



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 9th June 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 N Jackson, Cllr C McLeish & Cllr J O'Meara

The meeting was Clerked by Beccy Anderson, Parish Clerk
 3 members of the public attended, WSCC Cllr Jeremy Hunt (JH) & CDC Cllr Henry Potter (HP)

Minute No.	Item
1	<u>OPEN MEETING & TAKE APOLOGIES FOR ABSENCE</u> Cllr Holden opened meeting at 7pm. No Apologies
2	<u>DISCLOSURE OF INTERESTS</u> Cllr S Burborough – as an employee of Rolls Royce
3	<u>PUBLIC QUESTION TIME</u> A MOP stated there was a device/monitor fitted on the lamppost outside the Old School House and enquired if councillors know what it is/was/what is its purpose? Action Cllr WH confirmed the PC had no knowledge of this. Cllr JH agreed to investigate this
4	<u>REPORTS FROM EXTERNAL BODIES:</u> Cllr J Hunt (JH) (WSCC) <ul style="list-style-type: none"> • Transit Site – see item 15 • Footpath at Coach Road – Cllr JH stated there are upgrades planned and permission for this is going through the moderation process this month (with his support) • TRO for Westerton Lane – Cllr JH stated the request for the speed limit to be reduced to 30mph has been passed by WSCC and the next step will be its implementation (to be scheduled) • Children & Young Peoples Plan – JH stated the consultation for the plan will be going live and he will forward details to the Clerk Cllr Henry Potter (HP) (CDC) – Report attached below <ul style="list-style-type: none"> • Devolution Plans for West Sussex. Cllr HP stated he has been informed that the plans should not have any effect on Parish/Town Council's operations/responsibilities. He commented that he was concerned there were still many unknowns and the original submission from WSCC to Secretary of State as their devolution plans did not include any specifics in terms of the impact on Parish/Town Councils. • Devolution Forums – Cllr JH stated they were looking at working models/examples of unitary councils (Wiltshire & Somerset) who had Forums in place to aid co-ordination and communication between Parish Councils and the Unitary Council. He stated the White Paper did recommend that new unitary councils should aim to include strong local engagement. Sue Nell – Rolls Royce Motors (SN) (Report attached - see below) Action Cllr JH to forward link to the consultation for Children & Young Peoples Plan to The Clerk for distribution to councillors

5	<p><u>CONFIRM MINUTES</u> Councillors confirmed and approved (i)Annual Council Meeting 12th May 2025 – proposed by CM, seconded by SJ</p>
6	<p><u>CHAIRS ANNOUNCEMENTS</u></p> <ul style="list-style-type: none"> • Cllr WH noted the Clerk will be colour coding emails to Councillors to denote which need immediate attention from those for just information.
7	<p><u>PLANNING</u> Planning Application: WH/25/01078/REM 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</p> <p>Cllr SB informed councillors she is in the process of establishing the changes in this application in relation to the previous application.</p> <p>Planning Application: WH/25/00910/FUL - Minor Dev - All Others Proposal: Single storey new build unit for care of dementia residents. Address: Dovecote View, Claypit Lane, Westhampnett, Chichester, West Sussex, PO18 0NU</p> <p>Cllr SB informed councillors she had reviewed the application and recommended and the PC did not need to comment, which was agreed by all councillors.</p> <p>Action Cllr SB will review the previous submission to establish if there is a need to add any further comments and will forward any recommendations for a response if needed, to The Clerk for distribution to all councillors for approval before submission to CDC.</p>
8	<p><u>PAYMENT APPROVAL</u> Councillors approved (i) June online payments Proposed by SJ, seconded by JM (Cllr SJ to authorise online bank a/c)</p>
9	<p><u>BANK RECONCILIATION</u> Councillors approved:- (i) Barclays Bank Reconciliation for May 2025. Proposed by DP, seconded by CM (signed by Cllr DP)</p>
10	<p><u>2024/2025 YEAR END/AUDIT</u> (i) Councillors approved Section 1 of the 2024/2025 AGAR (prop by WH seconded by DP) which was signed by the Clerk and the Chair (ii) Councillors approved Section 2 of the 2024/2025 AGAR (prop by DP seconded by SB) which was signed by the Chair (iii)Councillors approved the Year end 2024/2025 Internal Audit Report (proposed by NJ and seconded by CM) (iv)Councillors approved the 24/25 Year End Budget Report (proposed by WH and seconded by DP)</p> <p>Action The Clerk to publish 24/25 Year End documents on the PC website and submit to the External Auditor.</p>
11	<p><u>FINANCIAL ACCOUNTING PACKAGE FOR 2024/2025</u> Councillors to consider the quotations for an accounting package for 25/26 and approved the quotation from Scribe at the cost of £1,008 (from June25 to March 26) for the basic package with a view to add on a package for bookings/billings at a future date.</p> <p>Action The Clerk to contact Scribe to put in place,</p>
12	<p><u>MADGWICK PARK ALLOTMENTS</u> (i)Councillors noted the variation to the Madgwick Park planning application has been lodged by BDW with CDC Planning Dept. and there was as a request from CDC Planning for an updated Allotments Management Plan (to include further detail as requested by CDC Planning Dept) (ii)Councillors approved an updated WPC Allotments Management Plan (May 2025) requested by CDC for planning purposes.</p> <p>Action The Clerk to forward the approved Plan to CDC Planning and the PC's solicitors</p>
13	<p><u>COMMUNITY HALL</u> (i) Cllr Ashcroft reported the Lloyds Bank balance was £83,097.14 (ii) Events</p>

	<ul style="list-style-type: none"> • Summer Event of 19th July 2025 – Orders had been placed for a band, the hire of circus skills and outdoor play equipment and cupcakes. Cllr TA will also commission a banner to be placed on the village green fencing at the village green • Cllr TA will organise games for use over the summer period for the Community Cafe <p>(iii) Community Hall Development – Cllr DP asked councillors to consider the plans received from NJS for the Community Hall development works and respond to him with comments.</p> <p>(iv) Councillors agreed to delay the approval of the transfer of £80K from the Comm Hall bank account to the NSI bank account, The PC might need to transfer some funds to the Barclays bank account to meet cashflow needs for the payments for the ongoing building developments works.</p> <p>(v) Hall Manager role - Councillors discussed and agreed to meet online on 11/06/25 6pm to discuss further and agree the documents for advertising the role</p> <p>(vi) Car Parking area – Cllr DP updated councillors that he had met with the Little Bue Door Nursery Manager who agreed to complete the landscaping works needed before any agreement can be reached regarding car parking.</p> <p>Action Comm Hall development plans - Councillors to review and respond to Cllr DP Hall Manager Role - Councillors and Clerk will meet online to discuss further</p>
14	<p><u>SPEED INDICATOR DEVICES (SIDs)</u></p> <p>(i) The Clerk updated councillors in regard the siting of the SIDs. The application to install 2 SIDs on streetlights was not approved by Eneveo (due to weight restrictions) The PC now needs to apply to WSCC Highways for approval for 2 new sites.</p> <p>(ii) Councillors approved the quotation from SWARCO for the supply and installation of 4 SIDs at the cost of £18,810 (excl of VAT)</p> <p>Action The Clerk to contact SWARCO to accept quotation and inform them of amendments to the siting of 2 SIDs. Cllr DP to inform the Clerk of the choice of 2 suitable alternative locations.</p>
15	<p><u>WESTHAMPNETT TRANSIT SITE</u></p> <p>Cllr NJ reported he had been in contact with Cllr JH regarding previously agreed regular meetings between CDC Travellers Team and the Parish Councils which had not been taken place. Therefore councillors have not been able to liaise on a regular basis with the CDC Travellers Team to deal with any ongoing issues. (Rubbish and broken bins other equipment left at the site) Cllr NJ stated regular meetings have not been taking place so there has not been a forum to take concerns regarding these environmental issues.</p> <p>Action The Clerk will email Piers Taylor (cc Cllr JH) expressing the above concerns (to include the details provided by Cllr NJ) and to state the need for the regular meetings to recommence (as per previously agreed by CDC from the sites inception)</p>
16	<p><u>BLUE PLAQUE FOR JAMES LILLYWHITE IN WESTHAMPNETT</u></p> <p>Cllr WH informed the meeting an online application is in process, which will be completed shortly before the submission deadline date.</p> <p>Action Cllr WH to complete and submit the application</p>
17	<p><u>DATE OF NEXT FULL PARISH COUNCIL MEETING:</u> Monday 14th July 2025, 7pm</p>
18	<p><u>CLOSE MEETING</u></p> <p>The Chair closed the meeting at 08:59pm.</p>

Signed

Date

ITEM 4 14/04/2025 REPORT FROM SUE NEL – ROLLS ROYCE MOTORS

Westhampnett Parish Council ('WPC') 09/06/2025 v1

Operations

- **Traffic Congestion on Stane Street.** We continue to monitor traffic flows on Stane Street, and are pleased to note continued improvement. 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 the second shift every Friday in June for maintenance works.

Planning applications

- No current applications.

Extension

- The joining of FTP417 and FTP416, to create an all-surface permissive path alongside the bridleway, is planned to be completed by end of July. The current footpaths will not be closed during this time.
- Tree and bush planting have started on the site.
- There has been some minor damage caused to FTP417 by site vehicles crossing the path (under controlled conditions). The site team are aware and will rectify.

Community Liaison Officer Notes

- The monthly Community Liaison Forum's (CLF) are proving to be very useful. The last one was held on Tuesday 6 May at the Home of Rolls-Royce, attended by David Plummer and Claire McLeish. The date of the next meeting is scheduled for 10 June with David Plummer and Jamie O'Meara.
- It was brought to our attention that the amount of litter on site was increasing. The site team are doing an immediate litter pick, all contractors have been reminded to use the bins provided on site.

Recent News - Selection

PHANTOM GOLDFINGER MAKES PUBLIC DEBUT AT CONCORSO D'ELEGANZA VILLA D'ESTE FOR NAMEPLATE'S 100TH ANNIVERSARY

[ROLLS-ROYCE AUCKLAND LAUNCHES A BOLD NEW ERA OF BESPOKE LUXURY WITH NEW SHOWROOM](#)

[ROLLS-ROYCE CELEBRATES FLORAL ART IN CHELSEA WITH SPECTRE](#)

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

Contacts

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Information

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

ITEM 4 REPORT FROM HENRY POTTER (CDC COUNCILLOR)

District Councillors Report 02/06/2025

There is still a lot going on behind the scenes towards the Local Government Reorganisation, as reported, our Chief Executive, Diane Shepherd, is spending countless hours reviewing this proposal along with other Senior executives of other Authorities in Sussex. Currently there are no proposals for the break up and division of the whole of Sussex. Some are being considered that may involve Boundary Changes which will entail a long process. In the meantime, various dignitaries are throwing hats in the ring to become the Mayor! The Mayor of what? We don't know yet! The meetings go on, but we are assured of a Public Consultation on this 'Ambition' In September??

At the most recent Full Council Meeting, the review of the Councils Development Management Service (Planning Services) was debated and it was agreed that the actual Planning Committee be reduced from 13 to 11, this is a loss of even more 'Local knowledge' input. Remember it was comprised of 15 Members not so long ago. However, I'm pleased to say that the time allowed for representations made to the Committee remains at a full 3 minutes, it was suggested by the Planning Advisory Service, another Government Quango, that this be reduced to 2 minutes! To save time?? and speed up the planning process (Government Orders!) This had been voted down previously by the Overview and Scrutiny Committee and by the Planning Committee. Automatic referrals to Committee are to be removed for minor applications and listed building consents but discretion is given to the Director of Planning in consultation with the Committee Chairman. As a matter of interest, there are 3,000 Listed Buildings in the District and 86 Conservation Areas, quite a list of buildings which should be afforded maximum protection! The extensions to time allowed for responses to applications is to be curtailed except in extenuating circumstances agreed by the DoP..

Since Nick Bennet left the Council as the Monitoring Officer, his replacement has been announced. Mrs Tiffany Nestour will take up this position in mid August. The Council also welcomed a new Member, the replacement of Jess Brown Fuller, who resigned due to Parliamentary commitments, Dominic James standing as one of the Councillors for Midhurst Ward..

Finally, on 4th June, the General Licencing Committee are expected to approve increases in current Hackney Carriage and Private Hire Licencing fees. As you can imagine, this is not widely accepted in 'The Trade' and there are many objections to be considered. This recommendation came about due to an oversight by the Licencing management Team, fees haven't been increased since 2016 and the Council have been running licence issuing/ renewals at a fairly considerable loss. This is not acceptable, whilst not expected to profit from this administration, we cannot take monies from the public purse (your tax payers money) to subsidise this lengthy oversight. The modest proposal of a 10% increase is to cover a forecasted deficit of £23,700 and to maintain a cost neutral financial position in the future.

Cllr. Henry Potter

CDC Councillor for the Goodwood Ward.

ITEM 8 JUNE 2025 PAYMENTS

JUNE 2025 PAYMENTS				
Payment Date	Invoice No	Payee	Details	Amount £
09/06/25	70	Mark Short	Comm Hall window cleaning May 2025	70.00
09/06/25	28/05/2025	Claire McLeish	Plants & Compost for Maudlin planter	61.90
09/06/25	04/06/2025	Alison Oakley	Plants & Compost for Comm Hall	38.48
09/06/25	04/06/2025	Mark McLeish	Concrete	13.98
09/06/25	INV-2305	GreenClean	Comm Hall cleaning 26/05 to 25/06	222.00
09/06/25	3	Chris Maher	May 2025 Hall Mgr hours	518.40
09/06/25	8001841728	West Sussex County Council	Clerks Salary & oncosts May 2025	3,539.17
09/06/25	IV-1141	Mulberry Local Authority Services Ltd	24/25 Year End Audit	203.16
09/06/25	05/25	RM Huntingford	Grass Cutting & fence repairs May 25	631.58
09/06/25	HY-679449626	David Plummer	Timber for village sign planters	40.60
			TOTAL	5,339.27

ITEM 9 MAY 2025 BANK RECONCILAITION**WPC Current Account Bank Reconciliation @ 31st May 2025**

Bank Balance @ 1st May 2025 **65,560.82**

Add income 759.97

Less payments 19,972.12

Less: Unpresented cheques

Net bank balance @ 31st May 2025 **46,348.67**

CASH BOOK

Opening balance @ 01/05/2025 **65,560.82**

Add receipts for May 2025 759.97

Less Payments for May 2025 19,972.12

Balance carried forward **46,348.67**