



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 14th July 2025 at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP

Present:

Parish Councillors: Cllr W Holden (Chair), Cllr D Plummer (Vice-Chair) Cllr S Burborough, Cllr T Ashcroft, Cllr S James, & Cllr J O'Meara

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

Minute No.	Item
1	OPEN MEETING & TAKE APOLOGIES FOR ABSENCE Cllr Holden opened meeting at 7pm. Apologies from Cllr Jeremy Hunt (WSCC), Cllr Henry Potter(CDC), Cllr N Jackson & Cllr C McLeish
2	DISCLOSURE OF INTERESTS Cllr S Burborough – as an employee of Rolls Royce
3	PUBLIC QUESTION TIME A MOP had previously submitted questions to Cllr Potter. The Chair responded to 2 questions (i)Transfer of CDC Assets - Cllr WH confirmed he had checked the asset register and none are within Westhampnett Parish. Cllr Holden also confirmed the Waste Transfer Site and Travellers site were not on this asset list (ownership possibly WSCC) (ii)Replacement of trees on the Westhampnett village green – Cllr WH confirmed this would take place as part of the bunding works on the green, once approved as part of the Comm Hall development works (approx. September/October 2025)
4	REPORTS FROM EXTERNAL BODIES: Cllr Henry Potter (HP) (CDC) – Report attached below Sue Nell – Rolls Royce Motors (SN) - Report attached below
5	CONFIRM MINUTES Councillors confirmed and approved (i)Full Parish Council Meeting 9 th June 2025 – proposed by DP, seconded by SJ
6	CHAIRS ANNOUNCEMENTS None
7	PLANNING (i)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. Land Within The Westhampnett / North-East Chichester Strategic Development Location (north Of Madgwick Lane) Chichester Cllr DP reported he attended the CDC Planning Committee meeting on 09/07/2025 (the above application item 6 on agenda. He stated permission was granted as per below (on CDC website) and noted Cllr H Potter abstained from the vote. <i>Defer for S106 then permit the reserved matters; including additional conditions; regarding the location of play area; additional planting along the northern boundary and the discharge of foul water; discharge</i>

	<p>conditions 5, 10, 11, 13, 17, 24 and 26 of APP/L3815/W/21/3270721, and; do not discharge conditions 9, 19 and 23 of APP/L3815/W/21/3270721.</p> <p>Councillors noted the below decision WH/25/00910/FUL Dovecote View Claypit Lane Westhampnett Chichester West Sussex PO18 0NU Single storey new build unit for care of dementia residents. REFUSE</p> <p>Councillors noted the below application Application: WH/25/01358/TPA - Tree Apps (TCA's and TPA's) Proposal: Fell 1 no. Ash tree (T1) within Area, A1 subject to WH/73/01077/TPO. Address: Westhampnett Nursing Home, Westhampnett House, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0NT</p> <p>Action The Clerk was instructed to email Cllr H Potter asking him why he abstained from the vote.</p>
8	<p>PAYMENT APPROVAL Councillors approved (i) July online payments Proposed by JM, seconded by TA (Cllr SJ to authorise online bank a/c)</p>
9	<p>BANK RECONCILIATION Councillors approved:- (i) All Bank Accounts Reconciliations for April, May & June 2025 (from Scribe acct system). Proposed by WH, seconded by SB (signed by Cllr WH)</p>
10	<p>2025/2026 QTR 1 BUDGET REPORT (i) Councillors approved the 2025/2026 Qtr 1 Budget Report AGAR (prop by DP seconded by TA)</p> <p>Action The Clerk was instructed to look into the variance in Hall income and revert back to councillors.</p>
11	<p>BANK TRANSFER Councillors approved transfers from Lloyds Community Hall to:- Parish Council Barclays Current Account £45,000 (online) NS&I Investment Account £35,000 (cheque signed by R Skillern & W Holden)</p> <p>Action The Clerk will arrange transfer from the Comm Hall account with R Skillern</p>
12	<p>MADGWICK PARK ALLOTMENTS The Clerk reported the solicitors had been instructed that the Parish Council has approved the transfer of the Allotment site (subject to a final check of the site before handover) and had also confirmed this to B Slingo from BDW</p>
13	<p>COMMUNITY HALL (i)General Update. Cllr Ashcroft reported the meeting room installation had commenced and the PC is waiting for the fittings for the door and glass film to be installed. Cllr Ashcroft reported the Lloyds Bank balance was £84,678.00 and there had been 9 private hires and 8 weekly hires in June 2025. Cllr Ashcroft reported she had received good feedback re the use of the hall from the Community Café. Battery/Inverter – Cllr Ashcroft reported (now the battery had been installed) the Community Hall had only used electricity on one day from the supplier in the period between 15th May to 17th June 2025 (ii) The Summer Event will take place Saturday 19th July 2025. Teas/coffees/cakes will be available and the band Honeypark has been booked along with the hire of games and circus skills equipment. Cllr Ashcroft asked for volunteers on the day to help set up the green and hall. (iii)Community Hall Development – Cllr DP thanked councillors for comments on the architects plans which have been sent onto them; with a final set of plans/drawings to be sent back to the PC within a week. The architects stated it would take up to 10 weeks to obtain planning permission. The PC will also need to put the development works out to tender (after the receipt of finalised plans) so that the Parish Council obtain best value by considering quotations from at least three contractors including NJS. Cllr DP reported the latest plans included extra works include Air Conditioning, lighting in the car park and installation of further overflow parking spaces. (iv)Hall Manager Role - Cllr Ashcroft reported they would be interviewing an applicant on 28th July 2025. (v) Playgrounds - Cllr Ashcroft reported the works to replace items would take place – Westerton 26th August 2025 (to take 2 days) – Westhampnett 28th August 2025 (to include the installation of another baby swing to replace the broken swing)</p>
14	<p>SPEED INDICATOR DEVICES (SIDs) (i)Cllr Plummer updated councillors he was waiting for a (re-arranged) onsite meeting with Mike Dare from WSCC to confirm approval of the siting of the 2 SIDs (which could not be erected on streetlights as originally planned)</p> <p>Action Cllr DP to meet with Mike Dare</p>

15	<p>STANE STREET/OLD ARUNDEL ROAD TRAFFIC The Clerk informed councillors of the 2 emails from residents raising concerns of (i) pedestrians crossing at the road at the junction of Stane St/Old Arundel Road and (ii) the speed of traffic using Stane St.</p> <p>Action The Clerk will email WSCC Highways to report the traffic issues as a concern (including to be considered as an issue for access to any future housing development accessed via Old Arundel Road/Stane street junction)</p>
16	<p>DEVOLUTION & LOCAL GOVERNMENT REORGANISATION Report attached below from the Chair</p>
17	<p>CDALC MEETING 24/06/2025 Report attached below (attended by the Chair)</p>
18	<p>ITEMS FOR REFERRAL TO A FUTURE MEETING None</p>
19	<p>DATE OF NEXT FULL PARISH COUNCIL MEETING: Monday 8th September 2025, 7pm</p>
20	<p>CLOSE MEETING The Chair closed the meeting at 08.01pm.</p>

Signed

Date

ITEM 4 REPORT FROM HENRY POTTER (CDC COUNCILLOR)

CDC Councillors Report.

Devolution:

Included in the government White Paper on devolution is giving devolved Authorities the power to transfer public assets to private bodies. To this end the Council have agreed an Assets Transfer Policy, there has already been interest shown to acquire some of these public assets. Subsequently it was agreed to set aside £30,000 to engage specialist assessment and valuation personnel to consider the Transfer of Pallant House Gallery out of the Councils ownership. Should this transfer not take place the findings will be used in any other interest in the Gallery.

The Councils assets are vast and include Industrial Sites, leisure centres. Shops and offices and the Contact Services Works Depot at Westhampnett to name just a few. The total value of the Councils assets is £113 million bringing in annual revenue of £3 million which helps towards the annual Council Budget.

Last week on the 1st July, the Councils Overview and Scrutiny Committee met to receive the Chairs annual report and to review the 2025/26 work programme. It has become practice at these meetings for each Cabinet Member in turn to attend and expand on their portfolios and answer questions from the committee Members. In December '24 it was the turn of Adrian Moss the leader of the Council, in March this year Tracie Bangert, portfolio holder for Communities and Wellbeing and at the meeting last week Jonathan Brown, the deputy leader and portfolio holder for Environment. this was a poignant attendance because on the Agenda was the consideration and scrutinisation of the 2025-30 Climate Emergency Action Plan which has just been published. The Council declared a Climate Emergency in 2019 and its primary aim is to reduce emissions to Nett Zero by 2040!! Nett Zero is the amount of greenhouse gases released to the atmosphere is balanced by the amount that are removed or captured. There appears to be no consideration that the atmosphere is constantly changing as the earth rotates each 24 hours, this I find confusing whilst other nations choose to do nothing. This drive to nett zero is also very costly with subsidies for renewable energy production adding to our energy bills. The Council is also considering transferring fuel for our vehicles to Hydrogenated Fuel Oil to power vehicles as well as the acquisition of EV's though we've reached capacity so far, as the electrical infrastructure at the Depot will need extremely costly upgrading which at present is not an option. The additional cost of this HFO will be close to £85,000 per annum which, as I said, don't come cheap! The

greatest emissions come from the household waste collection vehicles being currently 1,300 tonnes of greenhouse gases per annum, this can only worsen as more housing means more people, more waste and therefore more dust carts! but compared with emissions in the A27 corridor, they are minimal. Are we doing the right thing spending considerable sums of taxpayer's money chasing an unachievable goal. I wonder! At the forthcoming Full Council Meeting on 15th July approval is sought to release funds to refurbish a further eight public conveniences across the District, these are located at Bracklesham, Petworth, 2 in Selsey, Northgate Car Park, Avenue de Chartres car park, West and East Witterings. This follows on from the refurbishment of the Tower Street conveniences in the City which was done to a very high 21st century standard even though there was much public criticism for demolishing the old unit. The Planning Application for approval of the Reserve Matters for Old Place Farm was finally agreed last Wednesday it was never going to be refused but at least some additional conditions were attached to the decision notice. The only consolation is that the Noise Warning given to EVERY first time occupier will maybe render the houses unsaleable thus making the whole project unsustainable and that concludes my report.
Cllr. Henry Potter Member for the Goodwood Ward.

ITEM 4 REPORT FROM SUE NEL ROLLS ROYCE MOTORS

Westhampnett Parish Council ('WPC') 14/07/2025 v1

Operations

- **Traffic Congestion on Stane Street.** We continue to monitor traffic flows on Stane Street. The topic is also discussed at each Community Liaison Forum (CLF). We will continue to monitor and seek further improvements where possible.
- **Planned stand down.** We have a planned stand down for Monday 21st – Thursday 25th July, followed by a shut down and returning on Monday 11th August

Planning applications

- No current applications.

Extension

- The joining of FP417 and FP416, to create an all-surface permissive path alongside the bridleway is continuing and will be completed in the next week.
- Tree and bush planting are continuing and will for several weeks.
- There are going to be some trees/overgrowth removed at the rear corner of Everyman's Garage starting Monday 7th July. Everyman's Garage have been advised of this.
- The trees and overgrowth at the back of the Coach and Horses will also be removed over the next couple of weeks. They have also been advised that this will be happening.

Community Liaison Officer Notes

- The monthly Community Liaison Forum (CLF) continues to be very useful. The last one was held on Tuesday 10th June at the Home of Rolls-Royce, attended by David Plummer and Jamie O'Meara. The date of the next meeting is scheduled for Tuesday 15th July with David Plummer and Jamie O'Meara.

Recent News - Selection

[ROLLS-ROYCE MOTOR CARS ONCE AGAIN INSPIRES FUTURE GENERATIONS THROUGH 'DARE TO DREAM' PROGRAMME](#)

[LOCAL SCHOOLCHILDREN PLANT FIRST NEW TREE ON ROLLS-ROYCE EXTENSION SITE](#)

[ROLLS-ROYCE CELEBRATES THE OPENING OF THE SUMMER SEASON AT THE HURLINGHAM CLUB](#)

[STREET STYLE: ROLLS-ROYCE CAPTIVATES AT PARIS FASHION WEEK](#)

[FINAL STRUCTURAL BEAM SIGNED BY ROLLS-ROYCE DIRECTORS AS LANDMARK £300 MILLION EXTENSION REACHES KEY MILESTONE](#)

[CELEBRATING THE ART OF LACE: ROLLS-ROYCE UNVEILS ONE-OF-ONE PHANTOM DENTELLE](#)

Press site: <https://www.press.rolls-roycemotorcars.com/rolls-royce-motor-cars-pressclub/>

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Information

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

ITEM 8 JULY 2025 PAYMENTS

Date	PAYEE	DESCRIPTION	AMOUNT
02.07.2025	NJS Partnership Ltd *	Electrical works - battery/invertor 2nd payment	8,220.00
02.07.2025	NJS Partnership Ltd *	Glass partition works 50% 1st payment	8,306.22
02.07.2025	NJS Partnership Ltd *	PCSA Fees 1st payment	8,227.20
07.07.2025	Rent Event	Summer event games rental	369.60
14.07.2025	R M Huntingford	Grass cutting 05 & 19/06/2025	560.00
14.07.2025	Christopher Maher	Hall Mgr hours June 2025	563.20
14.07.2025	Christopher Maher	Vacuum cleaner part	14.09
14.07.2025	Playsafety Ltd	Playground inspections	216.00
14.07.2025	Green Clean (UK) Ltd	Cleaning 26 June 2025 - 25 July 2025	222.00
14.07.2025	AES Alarms	Annual Alarm Maintenance	332.48
14.07.2025	Securitas Technology Ltd	Call out check emergency lighting/emergency signs	280.37
14.07.2025	Claire McLeish	Volunteers' supper	150.00
14.07.2025	David Plummer	Volunteers' flowers	30.00
14.07.2025	Tracy Ashcroft	Ice Lollies for summer event	53.97
14.07.2025	Tracy Ashcroft	Quash/disposables for summer event	13.97
14.07.2025	Tracy Ashcroft	Banner for summer event	51.79
14.07.2025	HoneyPark	Band for summer event	400.00
TOTAL			28,010.89
* £20, 627.85 S106 Income received from CDC for Community Hall development			

ITEM 9 JULY 2025 BANK RECONCILAITION

Bank Reconciliation at 30/06/2025		
Cash in Hand 01/06/2025	494,051.36	
ADD		
Receipts 01/06/2025 - 30/06/2025	1,734.50	
	495,785.86	
SUBTRACT		
Payments 01/06/2025 - 30/06/2025	6,509.32	
A		
Cash in Hand 30/06/2025	489,276.54	
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/06/2025	
Barclays Bank	30/06/2025	40,343.60
Lloyds Bank	30/06/2025	83,876.39
NS&I	30/06/2025	365,056.55
		489,276.54
Less unrepresented payments		489,276.54
B		
Plus unrepresented receipts		
Adjusted Bank Balance		489,276.54
A = B checks out OK		

ITEMS16 & 17

CDALC AGM 24.6.25

I attended the Zoom CDALC AGM on behalf of WPC on the 24th of June.

Cllr Andrew Shaxson was re-elected as Chairman; Charles Brittan was elected as Vice Chair; Cllrs Andrew Shaxson, Charles Britton and Amanda Tait were appointed as the CDALC representatives to sit on the WSALC Board for the forthcoming year; Cllr Ivan Western was appointed as the representative to sit on the Chichester Harbour Conservancy.

There was some discussion from CEO Trevor Leggo around the then forthcoming July 4th "Devolution for all Parishes" (to be discussed separately); he also raised the issue of community resilience. Parishes are encouraged to draw up emergency plans, even more so post the June SDR which raised the heightened threats from bad actors; it is possible that this may be mandated with the advent of the Unitary Authorities system.

Under Agenda Item 12, "Matters of Concern to Your Council", an item was raised regarding ongoing problems with the supply of affordable housing and much needed social rental housing. Developers constantly sought to amend completed Section 106 agreements in order to vary the element of social rental housing. It was a

common problem in Chichester DC and Parishes should be urging CDC planners to enforce the obligations originally made in Section 106 agreements. The discussion also included the availability of registered providers of affordable housing.

Devolution for all Parishes 4.7.25

Douglas Denham St Pinnock, the Chair of WSALC, opened by emphasising that it was important to look at the mayoral authority and local government reorganisation separately. For the mayoralty, there will be a single mayoralty across East Sussex, West Sussex and Brighton and Hove. Under local government reorganisation, there will be multiple unitary authorities, possibly including two within West Sussex. The mayoral elections will happen in 2026, with shadow unitary authorities becoming established in 2027.

Unitary authorities need to have a population in excess of around 400k, and district councils can be split under exceptional circumstances.

We then had a presentation on the possible unitary authority models:

Model A – a single unitary authority for West Sussex

Model B - Two unitaries with an East/West split – so within the West authority you would have Chichester, Arundel, Worthing, Bognor, Midhurst and Petworth

Model C – Two unitaries with a North South split – Chichester would be in the South but Westhampnett would be in the North with Midhurst, Petworth, Billingshurst and Horsham

Model D - One Unitary for West Sussex with Adur and Worthing joining with Brighton and Hove. This is because B&H as it stands is not large enough to have its own unitary authority.

There will be stakeholder consultation during July, with the business case to be completed by the end of August and submitted at the end of September.

There will then be a Government Consultation, minded to decision and Order laid, before the shadow authority is established and finally the new authority will come into force in April 2028.

This reorganisation will impact 43,000 local government employees.

Another matter raised was that when CDC ceases to exist, its assets will be up for grabs and parish councils can apply for asset transfer – however I've looked through the list of assets on the register and there are none within this parish.

One other point raised was that as there will be a reduction in elected councillors, there may suddenly be an influx in applicants for parish council vacancies and indeed for clerk vacancies.