

# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Beccy Anderson  
Westhampnett Community Hall  
Hadrian Drive  
Westhampnett  
PO18 0FP

Tel: 07354 990243 email: [clerk@westhampnett-pc.gov.uk](mailto:clerk@westhampnett-pc.gov.uk)  
[www.westhampnett-pc.gov.uk](http://www.westhampnett-pc.gov.uk)

Minutes of the Westhampnett Full Parish Council Meeting held at 7pm on  
Monday 13<sup>th</sup> April 2026 at Westhampnett Community Hall, Hadrian Drive,  
Westhampnett, PO18 0FP

**Present:**

Parish Councillors: Cllr D Plummer (Chair), Cllr Neil Jackson, Cllr Stephen James, Cllr J O'Meara, Cllr Sharon Burborough and Cllr Nigel Harris

The meeting was Clerked by Beccy Anderson, Parish Clerk & Assistant Clerk Natalie Ford in attendance  
10 members of the public attended, WSCC Cllr Jeremy Hunt, Sue Nel, Rolls Royce Motor Cars (SN) and Andrew Ball, Rolls Royce Motor Cars (AB)

Minute No.	Item
1	<b><u>OPEN MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> Cllr Plummer opened meeting at 7pm. Apologies from Cllr Claire McLeish, Cllr Kevin Allsobrook & Cllr Henry Potter
2	<b><u>DISCLOSURE OF INTERESTS</u></b> Cllr S Burborough – noted as an employee of Rolls Royce Motor Cars Cllr D Plummer - noted a pecuniary interest in a sister company of NJS
3	<b><u>PUBLIC QUESTION TIME</u></b> <ul style="list-style-type: none"><li>A MOP asked about the permissive foot path behind Everymans Garage as they thought the exit of footpath 417 onto Stane Street was unsafe. JoM stated the PC is supporting their wish to keep the permissive footpath open but agreement wasn't reached. AB stated its continued use needs to be agreed by all properties bordering the path. Rolls Royce hasn't been able to gain full agreement; therefore the path will remain closed.</li><li>A MOP asked about any improvements that could be made for the exit of footpath 417 (onto Stane St) Cllr JH responded local residents did not want a Highways solution and that the layout of the roads/pavement around the mini roundabout (Stane Street and Old Arundel Road) could be altered if the planning permission for the development at Maudlin Farm is approved.</li><li>A MOP commented they didn't think traffic lights at the junction was the solution.</li></ul> <b>ACTION Cllr JH will check on the status of Maudlin Farm planning application</b>
4	<b><u>REPORTS FROM EXTERNAL BODIES:</u></b> <b>Rolls Royce Motor Cars (RR) Report from Andrew Ball (AB) - Report attached below</b> <b>Cllr Henry Potter (PC) – Report attached below</b> <b>Cllr Jeremy Hunt (JH) –</b> JH updated the meeting that he had worked with partners including RR to arrange a free replacement bus service (to cover the Stane Street closures affecting route 55) The Clerk commented the timetable was on the PC website and thanked HB for putting up timetables
5	<b><u>CONFIRM MINUTES</u></b> Councillors confirmed and approved Parish Council meeting of 9 <sup>th</sup> March 2026 – proposed by NJ seconded by NH

6	<p><b><u>CHAIR'S ANNOUNCEMENTS</u></b></p> <ul style="list-style-type: none"> <li>• <b>Assistant Clerk.</b> The Chair introduced Natalie Ford, now employed as an Assistant Clerk. Once trained Natalie will work Mondays – Wednesday, giving the Parish Council staff working/cover throughout the week</li> <li>• <b>Re Agenda Item 14</b> The Chair announced following updated training the PC is reviewing their meeting protocols in relation to the Councillor Code of Conduct (for approval on the agenda). Councillors will be updating their Register of Interest Form at the May 26 meeting and now need to follow the protocol for either <i>Disclosable Pecuniary Interests</i> or <i>Other Registerable Interests</i> or <i>Non-Registerable Interests</i>. This involves councillors declaring any interest in an agenda item at the beginning of the meeting and also being granted dispensation to leave the table by the Clerk but stay in the meeting and not contribute to any discussion (other than factual) or approval of the item.</li> </ul>
7	<p><b><u>PLANNING</u></b></p> <p>(i)<b>Planning Reports</b> Councillors approved the March 2026 planning reports from S&amp;L Land Planning</p> <p>(ii) <b>25/00299/CONBC</b> - Old Place Lane Cllr reported he had attended two meetings this month regarding the breaches of planning conditions i.e. Works out of agreed working hours and issues regarding queuing lorries entering the site. One onsite meeting with the Site Manager and CDC, health and safety issues were reported. Councillors also met with three CDC Planning Enforcement officers who said the road issues were SSCC Highways/Polices to deal with but would contact the developer re out of hours working/disturbance. Cllr NJ commented there were issues with bright lights at night time and will be meeting with CDC and the Site Manager on 22<sup>nd</sup> April 2026 regarding all issues. Cllr JH commented he thought some of the road issues should be the responsibility of Highways. Cllr NH stated he had contact from CI McKay who will do patrols, will engage with the site manager and contact CDC to confirm delivery restrictions in place. Cllr DP commented the situation had improved over the last few days with better access within the site. JH stated the possible solution of traffic lights should not be needed now.</p> <p>(iii) <b>Planning Sites</b> - Councillors discussed the request for any possible planning sites requested by CDC for the Local Area Plan. Councillors noted they did not wish to nominate any sites and had passed on the request to Goodwood Estates who will review their land nominations</p>
8	<p><b><u>PAYMENTS / GRANT REQUESTS</u></b> Councillors approved:-</p> <p>(i)<b>April 2026 online payments</b> - listed below. (approved by SJ online)</p> <p>(ii)Councillors considered <b>grant requests</b> from grants from a) St Wilfrid's Hospice b) Chichester Food Bank. Councillors approved payments - £200 for St Wilfrid's Hospice and £200 for Chichester Food Bank; noting the balance of £600 in the 26.27 budget could be paid to other organisations if they apply.</p> <p><b>ACTION – The Clerk to inform applicants of grant amounts and enter payments for May 2026 (to include £1,200 payment to St Peters Church, agreed in the 26/27 budget)</b></p>
9	<p><b><u>BANK RECONCILIATION</u></b> Councillors approved:</p> <p>(i)Bank Reconciliation for March 2026 - (signed by NJ)</p>
10	<p><b><u>MADGWICK PARK ALLOTMENTS</u></b></p> <p>Cllr DP informed councillors the contracts are signed and the legal title is complete. Councillors were asked if they wish for further searches to be carried out. Councillors agreed it was unnecessary as it would cause further delay. The PC is now waiting for confirmation of the repairs completed and clearance of the plots and a date for the final pre-completion inspection/meeting when the legal completion of the land transfer will take place.</p>
11	<p><b><u>COMMUNITY HALL</u></b> (Cllr DP given dispensation to leave the table and stay in the meeting room)</p> <p>(i) From the <b>Hall Manager</b> (RS) for general matters. For April 2026 8 private bookings, 19 for May 2026 and 11 regular bookings for March and April 2026. Income £2,819 for March 2026. RS returns to work on 16.03.26</p> <p>(ii)<b>Community Hall Development</b> NP stated the S106 funds will be spent on the following Cllr DP explained to the meeting the three aspects of the development, Extension to the Comm Hall, Community Workshop and Bunding works to the village green. Councillors and the Clerk met with CDC to run through the details of the projects and the amounts needed to be claimed (estimated £549K) The planning application is at it's pre-approval stage and will be lodged shortly. Planning approval of the project is needed for the permission to grant the funding by CDC which will need to be approved at a Full Council meeting.</p>

	<p>Cllr JoM asked for an update as timelines/timescales for the commencement of the works to be communicated to the Community Hall Committee. The building works will take place simultaneously</p> <p><b>ACTION Cllrs DP/NJ to keep the Comm Hall Committee informed</b></p>
12	<p><b>ROLLS ROYCE</b> (Cllr SB given dispensation to leave the table and stay in the meeting room)</p> <p>(i)Cllr NJ commented there had been complaints about work at the site on a Saturday. Cllr NJ attended the site and the RR site manager stated he had ignored the guidance regarding working hours and Security were not aware of the rules regarding working times on site. AB responded that both the site manager/contractor and security were now aware of agree working times.</p> <p>Cllr NJ also commented on a water bowser using Madgwick Park which he presumed was from RR, using the metered supply there. He asked AB to ensure contractors would not do this again. SN responded that the contractor should be paying for their access to water but she would check.</p> <p>DP noted the next CLF meeting is Tuesday 14<sup>th</sup> April 2026</p> <p><b>ACTION SN to check water bowsers water access</b></p>
13	<p><b>CHRISTMAS TREE FOR THE VILLAGE GREEN</b></p> <p>Councillors discussed the purchase of a 'live' Christmas tree to be installed on Westhampnett village green (Cost £500 including delivery/planting). Councillors approved in principle, noting the need to investigate where the tree could be planted and any need to install any electrical connection for the tree.</p>
14	<p><b>COUNCILLOR CODE OF CONDUCT POLICY &amp; COUNCILLOR REGISTER OF INTERESTS</b></p> <p>(i)Councillors approved the adoption the LGA Model Councillor Code of Conduct <a href="#">link</a></p> <p>(ii)Councillors noted the remote training to be delivered by CDC on Councillor Code of Conduct training provided by CDC on 20<sup>th</sup> April 2026</p> <p>(iii)Councillors noted the need to review their Register of Members Interests and submit a form for the May 2026 Annual meeting.</p> <p><b>ACTION The Clerk to arrange Councillor Code of Conduct training for SB, NH and NJ</b></p>
15	<p><b>ITEMS FOR NOTING OR REFERRAL TO A FUTURE MEETING</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
16	<p><b>DATE OF NEXT FULL PARISH COUNCIL MEETING:</b> Monday 11<sup>th</sup> May 2026, 7pm</p>
17	<p><b>CLOSE MEETING</b></p> <p>The Chair closed the meeting at 08.04pm.</p>

Signed

Date

#### **ITEM 4 ROLLS ROYCE REPORT FROM ANDREW BALL APRIL 2026**

Westhampnett Parish Council ('WPC') 13/04/2026 v1

#### **Operations**

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- **Status.** Normal operations following Easter shutdown.

#### **Roadworks**

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- The advised road works in Roman Road/Stane Street have started and are currently planned to conclude on 1 May.
- Details communicated by Rolls-Royce via InfoHub which includes the latest road closure /diversion details and a Q&A.

#### **Footpath 417**

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- As previously advised: Footpath 417 has been diverted along the bridleway whilst permitted works take place on the swale. Details can be found on InfoHub. Large information boards have been erected at either end of the footpath closure.

## Planning applications

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The following applications are Pending Consideration (details from CDC Planning Portal):

[Discharge of Condition 12 \(Phase 1 Surface Water Drainage Scheme\) of planning permission](#)

[WH/23/01855/FULEIA.](#) 

Rolls Royce Motor Cars The Drive Westhampnett Chichester West Sussex PO18 0SH

Ref. No: 25/02818/DOC | Received: Thu 20 Nov 2025 | Validated: Thu 20 Nov 2025 | Status: Pending Consideration

[Installation of additional drainage infrastructure and associated planting within attenuation basin approved via 23/01855/FULEIA.](#) 

Rolls Royce Motor Cars The Drive Westhampnett Chichester West Sussex PO18 0SH

Ref. No: 26/00381/FUL | Received: Wed 18 Feb 2026 | Validated: Wed 18 Feb 2026 | Status: Pending Consideration

## Community Liaison Officer Notes

- **Community Newsletter.** The Spring Newsletter can be found on InfoHub: <https://rrmcinfohub.com/community-newsletter-spring-2026/>
- **New 40 mph speed limit.** A new speed limit is being introduced to Roman Road as part of the roadworks. A 40 mph section will be added to create a buffer between the existing 30 mph limit and 60 mph limit.
- **Benches: have your say!** As part of our planning permission, three new benches will be provided along Footpath 417. The concrete bases are already in place, and the benches will be put in position once the safety fencing has been removed. Rolls-Royce will also be donating three additional benches to the community, and we welcome your thoughts on where these should be located along Footpath 417 – please contact Susan Nel with your suggestions
- **Community Liaison Forum.** The monthly Community Liaison Forum (CLF) continues to be very useful. The last meeting was held on Tuesday 17 March at the Home of Rolls-Royce, attended by David Plummer and Jamie O’Meara. The next meeting will be held on Tuesday 14 April
- **Traffic Congestion on Stane Street.** We continue to monitor traffic flows on Stane Street and seek further improvements where possible. The new car park is due to be opened later this year and will have significant positive impact, with shift parking separated for the first time.

## Recent News – Selection of Headlines

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[PRESENTING ROLLS-ROYCE CULLINAN YACHTING: A BESPOKE CELEBRATION OF MARINE CRAFT AND DESIGN](#)

[ROLLS-ROYCE AND YACHTING: A SHARED HERITAGE](#)

[ROMAN RECYCLING PRACTICES UNCOVERED ON ROLLS-ROYCE MOTOR CARS EXTENSION SITE](#)

[A CELEBRATION OF TIMELESS HERITAGE AND A FUTURE CLASSIC: ROLLS-ROYCE MOTOR CARS DEBUTS AT OBEROI CONCOURS D’ELEGANCE](#)

[THE SPIRIT OF ECSTASY: A CONSTANT PRESENCE SINCE 1911](#)



Andrew Ball  
Head of Corporate Relations  
Mobile: 07815 244064  
Email: Andrew.ball@rolls-roycemotorcars.com

Enquiries: [localenquiries@rolls-roycemotorcars.com](mailto:localenquiries@rolls-roycemotorcars.com)

Rolls-Royce Reception: 01243 384000 (office hours)

Rolls-Royce Security: 01243 384150 (24/7)

## Information

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RRMC Community Info Hub: <https://rrmcinfohub.com/>

### **ITEM 4 CDC Cllr HENRY POTTER REPORT APRIL 2026**

#### **Westhampnett PC Meeting 13/04/2026**

My apologies for not attending this next meeting.

On April 1st, the Chief Executive of the Council Diane Shepherd addressed all Members via a Teams on line meeting to outline the latest developments of the Local Government Reorganisation relating to the proposed new Unitary Authorities for Sussex. Despite the tremendous amount of work at meetings of the Senior Officers and Leaders of the Local Authorities involved, since before Christmas, Mr. Steve Reed, the Minister for Communities, Housing and Local Government saw fit to propose alternatives which bore no resemblance to what CDC, Arun, Worthing and Adur proposed as the best option for our Districts. This raised objections from those concerned and any decision on this has been deferred at least until after the County Elections on 07/05. He claims this will give more time for further examination and consultations to help his decision making. The chances are that this may even be delayed until June or even July! The later the announcement is made will put extreme pressure on the time table for LGR and the absolute necessary reorganisation within the new Authorities. Ms Shepherd briefly outlined what has to be done within the component Councils to harmonise everything to be equal and fair for all residents. It is to put it bluntly, a minefield! There is so much to be done. There will be NO District Elections next year so Members will continue for one additional year, but if somehow the time table gets back on track, there will be an election of a "Shadow Authority" to manage the transition til 2028 when they hope it will be completed. I have my gravest doubts.

Other news of the Council, it has been agreed that £600,000 taken from Reserves be contributed to WSCC to enable the transformation of the City Centre especially North and East Streets. This will include a complete replacement of the roads and pavements, new seating, greenery and planting to create an attractive, more welcoming environment. New signage will be introduced to help visitors find their way around and learn more about the heritage of the City. Additional funds are to be released to carry out necessary repairs to two boundary walls in Selsey.

The Public Space Protection Order, Dog Control 2026 is being consulted on with a view to extending areas where dogs need to be controlled. This may soon be applied to areas outside the responsibility of CDC, for example, Parish Councils may wish to have the PSPO applied to areas under their control such as playing fields and children's play areas. Almost certainly there will be additional controls around the foreshores where ground nesting birds are found.

Finally, an additional meeting is being arranged for all Councillors outlining your responsibilities regarding Standards and Code of Conduct. It is recommended and the date will be 20th April on line using the Teams platform. Notify :democraticservices@chichester.gov.uk if you wish to attend.

Cllr. Henry Potter.

CDC Member for Goodwood Ward

### **ITEM 4 WSCC Cllr JEREMY HUNT UPDATE APRIL 2026**

**ITEM 8 APRIL 2026 PAYMENTS**

<b>APRIL 2026 PAYMENTS</b>			
<b>Date</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
13/04/2026	GreenClean	Community Hall cleaning 26/03 to 25/04/2026	468.00
13/04/2026	Richard Skillern	Hall Mgr hours March 2025	768.00
13/04/2026	R M Huntingford	Grass cutting 04 & 19/03/2026	560.00
13/04/2026	West Sussex County Council	Clerks salary & oncosts March 2026	3,539.17
13/04/2026	Lion Automation	Call out/password recovery CCTV system	152.40
13/04/2026	S&L Land and Planning Services Ltd	Monthly retainer March 2026	240.00
13/04/2026	S&L Land and Planning Services Ltd	Briefings for RR & Comm Hall Plans	360.00
13/04/2026	Mark Short	Comm Hall window cleaning	70.00
13/04/2026	RGP Design Ltd (BP Civils)	Drainage report for Comm Hall development	1,100.00
13/04/2026	DLS Arch Ltd	Additional drawings Comm Hall development	1,440.00
13/04/2026	Linda Lanham	Reimbursement Google One	15.99
			<b>8,713.56</b>