



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham  
Oak Tree Cottage, Claypit Lane, Westhampnett, Chichester PO18 0NU

Tel: 07960 947773 email: [westhampnettclerk@gmail.com](mailto:westhampnettclerk@gmail.com)  
[www.westhampnettpc.co.uk](http://www.westhampnettpc.co.uk)

## Minutes of the Westhampnett Parish Council Meeting held at 7pm on Monday 9<sup>th</sup> July 2018 at the March C of E School, Westhampnett

### Present:

**Parish Councillors:** Cllr W P Harding (Chairman), Cllr J L Hardstaff (Vice-Chairman), Cllr S Burborough, Cllr R Fabricius, Cllr S James, and Cllr C McLeish.

The meeting was clerked by Parish Clerk, Mrs Linda F Lanham.

WSSC Cllr J Hunt, CDC Cllr M Hall, Mr Andrew Ball (Rolls Royce Motor Cars Ltd) and 6 members of the public also attended.

83/18	<p><b><u>OPEN THE MEETING &amp; TAKE APOLOGIES FOR ABSENCE:</u></b> The Chairman opened the meeting, welcoming all. Apologies were received from Cllr P Clingan.</p>	<b><u>WPH</u></b>
84/18	<p><b><u>DISCLOSURE OF INTERESTS:</u></b> None</p>	<b><u>WPH</u></b>
85/18	<p><b><u>CONFIRM MINUTES OF THE LAST MEETINGS</u></b> held on 14<sup>th</sup> May 2018 and 14<sup>th</sup> June 2018 <b><u>RESOLVED:</u></b> That the minutes of the meetings held on 14<sup>th</sup> May 2018 and 14<sup>th</sup> June 2018 are approved by the Council and signed by the Chairman as a true record of the meeting. Proposed by Cllr Hardstaff and seconded by Cllr McLeish.</p>	<b><u>WPH</u></b>
86/18	<p><b><u>MATTERS ARISING:</u></b> None.</p>	<b><u>LFL</u></b>
87/18	<p><b><u>REPORTS FROM EXTERNAL BODIES:</u></b> <b>WSSC Cllr Jeremy Hunt</b> said he was delighted to see RR have started on their new car park, and hopes it will alleviate the parking issues. The problem of access to Coach Road during the Portsmouth Water works was reported and measures taken to minimise disruption. He stated that the Velo South Event is not organised by WSSC, but there is to be a Velo South briefing soon, this was later confirmed to be tomorrow. He is trying to arrange a meeting regarding the planting at the Solar Farm, and will go through the Clerk to arrange a date with WSSC officers, Mr Keatley and the rest of the Solar Group. Cllr Hunt advised that the WSSC website shows various campaigns that are being run, covering a variety of topics. <b>CDC Cllr Mike Hall</b> said, in regard to Velo South, that people need hard facts as they may become isolated that day, especially difficult for carers and doctors. He said the event had not been properly planned. Several parish councils are against the event, including Harting. Cllr Harding said that according to a legal person the event is non-democratic as it was signed off a year ago without consultation, and there has been a lack of communication with some parishes not having any information. He asked if it is to be held every year for the next 5 years. Cllr Hunt said he does not know about future events. Cllr Hall said he would visit the Duke of Richmond after the Festival of Speed to ensure he knows of these issues.</p>	<b><u>MH</u></b>

	<p><b>Mr Andrew Ball (RR)</b> said the new car park is well underway, and it is hoped to be finished at the end of the year with work currently on schedule. This Friday the wooden hoardings will have notices added, and holes to look through to view progress. When the ground breaking work started they had a ceremony with 4 Board Directors, the new Cullinan car and the school. The existing wildlife garden is to be re-sited. He said parking is still an issue and he had received complaints that employees had parked in the Roman Walk visitor spaces. Some cars were parked on Stane Street, along with those from The Grange. He said one car had been towed away, and 50-60 photos of cars reported to the Police. He asked the Parish Council if there could be formal consideration of Parking Permits. Cllr Harding said this had been looked into and at present waiting until the car park is completed. Mr Ball said RR would support a parking control initiative if the Parish Council wanted double yellow lines on the south side of Stane Street etc. RR is currently considering ways of controlling street parking once the car park is ready. He advised that the plant is on shutdown for 2 weeks from 23rd July. Mr Andrew Blanchard reported that some of the cones on the south side had been put in the hedge, and that cars were parking between the cones. Mr Blanchard also reported that when he had been on Speed Watch duty at 05.30am he saw and heard motorbikes revving up, and many speeding cars. Mr Ball said he would recruit more people and he had seen van after van speeding when he was on Speed Watch training. Mr Blanchard reported that the contract buses were still going up Claypit Lane; there were 3 on last Thursday evening. Mr Ball apologised. Mr Blanchard He said that the Parish Council should be congratulated on the work they had done on the RR car park plans, and what they are trying to do with the traffic. Mr Ball advised that RR apprentices had worked with the school children to create a new "Rooster" car. The new RR apiary is now open, well away from people, and hopefully there will be RR honey. Mr Howard Horne proposed a vote of thanks for all that RR do for the Parish.</p> <p>Mr Ball left the meeting at 7-35pm.</p> <p>Cllr Burborough said that the HGVs coming to HWRS (the Tip) are leaving rubbish all over the road, and as it is small particles they are blocking up the drains which will then cause floods. Mr Bob Holman said that this had been going on a long time; the road needs sweeping every day. Is there a wheel wash for them at the Tip? Cllr Hunt said he will speak to the Environment person at WSCC Cabinet.</p> <p>It was also generally remarked that the Biffa lorries are coming to the Tip from Maudlin direction rather than Chichester Park Hotel roundabout as they are supposed to do. It is worse on Saturdays and Sundays. The Parish Clerk was asked to complain to Viridor for both the rubbish and Biffa traffic.</p>	<p><u>LFL</u></p>
<p>88/18</p>	<p><b><u>MEMBERS' REPORTS:</u></b></p> <p><b>Travellers Site</b> – Cllr Harding attended a meeting at the Transit Site and said that the site had improved control on vandalism. He commented that the grass verge behind the bollards had not been mowed last time, probably because the barrier was locked. He continued to press for bollards to be installed on the north side of Stane Street. It was remarked that it would be interesting to see how attendance by the travellers to the Horse Racing at Goodwood Week affects potential illegal encampments in the Parish.</p> <p><b>RR</b> – It was noted that a report had been received stating the new car park site was broken into and items stolen.</p> <p>Cllr Hunt left the meeting at 7-50pm.</p>	<p><u>All</u></p>
<p>89/18</p>	<p><b><u>REQUESTS RECEIVED BY PARISH CLERK</u></b></p> <p><b>Westhampnett Tilemakers Bus Shelter</b> – In regard to having the sides of the bus shelter filled to protect against the weather, the Parish Clerk presented a quotation from Mr David Beasley of £2,367.00. This is for 2 fully glazed sides. The Councillors requested a revised quote for 1 fully glazed side, and 1 partly glazed side. Suggested contractors – Mr David Beasley, Mr Arnell at Oving, Mr Michael Harding – Carpenter (via Mr Bob Holman), Mr David Hoare at Tangmere, Aldwick Doors and Windows in Dairy Lane.</p> <p><b>Cycle Lane</b> – There is a WSCC meeting on 13th July to discuss the updated plans. Cllrs Hardstaff and Burborough will be attending.</p> <p><b>Tip Layout</b> – the following up of this proposal is now in abeyance awaiting traffic flow once RR car park is in use.</p> <p><b>Westerton Play Area Goal Mouth</b> – Mr Andrew Blanchard reported that the new grass was being well watered. He said that with the help of Mr Bob Keatley, the goal posts had been repainted, a new wooden surround had been made, and a new net installed. During the ROSPA inspection it was found that the strimmer was damaging the wooden posts at their bases. It would need metal sleeves to protect the posts; he will obtain some costs and advise. The bird spikes on the top of the swings were being damaged by the swings going over the top; he will look for a different type of spike. Cllr McLeish offered to take some photos of the play area to update those on the PC website and Facebook. Cllr Fabricius said the play area was in extraordinarily good condition, and he was most impressed. The Parish Council thanked Mr Blanchard and Mr Keatley for all their hard work.</p>	<p><u>LFL</u></p> <p><u>JLH</u> <u>/SB</u></p> <p><u>CMcL</u></p>

	<p><b>Community Speed Watch Group</b> – The Parish Clerk read out an email from Linda Campbell the co-ordinator. She advised that: “Since the Westhampnett Speed Watch Group started recording excessive speeding on 25 May 2018, we have informed the Police of 500 registration numbers of cars observed speeding on Stane Street; many excessively. 99% have been sent a 1st letter. 20 motorists have been sent second letters and 3 have been sent 3rd letters (delivered in person by a police officer). We usually observe between 30-50 cars speeding during each session of around an hour. The fastest recorded speed is 63mph. We have been operating at different times of the day. We believe our presence is having a calming effect on the traffic while we are there, but it is difficult to tell yet if this is lasting! We really need more volunteers from the community. If anyone has an hour to spare once a week, they would be very welcome indeed.”</p> <p>Anyone interested, please contact the Parish Clerk for contact phone number.</p> <p>Cllr Harding said the efforts had been very effective. The question of the borrowing of the speed gun and the fact that needing to borrow it restricts the times and days the sessions can be arranged were raised. Boxgrove Speed Watch Group has purchased their own Bushnell speedgun at £524 inc VAT. Mr Blanchard said it needs 4 people to man a station, and it needs to be at different time, say 30 minutes here, and 2 hours there. Need more volunteers. Cllr McLeish said the Speed Watch Group was advertised on Facebook, and the Parish Clerk was asked to add details onto the PC website. There is also speeding in Madgwick Lane (and in the past there had been 2 car accidents on the corner) and Westerton Lane. The Speedgun sites were to be assessed in Madgwick Lane, but unfortunately a date was arranged 3 times with the Police Officer, and each time he was called away to another matter and could not attend. There are no Speedgun sites in Westerton at the moment. Cllr McLeish suggested asking RR to fund a Speedgun, and Cllr Fabricius said that if it could not be funded by some-else then it should come out of the Parish Council funds. The Parish Clerk was asked to write to RR, and Cllr Hall asked for a copy so he could write as well.</p> <p>Cllr Hall left the meeting at 8-15pm.</p>	<p><u>LFL / MH</u></p>
<p><b>90/18</b></p>	<p><b><u>PLANNING MATTERS</u></b></p> <p>Cllr Hardstaff reported:</p> <p><u>WH/18/00574/FUL Westhampnett House Extension</u> – Parish Council lodged Objection Comments covering location; orientation; size and scale of the proposed extension.</p> <p><u>WH/18/01236/FUL Inspiration House Marquee</u> – no Comments</p> <p><u>SDNP/18/02421/LIS Goodwood House Replacement Copper Roofs</u> – no Comments</p> <p><u>WH/18/01108/FUL Rolls Royce Installation of External Flues</u> - Parish Council lodged Objection Comments in regard to usage, noise and odours.</p> <p><u>WSCC/002/18/CC, WSCC/003/18/CC, WSCC/004/18/WH, WSCC/005/18/TG – Pipeline</u> – No Comments as yet.</p>	<p><u>JLH</u></p>
<p><b>91/18</b></p>	<p><b><u>NEIGHBOURHOOD PLAN</u></b></p> <p>Cllr Hardstaff reported:</p> <p>No further movement. She attended a Planning Review, to be completed by July 2020, covering a 5 year housing plan. There is to be consultation between December 2018 and January 2019, and there will be a meeting with parish councils prior to the publication of the Plan. As she had previously been strongly advised that our NP should not include suggested sites, this now leaves the Parish vulnerable. At present it is not known how many houses will be in each parish.</p>	<p><u>JLH</u></p>
<p><b>92/18</b></p>	<p><b><u>COMMUNITY HALL &amp; VILLAGE GREEN – BELLWAY AND CDC</u></b></p> <p><b><u>Village Green</u></b> - The Parish Clerk presented a comprehensive spreadsheet of the projected costings for the Village Green over 20 years. Copy attached to these minutes. It shows that the suggested figure to be paid by Bellway would cover the costs as near as can be ascertain so far into the future. After discussion the Parish Council then agreed the recommendation.</p> <p><b><u>RESOLVED:</u></b> That the Parish Council accept the transfer of the Village Green land from Bellway to Westhampnett Parish Council, and accept the commuted sum of £147,286.25 to be paid by Bellway to CDC, and then paid by CDC to WPC, for the maintenance of the Village Green over 20 years.</p> <p>This was Proposed by Cllr Burborough, Seconded by Cllr McLeish and all voted in favour.</p>	

	<p><b><u>Grass Cutting</u></b> - The Parish Clerk had obtained Grass Cutting quotations as follows:</p> <ol style="list-style-type: none"> <li>1. CW Landscapes (current contractors for Bellway) - Maintenance at fortnightly visits through growing season at Labour and machinery = £500.00 per visit</li> <li>2. Millstone Landscapes - £175 + VAT fortnightly</li> <li>3. Mr R M Huntingford - £155 (no VAT) fortnightly</li> <li>4. Greenscape Services - Bill Burkenshaw £106 + Vat per cut including strimming</li> </ol> <p>Greenscape Services - Bill Burkenshaw was the lowest quote and the Parish Council agreed to accept his quote.</p> <p><b><u>Lighting on the Village Green</u></b> - A question was raised regarding the power for the 6 x Street Lights – would a Solar Panel be suitable? Could we get one? Could we restrict the light up time to midnight? Noted for future investigation.</p> <p><b><u>Community Hall</u></b> – It was reported that the Parish Council has now received the £147k in the Bank, and behind the scenes the contractors are working on the basics of the project. The Parish Council cannot sign a contract until after 24th July when CDC Full Council meeting will assess the Parish Councils request for release of the S106 monies from The Grange development which amount to just over £100k.</p>	<p><b><u>LFL</u></b></p> <p><b><u>LFL</u></b></p>
93/18	<p><b><u>VELO SOUTH</u></b></p> <p>Cllr Harding said that WSCC and CDC had agreed this event without saying anything to the population. Several parishes had got together, and Harting are up in arms. The communication is a mess, with a leaflet that does not give enough actual information. Plus some people had the leaflet, others did not. The Velo company do not accept that Velo Birmingham was a disaster of planning, even though it had to be delayed a year. Cllr Burborough asked how to stop the competitors parking locally – this would be with Marshals. The 4 parishes of Westhampnett, Boxgrove, Lavant and Singleton have got together and arranged a meeting on 18th July with the CEO of Velo South, and have provided a list of questions to be answered. It was mooted that perhaps the village should hold an event on the new Village Green on that day – bring a picnic, display Hall plans etc, and a chance to get some more Volunteers?</p>	<p><b><u>All</u></b></p>
94/18	<p><b><u>INSURANCE RENEWAL</u></b></p> <p>The Councillors had previously seen the revised quotation and so the Resolution was agreed.</p> <p><b><u>RESOLVED:</u></b> To ratify the decision to accept the revised quotation from Came &amp; Co at £561.66, to include additional cover for the volunteers' equipment.</p> <p>This was Proposed by Cllr Fabricius, Seconded by Cllr Hardstaff, and all voted in favour.</p>	<p><b><u>LFL</u></b></p>
95/18	<p><b><u>ROSPA REPORTS FOR WESTERTON AND VILLAGE GREEN PLAY AREA</u></b></p> <p>The Inspections were carried out on Friday 6th July, and 2 reports will be forwarded to the Parish Council within a week or so. The report for the Village Green Play Area will be used to ensure that all the equipment and the area are up to a suitable standard before the Parish Council takes over the responsibility from Bellway. The Inspector will also draw up a specific Checklist for Mr Blanchard to use in the once a month checks to be done on the Village Green play Area. The Parish Council thanks Mr Blanchard for including this task with those he already does for the Westerton Play Area.</p>	<p><b><u>LFL</u></b></p>
96/18	<p><b><u>NHB Outstanding and 2018:</u></b></p> <p>The Parish Clerk confirmed that a variation to 5 outstanding NHB grants had been requested and this matter was to be discussed by CDC in their next meeting on 11th July.</p> <p><b><u>NHB 39/18 at £12,963</u></b> - Possible uses were discussed, and it was agreed that a request would be made for Tables and Chairs for the Community Hall. Cllr McLeish will source some quotations for this purpose, and provide to the Parish Clerk for the request to be put in before the closing date of 30<sup>th</sup> July.</p> <p>Other items to bear in mind for the future are a defibrillator and kitchen equipment.</p>	<p><b><u>CMcL</u></b> <b><u>/LFL</u></b></p>
97/18	<p><b><u>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA</u></b></p> <p>It was noted that the Chairman wishes to review the number of hours the Parish Clerk is being paid, versus what is actually being done.</p>	<p><b><u>All</u></b></p>

98/18	<p><b><u>PARISH FINANCIAL MATTERS</u></b></p> <p>The Parish Clerk presented the Accounts as at 30<sup>th</sup> June that had been prepared by the locum RFO Mrs Cadman.</p> <p>The Bank Account was now £551,776.25. Income as at 30<sup>th</sup> June was £494,789.40, and payments to suppliers and reimbursements are all up to date, with spending as at 30<sup>th</sup> June being £3,160.10.</p> <p>A reclaim of VAT for the Financial Year 2017/18 is to be done.</p> <p>It was noted that the External Audit documents had been lodged in early July.</p>	<b><u>LFL</u></b>
99/18	<p><b><u>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS</u></b></p> <p>None.</p>	<b><u>LFL</u></b>
100/18	<p><b><u>DEALING WITH LOCAL ISSUES</u></b></p> <p>It was reported that there was regularly Dog Mess at the Maudlin end of the Footpath from the old Coach and Horses to Westerton (417). Solutions to be considered.</p>	<b><u>All</u></b>
101/18	<p><b><u>QUESTIONS BY THE PUBLIC:</u></b> Any resident of the area covered by the Council and present at the meeting may ask questions relating to the business of the Council.</p> <p>None.</p>	<b><u>All</u></b>
102/18	<p><b><u>EXCLUSION OF THE PUBLIC</u></b></p> <p><b><u>RESOLVED:</u></b> That the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.</p>	<b><u>WPH</u></b>
103/18	<p><b><u>DATE OF NEXT PARISH COUNCIL MEETING: 10<sup>th</sup> SEPTEMBER 2018</u></b></p> <p>Noted.</p>	<b><u>LFL</u></b>
104/18	<p><b><u>CLOSE MEETING</u></b></p> <p>The Chairman closed the meeting at 9.15pm.</p>	<b><u>WPH</u></b>

**Signed.....**  
**Chairman of Meeting**

**Date.....**