



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 February 2026 at Westhampnett Community Hall, Hadrian Drive,
 Westhampnett, PO18 0FP

Present:

Parish Councillors: Cllr D Plummer (Chair), Cllr S Burborough, Cllr Stephen James, Cllr J O'Meara, Cllr Nigel Harris & Cllr Kevin Allsobrook

The meeting was Clerked by Beccy Anderson, Parish Clerk
 9 members of the public attended & WSCC Cllr Jeremy Hunt

Minute No.	Item
1	OPEN MEETING & TAKE APOLOGIES FOR ABSENCE Cllr Plummer opened meeting at 7pm. Apologies from Cllrs Claire McLeish, Neil Jackson & CDC Cllr Henry Potter
2	DISCLOSURE OF INTERESTS Cllr S Burborough – as an employee of Rolls Royce Cllr D Plummer - noted a connection to an employee (Joe Shopland) of NJS
3	PUBLIC QUESTION TIME <ul style="list-style-type: none"> A MOP complained that the letters to residents regarding the proposed road closures had not been delivered all residents. Cllr JoM stated councillors had raised this at their last meeting with RR who stated that Walker Construction had not consulted with RR before the distribution. The MOP also complained about the current Stane Street closure and the lack of information re the buses. Councillors explained the Stane Street closure was due to flooding and Southern Water are still working to remedy. Councillors explained the Clerk has already contacted Stagecoach re any bus diversions during the April closure and is waiting to hear back; as is Rolls Royce who are in communication with Stagecoach A MOP spoke about the flooding on Stane Street stating the remedial works being carried out at Maudlin are not working as there is a persistent problem with the drains' capacity in the area. A MOP stated they had reported this issue to the Environment Agency and Southern Water A MOP reported the RR catchment pond was leaking into Siddengreen Lane. Cllrs stated this had been reported to RR. A MOP spoke about the continuing flooding problems at Dairy Lane which is regulated by a pump installed/controlled by the National Highways. <p>ACTION The Parish Council will send an email to MP Jess Brown-Fuller copying in Southern Water, CDC, Cllr H Potter and Cllr J Hunt fully detailing the issue of the flooding in the area in response to her request to meet with Parish Councils to discuss flood strategy.</p>
4	REPORTS FROM EXTERNAL BODIES: Rolls Royce Report from Sue Nel (SN) - Report attached below Cllr Henry Potter (PC) – Report attached below Cllr Jeremy Hunt (JH) – Report attached below JH stated he had needed to direct councillors to make online reports to WSCC Highways re the drains on Stane Street so all reports were properly logged and followed up on. JH commented that this was a different issue to the road closure at Maudlin, which was down to Southern Water and sewer problems. Cllr JH mentioned that the closure of the -Stane Street/A286 junction, scheduled for April, would be lifted for the weekend of the Goodwood Members meeting weekend. Cllr JH has also spoken to WSCC officers who are in discussion with Stagecoach re any bus diversions during roadworks/closures and is waiting to hear back from them.

	<p>CDC Planning Briefing 04/02/26 Cllrs DP & JoM reported they attended a CDC Planning briefing with Cllr JH covering their 'new local plan, changes to government planning policy and retaining planning control through provision of a 5 Year Housing Land Supply' with a target 3,100 new homes over this period.</p>
5	<p>CONFIRM MINUTES Councillors confirmed and approved Parish Council meeting of 12th January 2026 – proposed by KA seconded by SJ</p>
6	<p>CHAIR'S ANNOUNCEMENTS</p> <ul style="list-style-type: none"> The Chair updated councillors/residents regarding the request for further Litter Bins in Westhampnett. CDC have responded stating their collection teams have no extra capacity to take on further collections. CDC Officers are producing a white paper to ask for resources for further collections but there is no indication when this might be forthcoming. The Chair and councillors discussed the March School PTA email re fundraising for school computers. The Clerk was asked to respond offering the Hall facilities free of charge for any fundraising events. Councillors also noted they will raise the request with Rolls Royce Motors <p>ACTION The Clerk to respond to the March School</p>
7	<p>PLANNING (i)Councillors approved the January 2026 planning reports from S&L Land Planning (i)Councillors noted the following a)the closure of Stane Street at junction of A285 between 02/04 to 26/04/26 b)Full road closure of Stane Street for 3 days between 23 to 26/04/2026 c)Temporary traffic signals in different locations between 05/02/ to 01/04/26</p>
8	<p>PAYMENT APPROVAL Councillors approved: (i)February 2026 online payments – (authorised online by SJ) (ii) Transfer of £17,652.80 (balance up to 31/01/2026) from Lloyds bank account to Barclays bank account – (to be authorised online by RS)</p>
9	<p>BANK RECONCILIATION Councillors approved: (i)Bank Reconciliation for January 2026 - (signed by SB)</p>
10	<p>FINANCE/HR MATTERS (i)Councillors approved the 2025/2026 QR 3 Budget reports (ii)Councillors approved the 2025/2026 Interim Audit Report, noting all actions taken/to be taken in Finance meeting notes of 22/01/2026 (attached) (iii)Councillors approved a) Financial Regulations (NALC recommended 2025) b) Standing Orders (NALC recommended 2025) c) Data Retention & Disposal Policy d) Website Accessibility Statement e) Risk Register (iv)Councillors approved the proposal for an Assistant Clerk to work alongside the Clerk, including Job Description/person Specification/Advertisement (v)Councillors approved a proposal to open another interest bearing account with Redwood Bank (current interest rate 3.57% on a 30 days-notice account); the signatories being The Clerk BA and Cllrs SB,DP & CM.</p> <p>ACTION (iv) Clerk to publish Asst Clerk advertisement (v) The Clerk to contact Redwood Bank re opening an account.(v) The clerk will contact Redwood Bank to open bank savings account.</p>
11	<p>MADGWICK PARK ALLOTMENTS Cllr DP updated councillors regarding the land transfer stating the transfer documentation has been prepared and will be collected this week. The PC is still waiting for the repairs to the toilet block and the weeding to take place before arranging a handover meeting with BDW</p>
12	<p>COMMUNITY HALL (i) Hall Manger reported on general matters – attached below (ii)Community Hall Development – Councillors reviewed the Tender Analysis and approved Contractor B as the preferred contractor to be submitted to CDC for the S106 application for funding. (document attached)</p> <p>ACTION The Clerk to contact the Tender bidders to inform them of the decision.</p>
13	<p>ROLLS ROYCE MOTORS (i) Re Rolls Royce traffic issues on Stane Street, Cllr NH reported he met with 2 PCSO's and Sue Nel outside RR at shift changeover time to observe the traffic. The PCSO's uniform did have some effect and they noted that road traffic offences were taking place. Following this Cllr NH has contacted Chief Constable Joe Shiner asking the police to supply Traffic Police Officers to attend who will have the necessary power to deal with offences. (ii)Councillors noted the diversion of Footpath 417 is awaiting planning approval. (iii)Councillors noted RR are working on the proposal of moving the permissive footpath behind the Everymans Garage so the path exits onto Stane Street.</p>
14	<p>COUNCILLOR TRAINING i)Councillors reviewed CDC Standards and Code of Conduct Training dates and Cllrs DP & KA agreed to attend the training on 23/03/2026</p>

	ii)The Clerk noted to send links to new councillors for further training.
15	<u>ITEMS FOR NOTING OR REFERRAL TO A FUTURE MEETING</u> Cllr SB thanked the Clerk for getting all the village green lamps in working order. Cllrs NH, SB & SJ gave their apologies for the March 2026 meeting.
16	<u>DATE OF NEXT FULL PARISH COUNCIL MEETING:</u> Monday 9 th March 2026, 7pm
17	<u>CLOSE MEETING</u> The Chair closed the meeting at 08.20pm.

Signed

Date

ITEM 4 ROLLS ROYCE REPORT FROM SUE NEL FEBRUARY2026

Westhampnett Parish Council ('WPC') 09/02/2026

Operations

- **Status.** Normal operations.

Roadworks

- The advised road works in Roman Road/Stane Street start on Monday 9 February and are currently planned to conclude at the end of April.
- The details and outline schedule were advised in a letter drop to residents from Walkers Construction. A copy of the letter was posted on notice boards and on InfoHub and is included at the end of this note.
- Further details as available will be communicated by Rolls-Royce via the WPC, Noticeboards and InfoHub.

Planning applications

[The following applications are Pending Consideration:](#)

Discharge of Condition 12 (Phase 1 Surface Water Drainage Scheme) of planning permission WH/23/O1855/FULEIA.

Rolls Royce Motor Cars The Drive Westhampnett Chichester West Sussex PO18 OSH

Ref. No: 25/O2818/DOC | Received: Thu 20 Nov 2025 | Validated: Thu 20 Nov 2025 | Status: Pending Consideration

Non material amendment to planning permission WH/23/O1855/FULEIA – to amend Conditions 4 (approved plans), 5 (Phase 2 Parameter Plan) and 24 (Car Parking – Phase 1) – refinements to the final design, and operational / process changes in Rolls–Royce production.

Rolls Royce Motor Cars The Drive Westhampnett Chichester West Sussex PO18 OSH

Ref. No: 25/O2810/NMA | Received: Wed 19 Nov 2025 | Validated: Wed 19 Nov 2025 | Status: Pending Consideration

[Details from CDC Planning Portal.](#)

Extension Building Works

- **Swale Redesign.** As previously advised - due to additional works required to the swale (to the east of the extension building), Footpath 417 will in part be diverted along the bridleway. Planning permission for the additional works has been applied for. Westhampnett Parish Council has been briefed, and we are working closely with both CDC and WSCC.

Community Liaison Officer Notes

- **Community Liaison Forum.** The monthly Community Liaison Forum (CLF) continues to be very useful. The last meeting was held on 15 January at the Home of Rolls-Royce, attended by Jamie O'Meara and David Plummer. The next meeting will be held on 19 February.
- **Traffic Congestion on Stane Street.** We continue to monitor traffic flows on Stane Street and seek further improvements where possible.

Recent News – Selection of Headlines

[ROLLS-ROYCE SPECTRE: CRAFTED TO BECOME A FUTURE CLASSIC](#)

[20 YEARS OF TALENT: ROLLS-ROYCE MOTOR CARS OPENS APPLICATION WINDOW FOR APPRENTICESHIP PROGRAMME](#)

To view all press releases: www.press.rolls-roycemotorcars.com

Contacts

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Rolls-Royce Reception: 01243 384000 (office hours)

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

Information

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

Letter from Walkers Construction

See below + original attached.

ITEM 4 WSCC Cllr JEREMY HUNT UPDATE FEBRUARY 2026

Devolution and Budget update - At a meeting of the WSCC Cabinet on Tuesday 3rd February the proposed balanced budget, which includes significant capital investment and increased net investment in key services for communities, was approved. The Cabinet also reaffirmed its commitment to the devolution process, which will see the creation of a new combined authority for the whole of Sussex. The decision was made following confirmation from Government that the Sussex & Brighton Combined County Authority will be created this May, with the first mayoral election due to take place in May 2028. Once established, powers and funding will be transferred from national government to the local Combined County Authority, who will provide strategic leadership on issues such as economic growth, highways and transport, housing, and public safety.

The new combined authority will bring additional investment into the region whilst also meaning that the authority will have a voice at national level. Sussex delivers huge economic benefit to the country, and the creation of this new combined authority will only

strengthen this. The county council will continue to work with East Sussex County Council and Brighton & Hove City Council on the devolution process, ahead of the anticipated legal creation of the new authority in the spring.

The Cabinet also agreed the next steps for its balanced budget for the year ahead. The proposed budget will now go before Full Council on Friday 20 February for final approval. The county council delivers over **300 essential services**, to around **915,000 residents**, across 769 square miles. The gross amount we spend on delivering these services for our residents is expected to be just over **£2.3bn in 2026/27**. For example:

- £1,346.7m** Managing schools and education, children's social care and support
- £577.2m** Caring for adults and keeping people healthy
- £90.1m** Protecting the environment, recycling and waste disposal
- £84.6m** Maintaining our roads and providing transport
- £83.8m** Running our organisation
- £72.8m** Fire and Rescue services and supporting communities
- £5.8m** Supporting the local economy
- £61.9m** Financing our capital programme and other corporate items

This expenditure includes a gross revenue increase of **£65.1m** to meet increasing demand pressures and costs, particularly in social care, home to school transport, and special educational needs and disabilities. After taking account of grants, fees and charges, and other contributions, our proposed net revenue budget for **2026/27**, is just under **£883m**. The most important aspect of the council's budget for the year is that we have been able to balance it without any cuts to frontline services or a reliance on reserves. This is something that is getting increasingly challenging, as can be seen by the increasing number of local authorities who are turning to government for additional assistance. There is no doubt that, without a massive injection of additional government funding which is very unlikely, the current model of two tier local government is unviable in the long term. This is why it is key to ensure that the upcoming local government reorganisation does deliver on the predicted savings. Far from any additional government funding, under the terms of the governments recent Fair Funding Review, the County Council's funding will actually be reduced by an additional **£30m** over the next 3 years. This is through a new process introduced in the FFR, called Council Tax Equalisation. This where the government effectively takes funding from counties it *perceives* to be reasonably wealthy - mainly shire counties in the south east such as West Sussex — and distributes it to counties it *perceives* to be poorer - mainly in the midlands and the north. Finally, despite finding in-year savings of around £30m in order to balance our books, we have no choice other than to increase council tax. Our government funding is calculated on the assumption that we will raise our council tax by the full amount. If we don't we will lose even more funding, making balancing our budget almost impossible. Regretfully therefore we are proposing to increase the WSCC share of council tax by **2.99% for core services, plus 2% for ASC, giving a total increase of 4.99%. For 2026/27 this means an increase to the band D tax rate of £7.49 per month.**

The council meeting can be viewed online via a [webcast](#) and you can read more about the budget setting process at www.westsussex.gov.uk/budget . Also, you can learn more about devolution and the creation of the new strategic combined authority at www.westsussex.gov.uk/campaigns/future-of-local-government-in-sussex.

Highways Update - The West Sussex County Council Highways team have been working hard to respond to issues on the county's road network that have occurred as a result of the recent extreme weather including flooding, fallen trees and potholes.

This winter has seen a return to freezing temperatures and heavy rain with recent storms causing significant disruption across the county's roads. Since September we have experienced above average rainfall levels, with January providing double the monthly average in some areas of the county. During storm events our teams are deployed around the clock to manage safety risks and keep the roads clear and moving. The most recent storm brought 81 emergency callouts with incidents ranging from fallen trees and debris hazards to damaged infrastructure and impassable routes. 31 of these callouts were directly related to flooding.

When we receive reports of significant flooding, our teams work hard to assess and manage risks at each affected site. Our safety response service and reactive drainage jetting crews will clear flooding where they are able to do so. If there are underlying issues that need to be investigated, we prioritise key roads that are being impacted or where there is an immediate risk to property. We also have proactive crews who are focussed on checking for drainage grid obstructions, replacing or resetting damaged drainage grids and clearing channels for water to flow from the carriageway to ditches or water courses to remove flooding. Since the start of April 2025, we have cleared over 75,000 drainage channels as part of our proactive maintenance programme.

It's important to note that when we've had prolonged periods of heavy rain, the sheer volume of water means that no highway drainage can work effectively, as the outlet for highway water is over capacity and the water in our system simply can't go anywhere. There are also some instances where it is not possible for us to clear the flood water as it has been caused by run-off from neighbouring land or overflow from flooded water courses such as rivers. Where it is safe to do so, roads will be kept open with appropriate flood warning signage in place. However, where there is a risk to safety, full closures will be put in place with signposted diversions. Residents are urged to:

- Avoid driving through floodwater
- Report significant hazards via the usual emergency channels
- Follow updates issued through official communication channels

Flooding isn't the only issue being caused by the weather. The pro-longed period of cold then wet weather has meant we are seeing a spike in the number of potholes on the network. So far in January we have logged 3,725 pothole repair jobs with our contractor. This is around 1,000 more than this time in 2025, when we had a mild winter, but is still significantly less than the previous two years. January 2023 saw us raise over 7,000 pothole repair jobs with our contractor. We repair potholes based on their severity. Our target for the least severe defects is to complete repairs within 28 days, however we always work to deliver them sooner where possible. For example, in December these repairs were completed in an average of just 12 days. This month we have increased the number of crews we have operating to respond to the uptick in defects. We are also running 'twilight crews' to extend the working day and have

crews working on Saturdays to keep on top of the work. Despite the increased volume of work in January, this additional resource means we are still completing these repairs in an average of 15 days.

Councillor Joy Dennis, cabinet member for Highways and Transport said: "We appreciate that disruption on the roads is never welcome. We are doing all we can to keep the roads open and repair any damage caused by the extreme weather.

"Please bear with us as, although we have crews operating in all weathers, there will be times where we can't rectify every situation straight away. As soon as the weather improves we will be working to resolve all issues caused as well as investigating longer term solutions where needed."

Local Issues:

Blocked Drains - I just wanted to explain why I have asked the PC to please submit their recent flooding reports on the Council's website. There have been a lot of flood of enquiries over the last month or two, many of them coming through councillors. This does mean a lot of extra work for our admin staff, who then have to input those enquiries into our highways reporting system. Members have therefore been asked to remind residents that any highways issue, including flooding, should be reported by residents directly through our website. You will then receive a case reference number and will be updated. This doesn't mean that I won't give you support if needed, I certainly will, but if I subsequently have to raise the issue with highways it makes things a lot quicker if I have that case reference number. The reporting portal can be found at <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/>

Stane Street/ A286 Junction Improvement - I believe your clerk has the official notice that the work will be carried out during April. However, there will be other works taking place along Stane Street over the next couple of months, such as the works to facilitate the new 40mph buffer zone and the bus stops, which will require single lane traffic control. I am told these lights - when in place - will be manually controlled from 06.30 to 09.30 & from 14.30 to 18.30. If I have any more detail I will update the PC on Monday.

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news. <https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Jeremy Hunt – West Sussex County Council Member for Chichester North

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ITEM 4 CDC Cllr HENRY POTTER REPORT FEBRUARY 2026

Henry Potter District Councillors Report February'26

The Council held an online meeting with the Parishes on Monday 02/02 the main topic once again was an update on the progress of the Devolution and Local Government Reorganisation Bill. In a nutshell all Local Authorities have submitted their preferred options to become Unitary Authorities. The Minister for Communities, Housing and Local Government will review these submissions and announce, in March, his decisions. The proposals are varied and the final announcement will be of great interest. I remain very sceptical about this entire Bill over which we have had no choice.

Another agenda subject was the new Renters Protection Act which should afford greater protection for tenants with no fault evictions becoming unlawful and higher living standards are included. Not particularly helpful for landlords and I can see a number selling up and getting out of the market resulting in less homes for rent. Finally, further details of the roll out of the new waste food collection scheme. It will not happen for every household; it will be phased in gradually while routes and collection days are scheduled.

An agreement has finally been reached for the tenancy of the final units in St. James Ind, Estate. Four units are to become four privately operated 'Padel' tennis courts. This comes after the costly, but comprehensive rebuilding of all the units in the Estate completed in 2023.

Decisions to be taken by the Cabinet on the 10th and then full council are the setting of the Budget for 26/27 and a grant to Hyde Homes towards the building of 15 Social Rent homes on a site in Birdham. This is becoming a more popular way of securing homes to rent; a similar grant was made in respect of 13 rental homes in North Mundham where a developer could not be found to build 10 market value and 3 rental properties. The money comes from what's known as 'Commutated Sums ' collected from developments of more than 10 homes with no provision for the 30% affordable units.

The budget for the coming year will be £18,133.500, the DC element of the total precept will be increased by £5.74, up from £192.06 to £197.80, this for all Band D taxpayers.

Finally, I have deep concerns regarding the planned works to the junction of the A285 and Stane Street to render it safer for turning traffic considering the traffic plan agreed under the Approval for the RRM assembly extension. This should have been implemented prior to the multitude of HGV's accessing the site during construction. It is also important for the Vehicles delivering components to the facility upon completion What concerns me is the impact on the 55 Stagecoach bus service serving Westhampnett, Maudlin, Boxgrove and Tangmere. These residents have suffered enough in the past during Southern Water operations and to lose this part of the service yet again is not good enough. Traffic lights are to be deployed and access for residents will be maintained so I hope the bus service will not be interrupted.

I have written to WSCC Highways expressing my concern but typical of them, I've had no response to date!

And that concludes my Report

Cllr. Henry Potter CDC Member for the Goodwood Ward.

ITEM 8 FEBRUARY 2026 PAYMENTS

Date	PAYEE	DESCRIPTION	AMOUNT
09/02/2026	GreenClean	Community Hall cleaning 26/01 to 25/02/2026	444.00
09/02/2026	Richard Skillern	Hall Mgr hours January 2025	768.00
09/02/2026	S&L Land & Planning Services Ltd	January 2026 retainer	240.00
09/02/2026	Mark Short	Bus shelter cleaning Jan 2026	60.00
09/02/2026	Mark McLeish	Reimbursement volunteer fuel	27.03
09/02/2026	West Sussex County Council	Clerks salary & oncosts January 2026	3,539.17
			5,078.20

ITEM 10 FINANCE MEETING/AUDIT REPORT NOTES

FINANCE MEETING 22/01/26 REPORT

1) Qtr 3 BUDGET MONITORING

Raised at the meeting

2	VAT Income	2023/2024 TO CLAIM, 2025/2026 To be claimed 26/27 Clerk sent councillors updated Budget Monitoring report with VAT income showing.
13	Website	Added note to Scribe re Wix payment/refund to/from Clerk
32	Village Green bin rental/emptying	Payment for 1 bin. For 25/26 Budgeted £92.96 Actual £98.80
42	Litter Bin rental/emptying	Payment for 4 bins. For 25/26 Budgeted £371.84 Actual £395.20

2) INTERIM AUDIT NOTES @ 23/01/26

- 1) Permission from councillors needed for *Formal acceptance to receive information by electronic means in the form "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"* Councillors to give permission annually at May meeting (as an agenda item).
- 2) Website Accessibility notice needed. Website Accessibility Policy statement for approval at February 2026 meeting
- 3) Review PC website for agendas – need to keep agendas for last year on website & re-arrange/file on website The Clerk has reviewed and updated website.
- 4) Publish Bank Rec monthly with agenda – published for Nov/Dec 2025 onwards
- 5) Standing Orders/Financial Regulations – Updated versions issued 2025. Reviewed new versions for approval at February 2026 meeting.
- 6) Risk Register – review/update Risk Registered reviewed for approval with a Data Retention & Disposal Policy for approval at February 2026 meeting.
- 7) Asset Register – Playground equipment/Volunteers equipment Cllrs to review Playground Equipment listings & Volunteers to check Volunteer equipment for approval with 2025.2026 Year-end Financial Reports
- 8) Assertion 10 – Clerk reviewed Assertion 10 checklist for any updates to Policies for approval at the May 2026 meeting. Policies identified to include; Model Publication Scheme (as required by Local Government Transparency Code 2015) GDPR Policy and to review IT Policy.

3) OTHER ITEMS

Sign NSI Mandate Forms signed at meeting – 2 further signatures needed at February 2026 meeting (SJ & JOM)

Members Allowances/Member Expenses – Allowances (a set amount for time/expenses) need to be paid via payroll (and can attract tax/NI) Members can claim for expenses such as travel, lunch, printing/stationary although it is recommended to ask the Clerk to order any resources to be paid directly by the PC

Investment/Deposit Accounts - Cllr NJ reported he investigated (i) Redwood Bank – offered one-year fixed deposits(ii) Cambridge & Counties Bank – offered various fixed notice accounts (iii) CCLA – hard to find out what was offered. NJ to make a recommendation for the February 2026 meeting (preferred Cambridge & Counties) Once an account is opened the PC will transfer £120K from NS&I to the new account.

Need to review forecast for 26/27 Budget – NJ to meet with the Clerk on Friday 30.1.26 to set the forecasting for the 2026/27 Budget on Scribe.

Parkinson Partnership Briefing

Procurement Thresholds from 1 January 2026 -Councils must comply with the full rules of the Procurement Act 2023 where potential contracts have an estimated value (including VAT) of over: £5,193,000 (previously £5,372,609) for public works (construction). The works for the Community Hall fall below this threshold but the contract once awarded will need to be added to the Govt Contract Finder website.

Financial Services Compensation Scheme - The protection offered by the FSCS increased to £120,000 from December 2025 (Previously £85,000 per bank holding)

Proposal for part-time Clerk

The Clerk has suggested that the PC employ a part-time Asst Clerk for 9hrs pw; alongside a reduction of the weekly hours of the Clerk from 25hrs pw to 20hrs pw.

This can be cost neutral as an Asst Clerk would be paid at a lower rate with a lower amount of Employee NI and/or pension contributions (below calculations). It would also negate the need to pay Locum fees to cover the Clerk's holiday/absence.

An Asst Clerk could work Mondays and Tuesday (when the Clerk isn't working) and cover sickness/absence of the Clerk including clerking meetings (now covered by Locum services). An Asst Clerk could also be asked to cover Comm Hall lets/access when the Hall Manager is absent. It has already been identified that there will be an increased workload for the Clerk in the future, to include the Community Hall development and the Allotments.

Councillors will be asked to approve this in principle at the February 2026 meeting, and the Clerk will then meet with councillors to discuss terms/JD/person spec/advert for final approval.

ITEM 12 HALL MANAGER REPORT

Hall Manager Report February 2026

Bank Balance as at 2/1/26 = £16,124

Balance as at last PC Meeting 10/11/25 = £12,659

Therefore £3,465 income since last meeting

December 2025 Private Hirers 15

December 2025 Weekly Hirers 9

Anticipated Feb Hirers 10

ITEM 12 TENDER ANALYSIS

Review of quotes received for the hall development project.			
Criteria	Company		
	A	B	C
Chichester based/local employer	Company is based in Fareham but predominantly works in the general area.	Company based in Chichester	Company based in Chichester
Detailed plans submitted	Reasonable detail provided but all provisional subject to drawings and prices at the time of formal engagement, some questions over the accuracy/content of the contract preliminaries	Comprehensive detail (itemised) for each component plus a detailed breakdown of contract preliminaries.	No
Duration of project (estimated)	6 months	4 months	Not known
Scale of company	Two directors with 2025 P&L of 830k, subject to small business filing so accounts abridged but appear to be trading positively. Tend to focus on high end developments. Led by RD, unclear how many employees directly employed	Five directors established 35 years, six separate companies with latest P&L showing just under 2M, aware of contracts with national house builders. 250 employees and a further 250 contractors	Not known
In house v sub-contract	Building specialist, would appear that other functions are contracted out	In house scaffolding, brick work and roofing with associated planning teams.	Not known
Fixed price or variable	Variable price	Fixed price	Believed to be a fixed price
Confidence in quote accuracy	Some reservations on how individual components have been allocated which on a variable basis can lead to increases once full scope known.	Analysis of previous plans of hall and associated infrastructure have allowed a fixed price quote to be provided	Not known

References as requested	None	Two received as per tender document	None
Risk	Rising material costs, availability to start as start date dependent on other factors	Confident to be able to commence almost immediately upon technical drawings and building regs. Prices are locked in as per quote. It is important ensure as a public body the PC is represented compliantly.	Not known
Existing relationship/known to PC	Known to the PC re the build of the nursery, did give indicative numbers when project first proposed. We did have an issue with completion of the fencing I understand which led to a delay in completion, may have been outside of their control.	Have completed regular work for the PC, new meeting room, notice boards, solar batteries etc.	Did submit quote initially two years ago
Supervision on site/project management	Four projects at any one time with rotating supervision it is understood.	Dedicated lead will be based on site and provide supervision and cover HSE requirements	Not known
Price	Initial quote is 442, we have allowed a 15% up lift given rising prices and unknown requirements which gives an estimate for comparative purposes of 508K which is within budget	549K fixed	739K
Other	Client of Little blue door nursery	Wider relationship with parish relating to offer for the MP sports facility with creation of a village based cricket and football club, this has been submitted to CDC and is awaiting approval.	None

Scoring 1-5	A	B	C
Project planning - 40%	2	5	1
Evidence /references - 30%	2	4	1
Price - 30%	4	3	1
Total	8	12	3