



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 11th November 2024 at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP

Present:

Parish Councillors: Cllr W Holden (Chair), Cllr T Ashcroft, Cllr S James, Cllr N Jackson, Cllr O’Meara and Cllr C McLeish.

The meeting was Clerked by Paul Richards, Locum Parish Clerk.

7 members of the public attended.

| Minute No. | Item |
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| 1 | OPEN MEETING & TAKE APOLOGIES FOR ABSENCE Cllr Holden opened meeting at 7pm. Apologies from Cllr S Burborough and Cllr D Plummer |
| 2 | DISCLOSURE OF INTERESTS None. |
| 3 | PUBLIC QUESTION TIME None. |
| 4 | REPORTS FROM EXTERNAL BODIES: Report from CDC Cllr Henry Potter – report attached below Report from WSCC Cllr Jermy Hunt - report attached below. Rolls Royce Motor Cars – report attached below. In addition, the Chair reported: <ul style="list-style-type: none"> • The Minutes from the recent Community Liaison Meeting had yet to be received. Concerns raised at the meeting had been put to RR by the Chair; • RR will review the installation of a pedestrian barrier at the new site entrance; • Residents had raised concerns regarding the excess speed of certain RR contractor vehicles – RR had dealt with this matter; • Reports had been received that RR contractor vehicles are ignoring the traffic management exit scheme on Stane Street and have ignored the “No access” signs. RR has taken immediate action, but the signs need to be changed; and • The changing RR shift time to a 3:20pm commencement has resulted in long traffic queues and increased pollution. Reports of delayed buses (with resultant missed hospital appointments) had been received. This has been escalated within RR for comment. |
| 5 | CONFIRM MINUTES Councillors confirmed and approved (i) Full Parish Meeting 14 th October 2024 – proposed by Cllr CM, seconded by Cllr TA. |
| 6 | CHAIRS ANNOUNCEMENTS The Chair advised that Cllr Hannafin had resigned due to work commitments. He thanked her for her invaluable assistance and service to the community. He also reported that her vacancy would be advertised following the formal CDC process. ACTION – Clerk to advise CDC of the Vacancy. |

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| 7 | <p><u>ROLLS ROYCE NEW ENTRANCE WORKS ADJACENT TO MAUDLIN VILLAGE GATES/SIGNS</u></p> <p>The Chair informed the meeting RR had submitted some new documents, but they were incomplete. He has asked for more information to include the actual site location and more precise measurements.</p> <p>Cllr NJ asked why WPC had not been informed of a recent road closure adjacent to the RR entrance. The Chair advised that Southern Water had carried out the works and asked the Clerk to check if any notice had been received.</p> <p>ACTION – Clerk to check if formal notice had been received.</p> |
| 8 | <p><u>PAYMENT APPROVAL</u></p> <p>Councillors approved November 2024 Cheque payments which are listed at the end of the minutes.</p> |
| 9 | <p><u>BANK RECONCILIATIONS</u></p> <p>Councillors approved (proposed by Cllr JoM, seconded by Cllr SJ) the Barclays Bank Reconciliation for October 2024 which are listed at the end of the minutes.</p> |
| 10 | <p><u>PLAYGROUNDS</u></p> <p>(i) Playground Inspection reports – TA reported that she had reviewed the report. At the Westerton playground, the equipment is old and rusty but, generally, not in a dangerous condition. The swings were showing signs of wear. The bins were full, and a formal bin emptying and cleaning regime needed to be put in place. Similar concerns had been raised at the Westhampnett playground.</p> <ul style="list-style-type: none"> ○ ACTION – Cllr TA and the Clerk to option costs to undertake the necessary repairs. ○ ACTION - the Clerk was asked to arrange an advert to request volunteers to empty and clean the bins. <p>(ii) New/additional play items for the playgrounds – The Clerk had received a request to provide additional swings at the Westhampnett playground as long queues for the existing swings had been identified. Members agreed to review this given more houses were expected to be built.</p> <ul style="list-style-type: none"> ○ ACTION – Cllr SB to review and assess if space/budget could be allocated. |
| 11 | <p><u>COMMUNITY HALL</u></p> <p>Cllr T Ashcroft reported: -</p> <p>(i) Lloyds Bank Acct Balance £73,509.49 with 15 private hires and 11 regular hires for October/November 2024. Cllr TA is looking into a Battery system for the solar panels (3 quotes had been received).</p> <p>(ii) New cleaners had been appointed. The Hall is showing an improvement in cleanliness.</p> <p>(iii) Community Café will start on a Tuesday afternoon between 2pm – 4.30pm from 3rd December. New round tables and information boards had been purchased. The Christmas event will take place on the 30th November.</p> <p>(iv) Christmas Tree – a 12ft tree has been ordered but volunteers will be required assist erect and then decorate the tree.</p> <p>ACTION - Cllr CM agreed to post details onto social media.</p> |
| 12 | <p><u>TRO WESTERTON LANE</u></p> <p>The Chair updated the meeting and advised that the TRO had been approved by WSCC Highways. The application is now with Sussex Police to approve. A formal consultation process will then take place once all approvals had been received.</p> |
| 13 | <p><u>ALLOTMENTS</u></p> <p>No update.</p> |
| 14 | <p><u>PLANNING</u></p> <p>(i) CDC Local Plan for draft housing allocation for Land at Maudlin Farm – The Chair reported that he would meet with the developers to discuss the proposal.</p> <p>(ii) WH/23/02711/REM – Comments awaited from Cllr SB.</p> |
| 15 | <p><u>SPEED INDICATOR DEVICES</u></p> <p>No update.</p> |
| 16 | <p><u>BLUE PLAQUE NOMINATION FOR JAMES LILLYWHITE</u></p> <p>The Chair suggested that two blue plaque applications might be submitted as Mr Lillywhite lived in both Westhampnett and Westerton. However, new applications were not being accepted until April 2025. A MOP updated Members on the history of Mr Lillywhite.</p> |
| 17 | <p><u>CHAIR'S ANNOUNCEMENTS</u></p> <p>(i) The commemorative plaque on the bench adjacent to footpaths 416 and 417 had not been waterproofed and needed to be replaced.</p> <p>(ii) A resident request to install a commemorative plaque to recognise the fallen pilot in 1958 was reviewed. The cost to provide and install the plaque was £188 and Members AGREED to fund this.</p> <p>ACTION – Cllr WH to advise the resident.</p> |

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| 17 | DATE OF NEXT FULL PARISH COUNCIL MEETING: Monday 13 th January 2025, 7pm |
| 18 | CLOSE MEETING The Chair closed the meeting at 19:23. |

Signed

Date

Report from CDC Cllr Henry Potter November 2024

Westhampnett PC Meeting 11/11/2024

District Councillors Report

The government budget of 31/10 has raised possible problems for the Council with the introduction of an increase Employers contribution towards employee National Insurance contributions. Unless this increase is waived for Local Authorities, which is unlikely, this increase will cost CDC in the region of £500,000 per annum. Consider the liability for Council Officers, office staff, Street cleaners, refuse collectors, parking staff, parks attendants and £1/2 million is near the mark. So we must prepare for increases in Council precepts. Magnify this by WSCC and Sussex Police any increase will be considerable. There are circa 373 Local Authorities in England, Scotland, Wales and N Ireland so any relief will cost the Government circa £200 million which is why I fear that relief from this increase is unlikely.

In the matter of the Southern Gateway Redevelopment Scheme, which was on the Agenda for Cabinet and was presented to full Council last month, there is still little progress due to the uncertainty of relocating the numerous bus stops which are currently contained in the bus terminal. It has been suggested that these bus stops be moved into the Avenue de Chartres and South Street. However, at the Cabinet Meeting on 05/11 a public question was tabled suggesting 'how wrong it was to divert bus passengers onto a busy road adjacent to the Avenue de Chartres multi story car park, the bus terminal should remain' The response by the Leader of the Council was 'the vision of a Transport Hub in this location will be close to a railway station, bus stops, toilets, EV charging points???, bicycle racks, cafes and of course car parking. How all of these facilities will be accommodated within this Southern Gateway area remains to be seen. And yet again another member of the public addressed the Cabinet last Tuesday saying that the bus terminal must stay. Always in mind is to have improved pedestrian routes towards the City centre which, considering the ageing population of Chichester, shouldn't feature high in priorities. However, further assessments of the Scheme will proceed using monies from the Local Enterprise Partnership which was secured to support the Southern Gateway Proposals. This was initially £5 million but it is gradually being used.

Following a request from Councillors, the Cabinet will receive and note a 5 year Resource Monitor Update. Concerns have been recorded about the high levels of funding for various projects which resulted in this request. At end of October funding approvals have amounted to £4.46 million but at the 05/11 meeting Cabinet were asked to agree further funding of £8.228 million! This will include £0.25 million for the purchase of replacement Refuse collection and a Green Waste collection vehicle. I will add that the two year trial of 2 Electric Refuse collection Vehicles is less than successful. £8 million will be set aside for refurbishment and investment in the Councils Leisure Centres. The contract with 'Everyone Active', who currently manage the three Leisure Centres, expires in 2026, after 10 years, and preparations are being considered for the re-tendering process. These Centres clearly need reinvestment.

That concludes my report.
Henry Potter.
CDC Member, Goodwood

First of all, many apologies for not being with you tonight, but I am away attending a conference. My contact details are at the end of the report as usual and please feel free to contact me if you have any issues concerning WSCC.

Council Budget and Priorities. West Sussex County Council wants to hear your views about its budget and priorities and how it spends taxpayers' money as it works to close a budget gap of up to £38.5m for the coming year (2025-2026). The county council reported in July that it was facing a budget gap of £60m in 2025-2026. This figure has now reduced, and projections show the figure could be brought down further to £8.2m if a decision is made to increase council tax.

The county council provides around 80% of local government services to more than 900,900 people and touches the lives of every resident and business in West Sussex, as well as tens of thousands of visitors. Services provided by the county council include adults' and children's social care, education, public health, fire and rescue, roads, libraries, trading standards, economic development, and waste disposal and recycling.

However, the demand for these services costs more than the funding available, which includes council tax paid by residents. Despite these challenges, Wscsc remains committed to delivering services that support our communities and vulnerable people, but we will face tough decisions if levels of funding are not addressed nationally. We are continuing to feel the pressure of increased demand on our services and the increasing complex needs of the residents in our care. We are also working hard on transformation programmes that will make the council more efficient including Children's and Adults' Services improvement programmes, Smarter Working, a new Digital Strategy, and increased Highways funding.

Residents' input is vital to the budget process, and we want to hear whether people think we are spending the right amount on services and what approach they think we should take to balance our budget.

The breadth of the services provided by the county council is vast. You may have come into contact with the county council if you've ever:

- driven or cycled on the roads
- needed social care as an adult or child
- visited a Recycling Centre
- needed foster care
- suffered domestic abuse
- wanted help to start up a business
- read a book from the library
- been a school pupil or have children of school age
- registered a birth or death
- enjoyed a walk along a countryside footpath
- needed the support of the Fire and Rescue Service

People are encouraged to find out more about the consultation by visiting: www.westsussex.gov.uk/budget. An Easy Read version of the consultation is also available. Anyone without access to the internet [can visit a library](#) or [family hub](#) to complete the consultation. For anyone needing further support completing an online form, help can be arranged from a digital volunteer. Alternatively, people can request a printed version is sent to them, with a freepost return envelope, by calling **01243 777 100**.

The consultation closes at 11.55pm on Sunday 15 December and all comments will be considered as part of the budget setting process for 2025/26.

You can find out more about what the county council does and the services it provides in its Annual Report for 2023/24 at www.westsussex.gov.uk/AnnualReport

Highlights for 2023/24 include:

- 11,211 people received long-term adult social care support
- 5,335 people visited by our fire service to improve their fire safety
- 4,616 local businesses supported to start, revive, innovate, and grow
- 540+ road, footpath, drainage and transport improvement schemes delivered
- 7.89m uses of our libraries' digital and virtual services
- 94% of pupils attend a West Sussex school rated 'outstanding' or 'good'
- 2m+ visits booked to a Recycling Centre via our online booking system since it was introduced
- 115,276m² of operational property, reduced by 3.5% from previous year
- 7 libraries, 6 fire stations, 1 day centre renovated to reduce their carbon footprint
- 10.5km of new cycle infrastructure. Almost 40,000 safety related defects on highways across West Sussex have been repaired in the last six months as the county council retains its commitment to better roads.

Better Roads Campaign. This year the council invested an extra £13 million to actively tackle the problem of our deteriorating roads and keep the county moving. This was in addition to the base budget for the year of £42.8 million, plus £2.1 million received from the Department for Transport's Road Resurfacing Fund. And our investment is paying off. Between April and September this year, our Highways Team worked hard on surface treatments and patching, and repairing safety defects across the network. This includes completing:

- More than 95% of pothole repairs – around 18,000 were completed using the 'sidesawn and sealed' method
- 9,600 pothole repairs covering approximately 10,500sqm using the velocity jet patchers
- 23,625 sqm worth of small and medium scale patching across 299 jobs
- 4.2 miles (6.9Km) of large-scale carriageway patching
- 116 miles (187Km) of surfacing treatments

To help keep the roads open, we maintained our efforts to ensure the repair techniques we use are long-lasting and cost effective. As part of this, we have completed 3,000 sqm of durable, highly waterproof repairs during a three-month trial of using mastic asphalt to repair potholes on stretches of road that undergo the most stress, such as junctions.

Over the last six months our highways teams have clearly demonstrated our ongoing commitment to better roads, improving our highways and keeping the network open for all users. This work underscores the priority in Our Council Plan for a sustainable and prosperous economy for West Sussex. West Sussex has one of the most extensive highways networks to monitor and maintain, with over 2,500 miles, or around 4,000km, of roads. This is roughly the same as driving from Chichester to Rome and back. We have also had two consecutive winters with extreme weather, from low temperatures to record rainfall, that has disrupted and damaged our roads.

This year, we are investing a further £4.5million into our winter resilience programme - meaning currently we are carrying out additional works ahead of the winter. Ahead of the coming winter months, we are increasing work to clear drainage systems and ensure water can run off the roads as effectively as possible should we get more heavy rain, providing extra resources to clear more gullies, ditches and areas where leaves build up. So far this year, we have also carried out more than 43,000 drainage gully cleanses, brought in extra CCTV resource to monitor and identify issues, and provided an additional jetting unit to clear flooded areas and get them moving as soon as possible. West Sussex County Council's Highways Team will continue this work over the coming months and is calling on road users to them keep the network open by continuing to report any issues you encounter using our [online reporting tool](#). You can also keep up to date with the work we're doing to improve the condition of our roads on our [Better Roads campaign page](#).

Meals on Wheels. West Sussex meals on wheels provider Health & Independent Living Support (HILS) made some special visits last week to highlight National Meals on Wheels Week, and to promote the valuable service they offer to customers across the County.

Commissioned by West Sussex County Council, HILS delivers 2,983 meals each week to homes across the county, 365 days a year to residents in the community who are elderly, disabled, or housebound that want to remain independent in their own homes.

To mark Meals on Wheels Week, Ben Applin, Rural Engagement Officer from West Sussex Fire & Rescue Service, helped HILS deliver a meals to customers, while conducting a Safe and Well Visit. Audrey, one of our valued customers, said: "Our daughter-in-law set up the service for us both as we were struggling to prepare and cook a hot meal for ourselves. We enjoy the selection of food on offer and the meals are very good. The drivers are always lovely, and we enjoy having a chat with them when they deliver our meals. We would not be without it."

Ben added: "Keeping people safe and independent in their own homes is the main aim of our Safe and Well visit. For our officers and crews, knowing we can easily refer residents to one of our partner services such as HILS ensures that we continue to take a joined-up approach to community safety and make sure those who are most at risk have professional, ongoing support."

The Meals on wheels service not only ensures that vulnerable residents receive regular nutritionally balanced meals, but it also gives family and friends reassurance that every day someone will be looking in on their loved one. The service plays a vital role in helping residents to live independently at home, which is one of our key priorities.

For further information visit www.hils-uk.org/ or call the Support Team on **0330 2000 103**. Hot meals start from £8.99 (for two courses), and every visit includes a caring wellbeing check from Community Team Members. Please pass on this information to anyone you might know who would benefit from this excellent service.

Local Issues:

Westerton - I now understand that gully cleansing work will be completed by the end of December 2024. Both Westerton Lane through the village and Richmond Road have now been inspected and a number of works orders to repair potholes have been raised. Works orders for larger patching works - including edge of carriageway repairs - outside of Westerton House and Westerton Cottage have also been raised. Richmond Road is unfortunately not suitable for our jetpatcher due to the number of parked cars. However, a works order has been raised for one of our Find and Fix gangs to attend - hopefully later this year.

TRO Application for a Speed limit reduction through Westerton. The good news is that the application has passed moderation. The next step is to gain support from Sussex Police - which should be no problem - and once this is received the application will go out for public consultation. This is a legal requirement for implementing a TRO. The Chairman is being kept updated.

Footpath 416. I have forwarded your comments on to the relevant officers but I am still waiting a response. I did walk along the footpath myself and do agree with your various comments. If I don't hear shortly I will chase it up.

WSCC Residents News Letter. Lastly, just a reminder from my last parish update, that every month we issue a Residents News Letter, which is sent to all residents who subscribe to our free email service. Signing up for our email alerts means you don't need to check our website to find out the latest information. Instead, it will be delivered free, straight to your inbox. To subscribe just go to:

<https://public.govdelivery.com/accounts/UKWSCC/subscriber/new>

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/>

Also, a reminder that all our public meetings are webcast live and are also archived, so you can always view them later.

<https://www.westsussex.gov.uk/about-the-council/how-the-council-works/watch-county-council-and-committee-meetings-online/>

Jeremy Hunt – West Sussex County Council Member for Chichester North
c/o Cabinet Office, County Hall, West Street, Chichester, PO19 1RQ

ROLLS ROYCE REPORT

Existing site

- Normal operations in place

Extension

- Works on-site. The new entrance in Roman Road and the re-routed Footpath 417 are both now open.
- Neighbour Information Evenings. The dates for the neighbour information evenings are Wednesday 13 November and Thursday 21 November. Invitations have been delivered to 700 local households and we look forward to welcoming you to the Home of Rolls Royce.
- Community Liaison Forum. The second Community Liaison Forum (CLF) was held on 6 November 2024 at the Home of Rolls Royce Motor Cars. Attendance included the WPC Chairman. CLF meeting minutes will be included in the next RRMC monthly report.
- 'Brew with Sue'. A 'Brew with Sue' was hosted on 7 November. The final session of the year will be Tuesday 12 December at the Community Hall from 10.00 – 11.00am.

Planning applications

- No current applications

Recent News - Selection

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

ITEM 8 NOVEMBER 2024 PAYMENTS

| NOVEMBER 2024 PAYMENTS | | | | | |
|-------------------------------|----------------------------|---|--------------|------------------|-----------|
| Date | Payee | Details | Chq No | Amount | Sub-Total |
| 07/11/24 | Chris Maher | Chris Maher October 24 hours | 102003 | 888.00 | |
| 07/11/24 | Chris Maher | Chris Maher October hall resources | 102003 | 14.55 | 902.55 |
| 07/11/24 | Tracy Ashcoft | Hall tables, notice board, flag, game & cafetieres | 102004 | 428.84 | |
| 07/11/24 | Sussex Christmas Trees | Comm hall Christmas trees | 102005 | 321.00 | |
| 07/11/24 | Green Clean (UK) Ltd | Hall cleaning, Deep clean, reg cleaning 10-11/2024 | 102006 | 639.00 | |
| 07/11/24 | Louise Shaw | Locum clerking 14th October 2024 (6 hours) + milage | 102007 | 158.46 | |
| 07/11/24 | West Sussex County Council | Payroll administration 01/04 to 30/09/24 | 102008 | 57.38 | |
| 07/11/24 | West Sussex County Council | Clerks pay & oncosts September 2024 | 102008 | 3,336.83 | |
| 07/11/24 | West Sussex County Council | Clerks pay & oncosts October 2025 | 102008 | 3,336.83 | 6,673.66 |
| 07/11/24 | L Huntingford | Grass cutting Westhampnett 02/17/31 Oct Westerton 17/31 Oct | 102009 | 730.00 | |
| 07/11/24 | Safe IS | Comm Hall PAT testing | 102010 | 105.00 | |
| 07/11/24 | DM Chainsaws | RM 2.0 RT Lawnmower | 102011 | 430.00 | |
| | | | | | |
| | | | TOTAL | 10,445.89 | |

ITEM 9 OCTOBER 2024 BANK RECONCILIATION

WPC Current Account Bank Reconciliation @ 31st October 2024

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|--|------------------|
| Bank Balance @ 1st October 2024 | 74,289.07 |
| Add income | 4,500.00 |
| Less payments | 14,194.60 |
| Less: Unpresented cheques | |
| Net bank balance @ 31st October 2024 | 64,594.47 |

CASH BOOK

| | |
|---------------------------------|------------------|
| Opening balance @ 01/010/2024 | 70,549.24 |
| Add receipts for October 2024 | 4,500.00 |
| Less September for October 2024 | 10,454.77 |
| Balance carried forward | 64,594.47 |