



WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Beccy Anderson
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**Minutes of the Westhampnett Full Parish Council Meeting held at 7pm on
Monday 8th September 2025 at Westhampnett Community Hall, Hadrian Drive,
Westhampnett, PO18 0FP**

Present:

Parish Councillors: Cllr W Holden (Chair), Cllr S Burborough, Cllr T Ashcroft, Cllr S James, Cllr N Jackson & Cllr J O'Meara

The meeting was Clerked by Beccy Anderson, Parish Clerk
8 members of the public attended & Cllr Jerney Hunt

Minute No.	Item
1	OPEN MEETING & TAKE APOLOGIES FOR ABSENCE Cllr Holden opened meeting at 7pm. Apologies from Cllr Henry Potter(CDC), Cllr D Plummer & Cllr C McLeish
2	DISCLOSURE OF INTERESTS Cllr S Burborough – as an employee of Rolls Royce
3	PUBLIC QUESTION TIME Hazel Bate (HB) stated the Rev Hawes is still in contact with residents the Chichester Park Hotel but would not currently be making any further public statements regarding the Hotel/residents. HB asked for permission to erect two marquees on the Village Green on the day of St Peter's Church Christmas event. Councillors approved this request (to be erected in the morning) and the Clerk noted the Parish Councils' Public Liability insurance covered this. HB also stated she had a resident's petition (raising objections re the access/traffic) for Maudlin Farm development, asking anyone interested to sign. Cllr WH noted any residents needed to get their comments re Maudlin Farm to him by Friday 12/09/25.
4	REPORTS FROM EXTERNAL BODIES: None Cllr Jeremy Hunt (JH) reported in person:- <u>WSCC Adult Social Care Services</u> The recent QCC Report had rated the services as 'Good'. He also commented Children's Services is in a good place although both services have the challenge of rising costs <u>On Street Parking Charges</u> increases will be introduced in October (increases in line with inflation) <u>Local Govt Reform</u> This is moving ahead. The County and District councils have worked together to produce one proposal (and submit a preference) for a Single Unitary Council. He would expect to hear back from central Govt by March 2026. He commented he wasn't sure of any decision as to Brighton & Hove (possible idea, but no consultation so far ,East Sussex and Brighton & Hove to be split into 5 unitary councils) He also pointed out that local government could be subject to changes from central government. <u>Blocked Drains at Amenity Site</u> He asked for confirmation of the location and agreed to liaise with the Clerk re the resolution. Cllr SB commented the issues was exacerbated by rubbish on the footpath/road in the area. <u>Junction of Stane Street/Old Arundel</u> He also asked about the report lodged with WSCC Highways re the Stane Street/Old Arundel Road. The Clerk stated the report had been made to lodge a note that the junction had been identified as unsafe for pedestrians (not a request for e.g. traffic signals) <u>Coach Road Walking to School Route</u> Cllr SB asked JH for an update. He stated the proposal was set for a formal assessment and he would inform the PC of the outcome.
5	CONFIRM MINUTES Councillors confirmed and approved (i)Parish Council meeting of 14 th July 2025 – proposed by SJ, seconded by TA (ii)Extraordinary Parish Council Meeting 4 th September 2025 – proposed by SB, seconded by SJ
6	CHAIRS ANNOUNCEMENTS The Chair noted the resignation of Cllr T Ashcroft and thanked her for her work running the Community Café, Events and Quizzes. Thanks were also given by Hazel Bate.

7	<u>PLANNING</u> (i)Councillors confirmed approval of contracting Steve Tilbury, as Planning Consultant to provide advice and produce a report to comment on the Maudlin Farm development to be lodged with CDC. (ii)Councillors discussed:- Application: WH/25/01662/OUT Address: Land At Maudlin Farm, Dairy Lane, Maudlin, Westhampnett, Chichester, West Sussex, PO18 - Large Scale Maj Dev – Dwellings Outline planning application (with all matters reserved except for access) for the construction of up to 265 no. residential dwellings (including affordable housing and self/custom build plots), specialist accommodation for older persons, a new vehicular access from Old Arundel Road, open space, play areas and associated infrastructure. Cllr WH noted the Parish Council will look into the services of a Hydrologist to access the flooding risks to the proposed development site. Action The Clerk to look into Hydrologist services
8	<u>PAYMENT APPROVAL</u> Councillors approved:- (i) August and September online payments
9	<u>BANK RECONCILIATION</u> Councillors approved:- (i) All Bank Accounts Reconciliations for July and August 2025 (signed by Cllr SB)
10	<u>EXTERNAL AUDIT REPORT</u> (i) Councillors approved the 2025/2026 External Audit Report
11	<u>INSURANCE PREMIUM FOR 2025/2026</u> Councillors approved the renewal of the Parish Council insurance policy with Hiscox Insurance Company Limited, via A J Gallagher & Co. Insurance Brokers, at the premium of £4,660.47 (fixed for 3 years)
12	<u>POLICIES</u> Councillors approved the Parish Councils policies
13	<u>MADGWICK PARK ALLOTMENTS</u> (i)Councillors confirmed agreement of acceptance of the conditions of the plots for handover. (ii)Councillors noted the final LA search should be received by the solicitors on 8th September 2025. (iii)Councillors agreed the method execution of the Land Transfer for the Council; would be by Common Seal, with Cllrs WH & CM to be the other signatories for the Common Seal (iv)Councillor noted the Clerk will be meeting with Cllr DP to discuss next steps (after PC has taken ownership of the allotment site) Action – the Clerk to meet with Cllr DP re next steps
14	<u>COMMUNITY HALL</u> i) Cllr Ashcroft reported the Hall Committee had said goodbye and thanked Chris Maher for his work over the last 4 years. Cllr TA reported 14 private hires in September and 8 weekly hires in August. The Hall Committee will meet next week 16/09/2025. (ii)Community Hall Development – The Clerk noted the Scope of Works (from NJS) had been sent to all councillors. There were no comments and Councillors agreed to proceed with obtaining further quotations for the development works from other contractors (iii) Community Hall Café – Cllr Ashcroft stated the last Community Café will be on 16th September. She stated it had been successful although there wasn't the capacity for this to continue at present. (iv)Christmas event – Councillors approved the purchase of 2 Christmas Trees (one for Westerton and one for Westhampnett) and lights. Cllr TA will liaise with the Clerk regarding the purchases. Action – Cllr DP/The Clerk to organise quotations for the Community Hall Development works
15	<u>PLAYGROUNDS/ WESTHAMPNETT GREEN</u> (i)Cllr TA informed councillors the work on Westerton playground was complete and was happy with the work and new item. Cllr TA noted the works to Westhampnett playground should be completed by 12/09/25, with the re-laying of the pathway to the playground (ii)Councillors noted the notice board installation at Westhampnett village green. Action – Cllr TA to inform the Clerk when the works are completed
16	<u>SPEED INDICATOR DEVICES (SIDs)</u> (i)The clerk updated councillors in regard to the WSCC Highways115 Licence to install the SIDs, informing Councillors the Licence which had been issued today (08/09/2025). Cllr Holden signed the Licence. Action – The Clerk to forward the signed Licence to WSCC and contact the SIDs supplier and installer to arrange installation.

17	<u>ROLLS ROYCE DEVELOPMENT WORKS</u> (i)Cllr JoM updated councillors regarding the noise complaints. He explained they continue to meet regularly with RR to advocate on behalf residents. Rolls Royce (RR) had apologised for the recent breach of the planning conditions (weekend working at unapproved times) He stated the development works are on course to be completed by May 2026. Cllr CM is liaising with RR in regard to the Volunteers Christmas event.
18	<u>ITEMS FOR REFERRAL TO A FUTURE MEETING</u> Cllr SB reported <u>Village Green lights</u> - two lights still needing replacement bulbs. <u>Driving the wrong way down Claypit Lane</u> A resident continues to drive the wrong way (down Claypit Lane to Stane St) <u>The Signage at the top of Claypit Lane</u> (for Goodwood Revival) is incorrect. The Clerk was asked to contact Goodwood asking the signage should state 'No Entry' <u>Planning to note (Permitted)</u> WH/25/01025/DOM The Hollies, Westerton Lane, Replacement garage and alterations to fenestration of annex 25/010467/HRA Furze Close Westhampnett Chichester West Sussex PO18 0SW Bat Roost WH/25/01358/TPA Westhampnett Nursing Home Westhampnett House Stane Street Westhampnett Chichester West Sussex PO18 0NT Fell 1 no. Ash tree WH/23/02711/REM Land Within The Westhampnett / North-East Chichester Strategic Development Location (north Of Madgwick Lane) Chichester Application for the approval of remaining Reserved Matters (Appearance, Landscaping, Layout and Scale) following Outline Planning Permission WH/20/02824/OUT for the construction of 165 dwellings and associated works and ancillary development, including the discharge of Conditions 5 (Phasing Plan), 9 (Landscape Detail & Play Equipment), 10 (Contamination), 11 (Noise), 13 (Construction and Environmental Management Plan), 15 (Tree Protection Plan & Arboricultural Method Statement), 17 (Noise), 19 (Surface Drainage), 23 (River Lavant Buffer), 24 (Landscape & Environmental Management Plan), and 26 (Sustainable Design & Construction) as set out in Appeal Decision Reference APP/L3815/W/21/3270721. (with S106) 25/01637/HRA 27 Richmond Road Westerton Chichester West Sussex PO18 0PQ Bat Roost Action The Clerk to reported traffic offences on Claypit Lane to local PCSO, Cllr SB to send the Clerk details
19	<u>DATE OF NEXT FULL PARISH COUNCIL MEETING:</u> Monday 13 th October 2025, 7pm
20	<u>CLOSE MEETING</u> The Chair closed the meeting at 08.40pm.

Signed

Date

ITEM 8 AUGUST & SEPTEMBER 2025 PAYMENTS

AUGUST 2025 PAYMENTS			
Date	PAYEE	DESCRIPTION	AMOUNT
06/08/2025	R M Huntingford	Grass cutting July 2025	390.00
06/08/2025	Christopher Maher	Hall Mgr hours July 2025	728.00
06/08/2025	Green Clean (UK) Ltd	Cleaning 26 July 2025 - 25 August2025	222.00
06/08/2025	Maggie Walsh	Fish & Chips supper	59.22
06/08/2025	Hopscoth	Comm Hall website work to google calendar	55.00
06/08/2025	Richard Skillern	Hall Mgr hours July 2025	166.40
14/08/2025	NJS Partnerships Ltd	2nd instalment Glass partition works	8,306.22
14/08/2025	NJS Partnerships Ltd	PCSA Fees	9,213.90
14/08/2025	NJS Partnerships Ltd	Installation of notice board	300.00
		TOTAL	19,440.74

	SEPTEMBER 2025 PAYMENTS		
Date	PAYEE	DESCRIPTION	AMOUNT
09/09/2025	Sovereign Design Play Systems	Westhampnett playground swing repair	450.23
09/09/2025	WSCC	Clerks' salary & Oncosts June 2025	3,539.17
09/09/2025	WSCC	Clerks' salary & Oncosts July 2025	3,539.17
09/09/2025	WSCC	Clerks' salary & Oncosts August 2025	3,539.17
09/09/2025	Mark Short	Comm Hall window cleaning August 25	70.00
09/09/2025	The National Allotment Society	25/26 Subscription	84.00
09/09/2025	Securitas Technology	Fire Extinguishers Maintenance	49.66
09/09/2025	GreenThumb	Westhampnett VG grass treatment	872.50
09/09/2025	Horsham Engraving	Brass plaque for 9 Westerton	216.00
09/09/2025	Mark McLeish	Reimbursement Volunteers Fuel	27.21
09/09/2025	Tracy Ashcroft	Reimbursement Hall Mgr leaving gift/card	17.00
09/09/2025	David Plummer	Reimbursement plants & compost for village planters	98.33
09/09/2025	RM Huntingford	Grass cutting & fence repair	380.00
09/09/2025	GreenClean	Community Hall cleaning 26/08 to 25/09/25	222.00
09/09/2025	Safe IS	Community Hall Fire risk assessment	318.06
09/09/2025	Arthur J Gallagher Brokers Ltd	25/26 Parish Council insurance premium	4,660.47
09/09/2025	Savills	Westerton Playing Field rent 01/09/25 to 31/08/26	100.00
09/09/2025	R Skillern	Hall Mgr hours August 25	768.00
09/09/2025	R Skillern	Reimbursement first aid materials	8.82
		TOTAL	18,959.79