



# 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 10<sup>th</sup> February 2025 at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP**

**Present:**

Parish Councillors: Cllr D Plummer (Vice Chair) Cllr S Burborough, Cllr C McLeish, Cllr S James, Cllr N Jackson & Cllr J O'Meara

The meeting was Clerked remotely by Beccy Anderson, Parish Clerk

7 members of the public attended & Cllr J Hunt (WSCC) & Cllr H Potter (CDC)

Minute No.	Item
1	<b><u>OPEN MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> Cllr Plummer opened meeting at 7pm. Apologies received from Cllrs Holden & Ashcroft
2	<b><u>DISCLOSURE OF INTERESTS</u></b> Cllr S Burborough – as an employee of Rolls Royce
3	<b><u>PUBLIC QUESTION TIME</u></b> <ul style="list-style-type: none"> <li>A MOP raised the issue (for all councillors including District and County Cllrs) of the level of traffic on Stane Street into Rolls Royce Motors (at the time of the afternoon shift change time) stating there was an unacceptable level of traffic congestion every day, causing inconvenience and pollution to nearby residents on Stane Street.</li> <li>Cllr McLeish commented RR were not meeting their green transport targets regarding car sharing. Cllr Hunt responded that could be a breach of the planning permission which could be taken to CDC.</li> <li>Cllr Hunt responded to questions as to what WSCC Highways could do regarding the issue, stating there wasn't a lot more that could be done given it is a public highway and WSCC had already put parking restrictions and speed limits in place.</li> <li>The Chair commented RR had just taken on 200 new employees which could have contributed to the issue.</li> <li>The Chair noted they were meeting with RR the following day, Tuesday 11<sup>th</sup> February and would raise the issue at the meeting. If councillors were not happy with the outcome of the meeting, the PC would raise the issue with the CEO of RR.</li> <li>Cllr J O'Meara commented the issue of high levels of traffic is affecting other areas in the Parish which causes a knock-on effect to surrounding areas.</li> <li>A MOP asked about the request to clear the ditch at Sidengreen Lane. The Clerk responded she had sent the request onto Goodwood Estates and would chase for a response</li> <li>A MOP stated 2 memorial benches at Westerton needed attention. The Clerk responded she would liaise with Cllr Ashcroft on her return.</li> <li>A MOP thanked the PC for the confirmation of payment of the grant to St Peter's Church for 25/26.</li> <li>A MOP commented on item 10 asking about the impact on the letting of the community hall whilst works were taking place and the cost and also asked if the possibility of a side extension to the hall could be investigated.</li> <li>Cllr Plummer stated he would consult with the architects and ask for their recommendations and suggestions.</li> </ul>
4	<b><u>REPORTS FROM EXTERNAL BODIES:</u></b> <b>Cllr J Hunt (WSCC)</b> Jeremy commented the proposal for a unitary authority has led to the May 2025 council elections to be re-scheduled to May 2026 and a lot of work will place will need to take place to merge the district and county councils. Details to be confirmed.

	<p><b>Cllr Henry Potter (HP) (CDC) – Report attached below</b> – Mentioned he had just received notification of 24/02896/OBG (Madgwick Park) (OBG Application relating to item 6 of the S106 associated with application 20/02824/OUT.) which he will be looking into. Cllr SB confirmed she will be looking at the application.</p>
5	<p><b><u>CONFIRM MINUTES</u></b> Councillors confirmed and approved (i) Full Parish Meeting 13<sup>th</sup> January 2025– proposed by CM, seconded by SB</p>
6	<p><b><u>CHAIRS ANNOUNCEMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Plummer asked councillors if they wanted to agree to apply for funding for VE day celebrations from CDC. Councillors agreed the PC should apply for £250 towards the cost of a bench with a commemorative plaque, instructing the Clerk to liaise with Cllr Ashcroft re this.</li> <li>• Cllr Pummer informed councillors of possible grant funding (in the future) from the Heaver Commercial Social Fund. One suggestion for the use of funding was tarmacking St Peter's church car park and Cllr Plummer asked councillors for any other suggestions to be sent to the Clerk.</li> </ul>
7	<p><b><u>PLANNING</u></b> Councillors noted/discussed the following applications:-</p> <ul style="list-style-type: none"> <li>• 23/02711/REM Land north Of Madgwick Lane). Cllr SB noted the PC had submitted comments and there had been further documents lodged with CDC which she will look at.</li> <li>• WH/25/00098/PLD 9 Richmond Road Westerton Chichester West Sussex – no comments to be submitted.</li> <li>• 24/02918/OUTEIA Field Southeast Of Temple Bar – Cllr SB reported this application has just been lodged with CDC and will be looking at it.</li> </ul>
8	<p><b><u>PAYMENT APPROVAL</u></b> Councillors approved :- (i) February 2025 online payments ( Excluding the payment to Geosphere - Parish Online) which is no longer needed) Payments to be approved online by Cllr CM</p>
9	<p><b><u>BANK RECONCILIATION</u></b> Councillors approved:- (i) Barclays Bank Reconciliation for January 2025. (signed by Cllr CM)</p>
10	<p><b><u>COMMUNITY HALL</u></b> (i) Councillors noted Cllr Ashcroft will report an update on general matters at the March 2025 meeting</p> <p>(ii) Cllr Plummer updated councillors regarding the Community Hall development plans. He informed the meeting 6 companies were approached to quote for the community hall development works. Riley's, who built the hall were too busy with work so did not wish to quote; one company dropped out; another was only prepared to do some of the work; leaving only 2 companies with a difference of £80,000 between the 2 quotes. Cllr Plummer recommended the quote from a local company, NJS, who provided a very detailed, structured quotation. The development plans include 4 projects – A small meeting room in the hall foyer (£13,000) Construction of Volunteers Hall (to replace the metal container) (£211,000) First Floor Extension (£190,000) &amp; Bunding works to Westhampnett village Green (£15,000) Cllr Plummer also noted the quotation was subject to CDC approval and approval for the release of funds for pre-construction costs such as planning consultants and architect's fees.</p> <p>(iii) Councillors reviewed and approved the quotation from NJS as the preferred supplier. Proposed by CM and seconded by JoM</p> <p>(iv) Councillors approved the request to CDC for funding (approx. £20,000 – amount to be confirmed) to be released for fees for architects and planning professional (the recommended company being a working partner of NJS -to be approved once a full quotation received) Proposed by JoM and seconded by CM.</p>
11	<p><b><u>ALLOTMENTS</u></b> (i) The Clerk updated councillors in regard to the handover of the Allotments from the developer of Madgwick Park to the Parish Council. There was one last issue regarding the Allotment Management plan submitted by BDW homes as part of the Madgwick Park planning application . This was not fit for purpose or approved by the PC, as it suggested the management of the plots to be handed over to an Allotment Society (of the plot holders). This is not able to happen as the PC as the title holder of the land/allotments could not hand over that responsibility. The management plan was also not detailed enough to cover all aspects of the running of the allotment site. The PC asked BDW Homes to submit the PC Allotment Management Plan (item ii) as a variation to the planning application, which they refused. The PC's solicitor suggested that councillors be asked if they were happy to proceed with the land transfer and "take a view" on this and go ahead with the transfer of the property. Councillors voted they did not want to go ahead with the land transfer and Cllr Plummer instructed the Clerk to contact BDW with the Parish Council's response.</p> <p>(ii) Councillors approved the Madgwick Park Allotments Management Plan (Dec 2024) Proposed by JoM, seconded by SJ</p>

	(iii) Councillors to did not approve the Allotment Plot rental charges for 2025, which will be decided at a future meeting.
12	<b><u>INSTALLATION OF SPEED INDICATOR DEVICES</u></b> The Clerk informed councillors that she had received 2 quotations for SID's – one from Westcotec for £4,269 per sign and from Stocksigns for £3,703 per sign. She is still trying to source a further quote but noted there didn't seem to be many suppliers of the smiley/sad face SID's. The Clerk was instructed go back to Mike Dare regarding authorisation from WSCC for the sites for the SID's.
13	<b><u>DATE OF NEXT FULL PARISH COUNCIL MEETING:</u></b> Monday 10 <sup>th</sup> March 2025, 7pm
14	<b><u>CLOSE MEETING</u></b> The Vice Chair closed the meeting at 08:04pm.

**Signed**

**Date**

**ITEM 4 REPORT FROM HENRY POTTER (CDC COUNCILLOR)**

Westhampnett PC Meeting. 13/01/2025  
District Councillors Report

Little to report this month except the deep concern regarding the Government proposal to implement Unitary Authorities throughout England by amalgamating County, District and Borough Councils into single Devolved Authorities with the potential to have an elected Mayor. It is early days yet but there appears to be a sense of urgency attached to this proposal and rushed decisions are seldom good for democracy. Diane Shepherd, our Chief Executive, has issued a statement which I have recently circulated to you.

The other thing I can mention which will affect your Parish to a small, degree, last Monday 06/01 a meeting of the Development Plan and Infrastructure Panel considered requests from Authorities for allocations of District Council held CIL Funds, which are considerable. Sussex Police have requested for consideration £117,000 for the phased introduction of ANPR Cameras at 13 locations throughout the District. Two of which I'm happy to say are, one on the A 285 in Halnaker and the other on Westhampnett Road / Portfield Way. At the meeting on Monday, it was unclear if Sussex Police are aware that funding for this proposal is available, if Full Council approve the DPIP recommendation next week there is little reason for this scheme not to proceed forthwith without a 'phased' approach. All members of the DPI Panel agreed the sooner the better for our residents' benefit, not just to cut speeding but to track criminals as well. Our Officers will engage with Sussex Police to progress the schemes as soon as possible.

The only other issue I have concerns with is the impact on the junction of Stane Street and the A285 caused by the HGV Traffic en-route to the RRMCA Assembly Plant Extension currently under construction. During the Planning Application and the consideration of the Travel Plan for vehicles during the construction stage, consideration was given to the tightness of the curve encountered by HGV's turning left onto Stane Street off the A285. WSCC Highways insisted that this turning would have to be reconfigured so that HGVs could make the turn without nearside wheels trampling across the kerb and grassland. I appreciate that this particular area is in Boxgrove Parish but it needs addressing ASAP. The mud being squeezed onto the carriageway is a skid risk for other road users. The cost of this alteration is to be borne by RRMCA so there should be no financial constraint by WSCC to implement this work immediately.

I have contacted Andrew Ball at RRMCA with this issue.

Cllr. Henry Potter,  
CDC Member for Goodwood Ward

**ITEM 8 (i) FEBRUARY 2025 PAYMENTS**

INVOICE NO	Invoice Date	Payee	Details	Payments
51	01/01/25	Mark Short	Comm Hall window cleaning	70.00
04602741	14/01/25	Green Thumb	Grass treatment Jan 2025	872.50
5352495	22/01/25	Viking Payments	Comm Hall toilet rolls	71.95
101	01/02/25	Chris Maher	Hall Mgr time Jan 2025	708.00
8001816097	31/01/25	WSCC	Clerks pay & oncosts Jan 25	3,336.83
03/02/25	03/02/25	Alison Oakley	Re-imburement Comm Hall plant pots	5.25
INV-2259	26/01/25	Green Clean (UK) Ltd	Hall cleaning, 26/01 - 25/02/2025	222.00
138759	25/01/25	DM Chainsaws	Service Toro Timemaster	155.58
606004329345	24/01/25	Scottish Power	VG electricity *	95.03
220412	23/10/24	Sussex Christmas Trees	Christmas trees **	321.00
		* Will pay by debit card as previous online payment failed		
		** Paid in Oct 24 but chq lost by supplier		
			<b>TOTAL</b>	<b>5,817.11</b>

**ITEM 9 (i) JANUARY 2025 BANK RECONCILIATION****WPC Current Account Bank Reconciliation @ 31st January 2025**

**Bank Balance @ 1st January 2025** **47,163.24**

Add income 0.00

Less payments **5,888.20**

Less: Unpresented cheques 321.00

Net bank balance @ 31st January 2025 **40,954.04**

**CASH BOOK**

Opening balance @ 01/01/2025 46,842.24

Add receipts for January 2025 0.00

Less Payments for January 2025 5,888.20

Balance carried forward **40,954.04**

