.

You can either use the table below or attach a numbered separate sheet (but do not forget to address both Section A and B of this question). Remember, you will need to provide at least 3 quotes (in Section C) for any works to support this part of your application.

Section A: Project Budget Breakdown		Section B: How your project is funded	
Item or activity	Item/ activity cost	NHB contribution (this application)	Other contributions (£, from where, secured?)
Purchase and planting of trees	£4,500	£2,250	£2,250 from WSCC
TOTALS			

Please note, evidence of other sources of funding will aid your application.

Section C: Quotations for project (at least 3 are required)			
Name of Contractor/Supplier	Cost £	Works quoted for	Comments

Preferred Contractor/Supplier is

Why has this contractor/supplier been chosen?

19. If the table at Q18 shows a shortfall, please state where the rest will come from and if your project or service involves annually recurring costs, explain how you plan to meet these in the future?

Section 4: SIGNING-OFF YOUR APPLICATION

20. On behalf of the organisation identified at Q1, I declare that:

I am authorised to make this application. I have read, understood and completed the application in line with the guidance notes and criteria available. All the information and supporting documentation I have provided is truthful and accurate.

I declare that if an award is made, that the money will be used solely for the purposes outlined in this application and that proof of this will be returned to the Council for monitoring purposes. If details of the project or service change, I will notify the Council's contact officer.

Please note: To comply with the General Data Provisions Regulations 2018 we also require you to sign this document to acknowledge that your contact details to be stored on a secure database. The information will not be provided to any other organisation. The Council reports funding decisions annually and these are published on our website, successful Parishes' names, the grant amount awarded and a brief project description will be shown.

Important information for Parishes using a delivery partner: Under European 'State Aid' rules, contractors should not obtain more than a total of €200,000 (approximately £172,000 at February 2019) from Government Departments or local authorities over a rolling 3-year period. I have read the above and confirm with our delivery partner that they have not received any recent state aid, as above (please tick).

Signed:

Date:

20. Please tick off the following checklist to confirm that your application is ready to submit:

(please tick)

- | | |
|---|--------------------------|
| I have answered all the relevant questions on the application form | <input type="checkbox"/> |
| I have taken a copy of the application for our reference | <input type="checkbox"/> |
| I have enclosed as appropriate: | |
| • A business plan or project plan if request for funding is £10,000 + | <input type="checkbox"/> |
| • Any evidence of support from local Consultation | <input type="checkbox"/> |
| • A copy of equalities, child protection or other relevant policies (see Q.15) | <input type="checkbox"/> |
| • Proof of freehold ownership or security of tenure (see Q16) | <input type="checkbox"/> |
| • Written permission of Landowner for the project etc (see Q16) | <input type="checkbox"/> |
| • At least 3 quotes for all works relating to the cost of the project (see Q18) | <input type="checkbox"/> |

Thank you for completing this form, please send it to us either electronically or by post (see details in 'How to complete the New Homes Bonus Application Form').

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775654483
clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's Public Services Committee which took place on Thursday 18 June 2020 at 7.00pm. The meeting was held remotely using Zoom video conferencing.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr David Mack and Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Mack. No members of the public were present.

1. Election of the Chair of the committee: Cllr Briscoe proposed Cllr Mack, seconded by Cllr Hitchcock and all were in favour. Cllr Mack was elected.

2. Apologies for absence: None.

3. Election of the Vice-Chair of the committee: Cllr Briscoe proposed Cllr Barker, seconded by Cllr Hitchcock and all were in favour. Cllr Barker was elected.

4. Declarations of interest in the items on the agenda: None.

5. Minutes of the meeting on 21 November 2019: The minutes were agreed to be a true record and were signed as such by the Chair.

6. Issues and updates from the minutes of 21 November 2019: None.

7. Update on projects around the Parish: Members discussed the following.

- Parking in The Square: Cllr Briscoe has been in discussion with the University of Chichester to see if any highway engineer students would like a project to redesign The Square. Members thought this was an interesting idea which Cllr Briscoe will explore further.
- Westbourne's buses: There was no further update on the 54 bus. Members agreed not to reinstate the taxibus at present due to the Covid-19 restrictions and advice from the Government to avoid public transport.
- CCTV: This project is currently on hold until after the Covid-19 outbreak.
- Village gateways: The Clerk will ask Longmeadows to move the two village gateways on Monk's Hill to the northern edge of the recreation ground, and also ask them if they can clean all of the gateways in the village. Cllr Hitchcock asked if Highways could be alerted to fact that daffodils have been planted around the Gateways and to avoid cutting the grass in the early spring to allow them to grow.
- Noticeboards: No further update.

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- Fingerposts and street lights: No further update.
- Highways issues: Cllr Magill has arranged for WSCC Highways to install two SID posts on Sheepwash Lane in Aldsworth so that the Parish Council's mobile units can be placed there. The Aldsworth hamlet sign will also be reinstated. However, a timescale for this work to be completed has not yet been given. Cllr Mack has contacted Jeff Staker to ask his support in charging/moving/storing the SIDs and it was discussed that the Council would employ him after Covid-19 restrictions had been lifted. Cllr Mack also reported that data from the SIDs has not recently been collected due to the outbreak.
- Community Speedwatch Group: The group has not currently operating because of Covid-19 restrictions.
- Trees and Tree Wardens: Members discussed the planting of new trees at Monk's Hill recreation ground to replace those recently removed due to ash dieback. It was discussed that they will not need to be planted until November so there is still plenty of time to decide what to plant, working with Guy Schofield and Mike Reed. Cllr Briscoe recommended Keydell Nursery as selling good quality trees. The Parish Council is also applying for New Homes Bonus funding from CDC for new trees on Churcher, Homefield and Edgell roads – application deadline is 31 July. Cllr Hitchcock asked members for help in delivering letters about the project to residents on these roads.
- Flooding: No further update
- Defibrillators: The Clerk is still researching quotes for an annual service of the three defibrillators (including Woodmancote).
- VE Day 75 commemorative bench location: Members discussed that the bench could be reinstated outside the doctors' surgery. The Clerk will contact Emsworth Surgery to ask permission, along with Highways.

8. Emergency Plan: Members considered the latest draft which the Clerk has updated. It was agreed that lessons learnt from the volunteer group set up by Westbourne Help should be included in case the Parish Council needs to do the same for future similar situations. It was discussed that a councillor needs to lead on this and members agreed to consider this for discussion at a future meeting.

9. New issues for the Committee to consider: Salt/grit bins. The Clerk will ask WSCC to fill up the salt/grit bin in The Square. The Council may be able to store some bags in the future in the storage building proposed by the WCT at Mill Road.

10. Announcements and items for the next meeting: None.

11. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 19 November 2020 at 7.00pm.

Meeting closed at 7.55pm.

Minutes



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Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 18 June 2020 at 8.00pm. The meeting was held remotely using Zoom video conferencing.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr Nigel Ricketts, and Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Ricketts. No members of the public were present.

1. Election of the Chair of the committee: Cllr Briscoe proposed Cllr Ricketts, seconded by Cllr Hitchcock and all were in favour. Cllr Ricketts was elected.

2. Apologies for absence: None.

3. Election of the Vice-Chair of the committee: Cllr Ricketts proposed Cllr Hitchcock, seconded by Cllr Briscoe and all were in favour. Cllr Hitchcock was elected.

4. Declarations of interest in the items on the agenda: None.

5. Minutes of the meeting on 21 November 2019: The minutes were agreed to be a true record and were signed as such by the Chair.

6. Issues and updates from the minutes of 21 November 2019: None.

7. Monk's Hill recreation ground charity: Westbourne Parish Allotment for Exercise and Recreation (Charity Commission number 265105): Members discussed the following.

- To consider the latest Kompan inspection report and report from the playground inspector: The inspection reports indicate that there is surface corrosion on the adult exercise equipment and swings. It was agreed to repaint these items before they deteriorate even more – the Clerk will ask Kompan for a quote. With regards to the surface corrosion on the multi-play climbing frame, it was agreed this should still be under warranty which the Clerk will look into. It was agreed to ask Longmeadows to replace the soil on the mound to the slide and reseed the grass. Cllr Ricketts will look at the dents on the slide and see if he can fix these.
- To discuss the installation of the new sport/exercise/play equipment: Just the new play equipment is still to be installed in the play area. The Clerk will contact Playdale to find out an installation date.
- To receive an update from the Clerk on the de-registration of the Village Green status: WSCC Legal Services continue to liaise with the Parish Council's solicitor on this matter. It was agreed to inform Cllr Mike Magill and ask him, in his role as

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County Councillor, to ask WSCC to support the Parish Council and to progress it if possible.

- Flora and fauna: Members discussed leaving a strip of grass along the edge of the recreation ground to allow flora and fauna to grow and establish. Members discussed that some caution is needed as the brambles may encroach even more into the recreation ground. Members thought the southern corner near the car park might be a suitable area to grow. Cllr Hitchcock and Cllr Briscoe have confirmed with CDC that the Cricket Field is a Site of Nature Conservation Interest (not a Site of Special Scientific Interest) due to the wild orchids that grow in this location. The report is included in Appendix 1.
- To consider the replanting of trees along the boundary between the playground and Monk's Hill: Members discussed the planting of new trees at Monk's Hill recreation ground to replace those recently removed due to ash dieback. It was discussed that they will not need to be planted until November so there is still plenty of time to decide what to plant, working with Guy Schofield and Mike Reed. Cllr Briscoe recommended Keydell Nursery as selling good quality trees.

8. Mill Road recreation ground: Members discussed the following.

- To consider the latest Kompan inspection report and report from the playground inspector: It was agreed that the Parish Council will wait for the outcome of the WCT's planning application for redevelopment of the area before proceeding with repairs to the equipment. It was discussed that of all the equipment, the only pieces that are likely to be kept are the adult exercise equipment and the picnic tables. Cllr Ricketts also thought the seesaw and the tyre swing may also be able to be reused. If so, these may need to be renovated if they are moved.
- To discuss proposals from Westbourne Community Trust for the redevelopment of the recreation ground and sports/exercise/play equipment: There is no further update currently.

9. Re-opening of the playgrounds: Members discussed that the playgrounds will remain closed to the public during the covid-19 outbreak. If a decision to reopen them is made, a risk assessment may need to be carried out.

10. Announcements and items for the next meeting: None.

11. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 19 November 2020 at 8.00pm.

Meeting closed at 8.50pm.

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Appendix 1

Flora and Fauna at Monk's Hill Common/Recreation Ground

A suggestion has been made by a Westbourne parishioner, which would promote flora and fauna at Monk's Hill Common/Recreation Ground.

The suggestion is that grass be allowed to grow tall at the edges of the field, along with whatever other wild plants appear. In the past, this was the case and, in addition to wild plants, species such as bush crickets, which prefer this kind of habitat, could also be found. There is very little of this habitat now, with grass kept short right up to brambles and bushes at the edge.

The grass would, of course, need to be managed. A couple of suggestions are to be found below, and Sarah Hughes, CDC Wildlife Officer, or somebody else with the requisite expertise, should be able to advise.

PUBLIC FEELING

- Over 80 per cent of the public back calls for councils to help Britain's under-threat bees by cutting areas of grass less often in parks and roadside verges to allow wild flowers to grow, a YouGov poll for Friends of the Earth and Buglife revealed: <https://www.buglife.org.uk/news/huge-public-backing-for-councils-to-reduce-grass-cutting-to-help-save-our-bees/>
- Creating unmown areas in an suburban park can significantly increase flowers and pollinating insects while also leading to a greater enjoyment of the space by people, according to a University of Sussex study in Saltdean, Brighton. <http://www.sussex.ac.uk/broadcast/read/26417>

EXAMPLES OF MANAGEMENT

Introducing tall grass – North Somerset Council <https://www.n-somerset.gov.uk/my-services/leisure/parks-countryside/rewilding/rewilding-in-north-somerset/>

- “This taller grass will allow a range of grass species to develop, increasing the biodiversity benefits. Tall grass is just as important for wildlife as wild flowers. It gives animals shelter and somewhere to hunt, breed and feed. We will cut most of this grass at the end of the flowering season, usually between August and October. The cuttings will be left on site. The grass may be cut again in the spring, if needed, for biodiversity purposes.”

Ecologist's recommendations for management of public amenity grassed area in Mickleover, Derbyshire https://www.inderby.org.uk/index.php/download_file/5609/6844/

- “It would be of great benefit to wildlife to leave wherever possible a 3-6 metre margin around the edges of the fields to develop as unmown tall grassland...To avoid the grassland developing into scrub it could be mown in the autumn on a 3-year rotation, with the arisings left in situ.”

RH. 07/06/20

Minutes



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Minutes of Westbourne Parish Council's Business Plan Working Group which took place at 7pm on Thursday 25 June 2020. The meeting was held remotely using Zoom video conferencing.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr David Mack, Cllr Ann Pearcey, Mr Piers Mason and Clare Kennett, Clerk to the Council

1. To elect a Chair: Cllr Mack was elected Chair. It was agreed to rotate the Chair at every meeting.

2. Apologies for absence: Cllr Mike Magill sent his apologies.

3. To elect a Vice-Chair: It was agreed that a Vice-Chair was not required.

4. To receive declarations of interest and updates to the Register of Interests: Cllr Hitchcock and Mr Mason declared an interest as Trustees of the Westbourne Community Trust (WCT). Cllr Mack also declared an interest as a consultant to the WCT.

5. Minutes of the Business Plan Working Group held on 4 July 2019: The minutes were agreed to be a true record and will be signed by the Chair when the group is able to meet in person again.

6. Updates and issues from the minutes of 4 July 2019: No further updates.

7. Review the results of the parish-wide survey carried out in 2019: Cllr Hitchcock analysed the data from the survey and has written a report, available at http://www.westbourne-pc.gov.uk/The_Business_Plan_24531.aspx It was agreed the results of the survey will be used as an evidence base when considering priorities for the Business Plan.

8. Review and update of the Business Plan 2019/22 and Action Plan in the light of progress made by Westbourne Community Trust: Members reviewed each objective of the Action Plan and made the following comments.

- STCP1: On track and planning application being considered by CDC. It was agreed to change the timing to 2019-2021.
- STCP2: On-going by lobbying work working with other organisations. Likely to be further cuts as a result of Covid-19.
- STCP3: Consider the drop-in sessions if Covid-19 restrictions are eased and meetings can be held in public.
- STCP4: Covid-19 may impact on business growth and prosperity. It was agreed this aim links with STCP6 and 7.
- STCP5: The resident survey in 2019 informs this aim.

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- STCP6: Discussions with landowners and interested parties were taking place before lockdown. It was agreed to continue these discussions as soon as is possible and that a separate consultation will be needed for the car park when plans can be announced to residents.
- STCP7: Ongoing through discussions with WCSS Highways and the support of County Councillor Mike Magill.
- STCP8&9: The two aims are linked. It was agreed that the District Councillor and County Councillor are working to support Westbourne.
- STCP10: Continuing to work with CDC.
- STCP11: Continuing to work with CDC.
- STCP12: Continuing to work with CDC.
- STCP13: Continuing to work with CDC.
- STCP14: Ongoing.
- STCP15: Ongoing.
- STCP16: This is the same as STCP14.
- STCP17: It was discussed that the Parish Council would need to contribute towards costs for the new storage building and playground facilities at Mill Road.

- LTCP1: Planning application has been submitted.
- LTCP2: It was agreed that this is a repeat of earlier aims.
- LTCP3: Cllr Briscoe said he still needs to look into this.
- LTCP4: Ongoing.
- LTCP5: Ongoing.
- LTCP6: Ongoing.
- LTCP7: This aim can now be removed as broadband services have improved.
- LTCP8: Linked to short term aims.
- LTCP9: At this point of the meeting, members discussed the differences between the short-term and long-term priorities. The timeframe given to each aim will determine whether it is short or long term. It was agreed that the Action Plan will be revised to remove repetition and to make it easier for residents to read. Cllr Briscoe and Mr Mason agreed to work on this.
- LTCP10: It was agreed that the Parish Council needs to build up earmarked reserves for the long-term maintenance of its two recreation grounds and renewal of facilities. It was also discussed that a plan of how the New Initiatives Fund would be spent would be useful to demonstrate its purpose. It was also discussed that this would only ever be an estimate as not all final figures/projects are yet known.

- LTA1: Ongoing.
- LTA2: Ongoing.
- LTA3: It was agreed that this was covered in previous aims.
- LTA4: Ongoing. A meeting could be held with members of the Business Association. Cllr Magill has recently supported local businesses during the Covid-19 lockdown by producing a leaflet and a business directory on parish councils websites in the Bourne area.
- LTA5, 6, 7, 8, 9, 10 & 11: Covered in previous aims.
- LTA 11: The Parish Council could consider extending its grant to £1k per year as more applications have been received recently.

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- LTA12: The recreation grounds offer opportunities for younger children but it was agreed that more could be done in the village for older children. Ideas such as football competitions, Cricket Club open day, summer holiday activities were discussed.

9. Consider any other recent developments: It was discussed that social care, parks and local spaces were identified in the survey as being important to residents but they are not currently included in the Business Plan. It was agreed to look as to how these issues could be incorporated. It was discussed that a Wildlife Corridor runs through Westbourne and Cllr Briscoe is applying for the River Ems to become an SSSI. In terms of social care, it was discussed that the Parish Council is considering how a volunteer group could be set up, following the success of Westbourne Help.

10. Announcements and items for the next meeting: To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

11. Date of next meeting: The date of the next meeting was not agreed due to the summer recess between the Parish Council's meetings on 9 July and 10 September.

Meeting closed at 8.45pm.

WESTBOURNE & SOUTHBOURNE JOINT BURIAL COMMITTEE

Cemetery Extension

At the Westbourne & Southbourne Joint Burial Committee (JBC) meeting held on 2nd July 2020 Members discussed the Tender Evaluation Report and the recommendations therein received from the Consultants. A copy of this Report is attached.

Members agreed the importance of progressing with the Cemetery Extension as soon as possible with very limited capacity of both burial and cremation plots now remaining at Westbourne Cemetery.

It was considered important to avoid a situation when the Cemetery needed to be closed to interments in new plots,

Members noted that the tender bids were significantly higher than had been anticipated by either the JBC or the Consultants and attention was drawn to the section on potential value engineering. It was agreed that Members did not consider it prudent to remove the 10% contingency from the costings, however it was a unanimous decision that the style and layout of the cremation plots could be redesigned to significantly reduce costs.

It was resolved by Members that, as recommended by the Consultants, Contractor C should be appointed to carry out the cemetery extension works subject to agreement on the final schedule of works and project costs.

It was agreed that a meeting should be arranged as soon as possible between Contractor C, the Consultants and representatives from the Joint Burial Committee to ascertain the exact cost savings if certain operations were omitted.

The Joint Burial Committee would then be in the position to determine whether it was necessary to discuss with the Parish Councils the need to secure any further funding before the project could be progressed.

Recommended

That Westbourne Parish Council and Southbourne Parish Council respectively agree

1. That the project needs to proceed as soon as possible;
2. That Contractor C be appointed to carry out the cemetery extension subject to agreement on the final schedule of works and project costs;
3. Representatives of the JBC, the Consultant and the Contractor meet to discuss cost savings on the project;
4. Subject to 3 above, that if necessary, the JBC agree with both Parish Councils any requirement to secure further funding to enable the project to proceed.

Nigel Ricketts

Chairman, Westbourne and Southbourne Joint Burial Committee

Westbourne Parish Council 2020-21: Budget monitoring report

1. Profit and loss budget v actuals

	2019-20	2020-21		
			<u>YTD</u>	<u>Budget % of Budget</u>
<u>Income</u>				
Rent	£700.00	£275.00	£750.00	36.7%
Admin/grants	£11,902.86	£8,016.96		
Precept	£94,490.91	£50,500.00	£101,000.00	50.0%
NP	£0.00	£0.00		
VAT reimbursed	£2,600.16	£0.00		
Total income:	£109,693.93	£58,791.96	£101,750.00	57.8%
<u>Expenditure</u>				
Subs, S137, S142. donations	£2,387.95	£1,548.00	£2,490.00	62.2%
Running costs	£24,710.49	£6,584.50	£25,350.00	26.0%
Capital costs and repair (sinking fund)	£0.00	£178.33	£20,000.00	0.9%
Capital schemes	£7,159.98	£120.00	£14,170.00	0.0%
Services	£2,240.72	£222.25	£2,600.00	8.5%
Communications	£2,457.84	£171.93	£2,000.00	8.6%
Administration	£11,932.27	£9,211.62	£14,996.00	61.4%
Clerks salary	£15,540.00	£3,965.58	£19,190.00	20.7%
Contingency fund	£24.99	£0.00	£954.00	0.0%
Grants/ER	£9,585.04	£10,391.79		
NP	£0.00	£0.00		
VAT to claim on expenditure	£3,676.87	£3,589.95		
Total expenditure:	£79,716.15	£35,983.95	£101,750.00	35.4%
Income over expenditure	£29,977.78	22,808.01	0.00	

2. Earmarked reserves

	2019-20	2020-21
Balance forward (Bfwd)	£103,994.25	£133,972.03
Income	£109,693.93	£58,791.96
Expenditure	-£79,716.15	-£35,983.95
Carry forward (Cfwd)	£133,972.03	£22,808.01

	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£14,980.49	£33,541.96	-£19,998.52	£0.00	£28,523.93
New initiatives fund	£62,015.98	£20,000.00			£82,015.98
Play equipment Monk's Hill	£723.85				£723.85
Play equipment Mill Road	£5,296.42	£3,000.00			£8,296.42
Office equipment	£1,731.71		-£434.47		£1,297.24
Scope and design environmental enhancement village square	£2,500.00				£2,500.00
Tree survey	-£560.00	£1,500.00	-£1,034.33		-£94.33
Chairman's expenses	£35.88	£250.00			£285.88
Councillors expenses	£256.80				£256.80
Staff absence	£2,000.00				£2,000.00
Vandalism and insurance excess	£800.00				£800.00
Monk's Hill car park	£6,145.00				£6,145.00
War memorial	£420.00				£420.00
Churchyard wall	£4,170.00				£4,170.00
Footway lighting renewals	£500.00				£500.00
Finger post signs	£576.00	£500.00			£1,076.00
Waste bin	£300.00				£300.00
Equipment for an emergency	£1,000.00				£1,000.00
Election costs	£4,146.50				£4,146.50
Village gateways	£150.00				£150.00
Pump priming CLT	£0.00				£0.00
WNPSG	£2,000.00				£2,000.00
Planning/highway consultant	£5,000.00		-£5,683.66		-£683.66
Legal advice/professional fees	£4,922.00		-£705.00		£4,217.00
CDC New Homes Bonus 2014 (village gateways)	£1,161.92				£1,161.92
CDC New Homes Bonus 2019 (Monk's Hill play/sports)	£3,844.50		-£3,844.50		£0.00
S106 Monk's Hill recreation ground 2020	£7,780.96		-£4,283.47		£3,497.49
SDNPA CIL 2019	£2,074.02				£2,074.02
	£133,972.03	£58,791.96	-£35,983.95	£0.00	£156,780.04

WESTBOURNE PARISH COUNCIL - FULL YEAR ACCOUNTS 2020-21
Account number 1

Opening balance		133,972.03																		
Description	Receipts Total	INCOME					Payments Total	EXPENDITURE												
		Rent	Admin/grants	Precept	NP	VAT		Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants	NP	Input VAT	
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
April	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.45	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,040.90	1,321.86	0.00	6,235.97	0.00	2,241.89	
May	461.00	225.00	236.00	0.00	0.00	0.00	8,901.54	250.00	4,355.00	178.33	0.00	73.33	171.93	2,137.86	1,321.86	0.00	0.00	0.00	413.23	
June	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83	
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
January	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
February	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
March	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Totals	58,791.96	275.00	8,016.96	50,500.00	0.00	0.00	0.00	1,548.00	6,584.50	178.33	120.00	222.25	171.93	9,211.62	3,965.58	0.00	#####	0.00	3,589.95	
Closing balance	£ 192,763.99																			

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21

Account number 1

Apr-20

Opening balance:		133,972.03	INCOME					EXPENDITURE														
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT	Payment method	
1. 16/04/20	EE mobile phone							29.42							24.52						4.90	DD
2. 17/04/20	WSCC LGPS							426.20							426.20							IB
3. 17/04/20	HMRC quarter 4 2019/20							908.28							908.28							IB
4. 17/04/20	Alpha Cars March 20							120.00				120.00										IB
5. 17/04/20	WSALC subscription 2020/21							733.30	733.30													IB
6. 17/04/20	Playdale play equipment for Monk's Hill 50% deposit							5,934.60										4,945.50			989.10	IB
7. 17/04/20	CDC Mill Road rent 2020-21							100.00		100.00												IB
8. 17/04/20	Longmeadows quarter 4 2019-20							1,764.50		1,764.50												IB
10.17/04/20	M Reed tree surgeon removal of ash trees at Monk's Hill							1,070.00										856.00			214.00	IB
11. 17/04/20	GM Support play inspections							90.00		90.00												IB
12. 17/04/20	St John Baptist Church, closed churchyard donation							200.00	200.00													IB
13. 17/04/20	Allotment Association, annual donation							50.00	50.00													IB
17/04/2020	CDC precept first installment 2020-21	50,500.00			50,500.00																	
14. 17/04/20	Homestart Chichester, annual donation							250.00	250.00													IB
15. 17/04/20	Reimbursement C Kennett, Norton anti virus, Royal Mail PO Box address and Zoom account							521.37										434.47			86.90	IB
16. 17/04/20	Mulbery and Co audit meeting in December 2019							262.80							210.24						52.56	IB
17. 17/04/20	Brightplan transport consultant, cemetery lane inquiry							3,703.99							3,086.66						617.33	IB
18. 17/04/20	Phillippa Jarvis, planning consultant, cemetery lane inquiry							1,316.44							1,097.00						219.44	IB
19. 20/04/20	SSE							76.99					73.33								3.66	IB
20. 25/04/20	C Kennett salary/expenses April 2020							1,339.86							18.00	1,321.86						IB
21. 27/04/20	Greening Westbourne Community Chest grant							64.70	64.70													IB
22. 27/04/20	Kompan playground inspections							324.00							270.00						54.00	IB
28/04/2020	CDC S106 funding Monk's Hill	6,832.12		6,832.12																		
	Totals	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.45	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,040.90	1,321.86	0.00	6,235.97	0.00	2,241.89	19,286.45	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21

Account number 1

Opening balance:		172,017.70																			
		INCOME																			
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerks salary	Contingency fund	Grants /ER	NP	Input VAT	
23. 12/05/20	EE mobile phone							29.42							24.52						4.90
24. 18/05/20	WSCC LGPS April 2020							440.34							440.34						
25. 17/05/20	SSE street lights							76.99					73.33								3.66
26. 18/05/20	Brightplan traffic consultants, Cemetery Lane							1,800.00							1,500.00						300.00
27. 18/05/20	JBC first Precept payment							4,125.00		4,125.00											
28. 18/05/20	GM Support playground/defib inspections							230.00		230.00											
29. 18/05/20	M Magill reimbursement business leaflet printing							215.37						171.93							43.00
30. 18/05/20	M Reed and Co Ltd tree stump removal Monk's Hill							214.00			178.33										36.67
31. 18/05/20	C Kennett salary and expenses May							1,339.86							18.00	1,321.86					
32. 28/05/20	Surrey Hills Solicitors advice on charity for Monk's Hill							175.00							155.00						25.00
33. 28/05/20	Tuppenny Barn Community Chest grant funding							250.00	250.00												
4/5/20	Wagland and Bray access licence Sydenham Terrace, Covington Road	200.00	200.00																		
18/5/20	Reeve access licence first installment for 2019-20	25.00	25.00																		
26/5/20	Southern Co-op grant funding for defibrillator costs	236.00		236.00																	
	Totals	461.00	225.00	236.00	0.00	0.00	0.00	8,895.98	250.00	4,355.00	178.33	0.00	73.33	171.93	2,137.86	1,321.86	0.00	0.00	0.00	413.23	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21
Account number 1

Jun-20

Opening balance:		163,582.72	INCOME						EXPENDITURE													
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/E R	NP	Input VAT	Payment method	
02/06/2020	Reeve access licence second (and final) installment for 2019-20	25.00	25.00																			
34. 12/06/20	EE mobile phone							29.42							24.52						4.90	DD
35. 12/06/20	New Dawn Furniture VE Day 75 bench							1,078.02										898.35			179.67	IB
36. 12/06/20	Steve Hayward, electrician installed defib at Village Stores							75.00										75.00				IB
37. 12/06/20	WSCC LGPS May 2020							440.34							440.34							IB
38. 12/06/20	C Kennett salary and expenses June 2020							1,339.86							18.00	1,321.86						IB
39. 19/06/20	SSE street light electricity							79.36					75.59								3.77	DD
40. 24/06/20	GM Support playground/defib inspections							275.00		275.00												IB
41. 24/06/20	Sovereign adult exercise equipment Monk's Hill							3,818.96										3,182.47			636.49	IB
42. 24/06/20	Surrey Hills Solicitor advise on Monk's Hill Charity							660.00							550.00						110.00	IB
12/06/2020	Reeve access licence first installment for 2020-21	25.00	25.00																			
30/06/2020	CDC S106 final payment	948.84		948.84																		
	Totals	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83	7,795.96	

Westbourne Parish Council, 9 July 2020**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 for approval	Total	Net	VAT
DD EE&T Mobile	29.42	24.52	4.90
IB Confidential payments June 2020	1,339.86	1,339.86	0.00
IB WSCC LGPS May 2020	440.34	440.34	0.00
IB SSE street light electricity			
IB Longmeadows quarter 1 2020-21 Steve Hayward, removal of padlock on	3,265.60	3,265.60	0.00
IB SID	25.00	25.00	0.00
	5,100.22	5,095.32	4.90

Payments for retrospective approval

Surrey Hills Solicitors, advice on Monk's			
IB Hill Charity	660.00	550.00	110.00
IB Sovereign adult exercise equipment	3,818.96	3,182.47	636.49
IB Mulberry & Co	162.00	135.00	27.00
IB GM Support playground inspections	275.00	275.00	0.00
	4,915.96	4,142.47	773.49

1. Treasurers account number 1

Balance per statement 30/06/20	156,785.60
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	156,785.60

Cashbook control

Balance forward 01/04/20	133,972.03
Add total receipts to date	58,791.96
Less total payments to date	35,978.39
Cashbook at 31/05/20	156,785.60

9 July 2020 Westbourne Parish Council Agenda item 15: Correspondence list

Councillors are invited to bring forward any items of correspondence for further discussion at the meeting.

- Daily emails from CDC, WSCC, SSALC and other organisations with a range of advice on the coronavirus outbreak. Clare Kennett has gone through these to update information on our website and has circulated them to members and Westbourne Help as appropriate.
- Email from Steve at Alpha Cars about reinstating the Taxibus service.
- Email Westbourne Help about the closure of the service and where people can receive help from if they require it.
- Email from WSCC to ask the Parish Council to complete a Covid-19 questionnaire about the likely future support that could be required. Richard has completed this on behalf of the Parish Council.
- Email from SSALC with advice about risk assessments and signage for the opening of the playgrounds from 4 July 2020.
- Consultation responses from residents regarding the planting of trees on Churcher, Homefield and Edgell Roads.
- Email from Neil Attewell about renovations taking place at The Meeting Place.