

WESTHAMPNETT PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

HELD ON 26th SEPTEMBER 2011

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

PRESENT: Cllr. N. H. Adams (Chairman) Cllrs: B. Holman, Mrs. C. McLeish, M. Porter, Mrs. P. Wood, Mrs. C. Moth and Mrs. J. Hardstaff.

IN ATTENDANCE: District Cllr. A. Smith
County Cllr. M. Hall
Mr. A. Ball, Rolls Royce
Mr. A. Rees, Goodwood
Revd. Ann Waizeneker
Mrs. E. Adams (Parish Clerk)
11 Members of the Public
Mr. M. Bish of Architects Design & Management
Representatives of City and Urban Securities Ltd

The Meeting opened at 6.30pm.

35. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies of absence had been received and accepted from PCSO Carly Churchill-Wright.

The meeting was adjourned.

Mr. Michael Bish of Architects Design & Management thanked the Members for the opportunity to present on the future for the Maudlin Nursery site and introduced his clients, City and Urban Securities Ltd, who gave a presentation on the 3 options available:

- Submit a planning application for 25 homes.
- Work with the Parish Council to deliver a community extension.
- Work with BMW (Rolls Royce) on a warehouse facility to complement the existing operation to the north of Stane Street.

The plans were made available to those present and some discussion followed.

In answer to a question about the extent of the site, it was confirmed that it involved the nursery only, not the land around it. Another question as to any planned infrastructure improvements was raised. It was felt that more development would worsen the traffic situation on Stane Street. With regard to the timescale, it was noted that the developers would like a feedback by next week. Cllr. Holman was appointed to co-ordinate a response.

The meeting was reconvened at 7.09pm.

36. ELECTION OF VICE-CHAIRMAN OF WESTHAMPNETT PARISH COUNCIL

It was proposed and seconded that Cllr. Holman is elected the Vice-chairman.

37. DECLARATIONS OF INTEREST

Members and officer were invited to make any declarations of personal or prejudicial interests that they may have in relation to items on the agenda and were reminded to make any declarations at any stage during the meeting if it then became apparent that this may be required when a particular item or issue was to be considered.

There were none.

38. TO APPROVE THE MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 25TH MAY 2011

The Minutes were **APPROVED** and signed by the Chairman as correct record.

39. MATTERS ARISING FROM THE MINUTES

Cllr. Holman apologized for not having time to recruit 6 volunteers for operating the SID, this will be done as soon as possible.

40. ADJOURNMENT: TO RECEIVE REPORTS:

● DISTRICT COUNCILLOR ANDREW SMITH

- Cllr Smith reported on the upcoming retirement of the Chief Executive.
- It was noted that the LDF consultation closed on Friday. It would appear that the public responses have been entirely negative. The Goodwood submission as to why the Old Place Farm development should not go ahead was very good and strong. In answer to a question about the next steps, it was reported that CDC plan to have the Core Strategy in place in May 2013, with submission to the Government in May 2012. In between, there would be a public enquiry. The Members engaged in a detailed discussion on the capacity and capability of local infrastructure which causes great concern. Disappointment was expressed regarding the Old Place Farm development being called North East Chichester rather than Westhampnett. There was also concern that all the consultation responses had the same weight regardless of the respondent.

The Chairman and Members thanked District Cllr. A. Smith for his report.

● COUNTY COUNCILLOR MIKE HALL

- Cllr Hall criticized the way the LDF consultation was carried out. He also reported on the letter he had written to the Environment Agency requesting information regarding the capacity of Apuldram STW.
- Details of how the WSCC is now working were given. Edward Dickinson is the Community Development and Big Society Team Manager for the area, the Principal Officer is Tracey Webb and Simon Neville is the Community Highways Officer. It was further reported that both the Principal Officer and the Community Highways Officer will be available to attend meetings about issues of immediate concern. If there are any local highway improvement schemes you feel are a priority, contact the team on cdb.rural@westsussex.gov.uk or 01243 753546.
- South Chichester County Local Committee is meeting at 7.00pm on Tuesday, 1 November. Venue: Committee Room 3, County Hall.
- It was reported that 6 Parishes got together and purchased a Speed Indicator Device (SID).

The Chairman and Members thanked County Cllr. M. Hall for his report.

● ROLLS ROYCE REPRESENTATIVE

- Mr. Andrew Ball commented on the presentation about the proposed Maudlin Nursery development and said that he shall be checking the accuracy of the statements made by City and Urban Securities Ltd.
- It was reported that at the half year point, the global sales were up 64%. This was mostly due to the new model Ghost. 17 cars per day are currently being built.
- The Assembly Hall is to expand in the upcoming months. The new space, and a number of additional infrastructure changes, will allow the company's manufacturing and Bespoke (personalised) operation to expand significantly.
- Activities: Celebration Day held on 22 July. The Members thanked Mr. Ball for inviting everyone.
- In answer to a question about the finish time of the late shift, Mr. Ball confirmed that it was 11.30pm. It was noted that RR do their absolute best to communicate to staff. Those present were encouraged to get in touch if anything out of extraordinary was noticed.
- A Member raised an issue of speeding, noisy motorbikes at 6.30am and Mr. Ball confirmed that the staff will be reminded to keep to the speed limit.
- Another Member asked if the frequent emission smell from the flue pipes was likely to continue. Mr. Ball said he would investigate.
- The issue of cycling on pavements along Stane Street was raised. This was of real concern as there were hidden dangers.

The Chairman and Members thanked Mr. A. Ball for his report.

● **GOODWOOD REPRESENTATIVE**

- Mr. Rees reported on the Goodwood response to the LDF consultation which should be available online. It was acknowledged that CDC had a difficult job to do as there was no space in the district to accommodate such housing numbers.
- Mr. Rees apologized for the traffic jams during the Revival. It was noted that Goodwood do anything they can to spread the visitors out.
- The issue of vehicles speeding past The Saddlers was raised. Mr. Rees confirmed that Goodwood try to communicate with the attendees but cannot guarantee that people read the information sent to them.
- It was also reported that people often dispose of their rubbish into the roadside verges. Mr. Rees said that the same problem was being experienced around the Estate and a lot of money was being spent on the clearance. Especially the Mc Donald's litter was a problem. A Member suggested contacting the company with a request to educate their customers to put their rubbish in the bin.
- Wasps were reported on the footpath by the Coach & Horses pub. If marked on a map, Goodwood will sort out.
- It was reported that parking on Westerton Lane during a Goodwood event was becoming a problem. It was felt that attendees were lazy to use to car park provided. Mr. Rees will inform the relevant team.
- The Members thanked Goodwood for the complimentary tickets to Goodwood events.

● **POLICE REPRESENTATIVE**

- It was reported that PCSO Carly Churchill-Wright had sent her apologies and provided the following report via email:

Firstly my apologies I will be unable to attend Mondays meeting. Currently since May/June I have been very poorly and having a considerable amount of time off over the summer having had a operation I'm still unwell and on restrictive duties which means I am office bound. I am still contactable via phone and email I just won't be out and about. My

colleagues will be covering any incidents in my absence. Sorry for my lack of visibility hopefully it won't be for too much longer.

Since the date of the last meeting I have two incidents to report:

Theft of a bike

Theft of tools from a farm

Hopefully the council have found 6 volunteers for the Community Speedwatch group to operate the SID, if the names, dates of births and address could be emailed to me then I can get those checked and approved and then can organise a training date ASAP.

41. ADJOURNMENT: PUBLIC SESSION: TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman welcomed the Members of the Public who do not usually attend.

There were no questions.

42. TO APPOINT A COMMUNITY HALL COMMITTEE AND ITS MEMBERSHIP. PROPOSAL – CLLRS.: PORTER (CHAIRMAN), ADAMS AND MRS. MCLEISH.

The Community Hall Committee was appointed and the following membership confirmed: Cllrs.: Porter (chairman), Adams and Mrs. McLeish.

43. TO APPOINT A PLANNING COMMITTEE AND ITS MEMBERSHIP. PROPOSAL - CLLRS.:MRS. HARDSTAFF (CHAIRMAN), ADAMS, MRS. WOOD AND MRS. MOTH.

The Planning Committee was appointed and the following membership confirmed: Cllrs.: Mrs. Hardstaff (chairman), Adams, Mrs. Wood and Mrs. Moth.

44. TO NOTE CORRESPONDENCE

The following list of correspondence was sent to the Councillors prior to the meeting. All items were **NOTED** unless otherwise specified.

- 44.1 Chichester Community Transport – Request for Parish Contribution 2011/12 & leaflets on the future of the organization (posted to Cllrs 20th September)
- 44.2 WSCC – Minerals and Waste Development Framework Update. See www.westsussex.gov.uk/mwdf
- 44.3 Digital UK – Digital Television Switchover Community Outreach pack (planned for Feb & Jun 2012)
- 44.4 CDC – Minutes of the Standards Committee
- 44.5 Barclays – Confirmation of appointment of bankers mandate
- 44.6 Goodwood – Festival of Speed – Map of camping sites
- 44.7 John Thompson & Partners – Invitation to Shopwyke Lakes Community Planning Weekend (emailed to Cllrs on 27th June)
- 44.8 CDC - Initiatives magazines: summer & autumn
- 44.9 ROSPA – Play Area safety inspection report (emailed to Cllrs on 5th July)
- 44.10 Arun & Chichester Citizens Advice Bureau – Thank you for donation
- 44.11 John Thompson & Partners – Shopwyke Lakes Community Planning Weekend – Report Back Broadsheet
- 44.12 CDC – Guide to help local communities build or restore village shops
- 44.13 CDC – Posters promoting the consultation on housing numbers & locations
- 44.14 Action in rural Sussex – Invitation to AGM (Fri 4th November 2011 at 3.30pm)
- 44.15 CDC – Information on Neighbourhood Planning

- 44.16 WSCC – Information on their plans to outsource Support Services
- 44.17 Carers Support Service – Thank you for donation
- 44.18 Southern Planning Practice – Leaflet promoting Old Place Farm as a Sustainable Urban Extension for Chichester
- 44.19 Royal Horticultural Society – Letter promoting the RHS Britain in Bloom campaign
- 44.20 CDC – Posters & leaflets promoting MEND (posted to Cllrs 20th September)
- 44.21 John Thompson & Partners – Invitation to Shopwyke Lakes Pre-Planning Application Exhibition. Thu 29 September 4pm – 8pm at the Assembly Room, the Council House, North Street, Chichester
- 44.22 CDC – Invitation to the Annual Parishes Meeting 19 October 2011 (as per email of 5th August) Cllr Holman will be attending.

45. PLANNING - APPLICATIONS AND DECISIONS

PLANNING APPLICATIONS

There were no planning applications to be considered.

PLANNING DECISIONS

Planning Decisions			
Application No.	Applicant/Address	Description	Comment
11/01767/FULNP	Goodwood Estate Goodwood Chichester West Sussex PO18 0PY	Full planning application for engineering works in relation to the implementation of a cesspool on land to the east of Park Road, Goodwood.	Permit
11/01357/FUL	March C Of E Primary School Claypit Lane Westhampnett Chichester PO18 0NU	Single storey extensions and alterations to school.	Permit
11/02534/DOM	23 Lillywhite Road Westhampnett Chichester West Sussex PO18 0SQ	Single storey rear extension	Permit

46. LAVANT VALLEY PARTNERSHIP (CLLR. HOLMAN TO REPORT)

Cllr. Holman reported on the July meeting as per the Minutes (Appendix 1).

47. CHICHESTER COMMUNITY ACTION PILOT (CLLR. HOLMAN TO REPORT)

There was no report as the meeting is scheduled to take place on Thursday.

48. GOODWOOD AIRFIELD CONSULTATIVE COMMITTEE (CLLR. ADAMS TO REPORT)

Cllr. Holman reported on the meeting he had attended in chairman's absence. It was noted that only matters related to the Revival were discussed. Otherwise the movements were very low.

49. TO APPOINT A REPRESENTATIVE TO GOODWOOD MOTOR CIRCUIT CONSULTATIVE COMMITTEE (REFERRED FROM THE LAST MEETING)

Cllr. Holman was appointed. However he is unable to attend the meeting on 18th November so either the Chairman or Cllr. Mrs. Moth will attend. The Clerk to advise CDC.

50. ROLLS ROYCE LIAISON COMMITTEE (CLLR. ADAMS TO REPORT)

It was noted that there has not been a meeting for long time so there was nothing to report.

51. VIRIDOR LIAISON GROUP (CLLR. ADAMS TO REPORT)

It was noted that there has not been a meeting for long time so there was nothing to report.

52. PARISH NEWSLETTER (CLLR. C. MCLEISH)

Cllr. Mrs McLeish apologized for not having the time to do the last newsletter due to family reasons. A new deadline for submission of contributions was set to Friday 21st October 2011.

53. PLAY AREA REPAIRS AND ROSPA INSPECTION

The ROSPA inspection report, previously sent to the Members, highlighted very poor state of some of the play equipment. Additionally, a complaint from a Member of the Public has been received about the broken football nets and the overgrown grass. The chairman and Cllr. Mrs. Hardstaff were appointed to look at what needed doing at the play area within 14 days.

54. PROVISION OF A DOG BIN AND APPROVAL OF RELATED EXPENDITURE

Cllr. Holman explained that CDC was no longer able to fund the installation of the dog bin. Cllr. Holman unsuccessfully argued with the officers at great length that the Parish Council had been promised one at their expense. The Members were keen to have a dog bin installed and therefore **RESOLVED** to pay for installation of a dog bin as well as its emptying.

55. UPDATE ON REPLACEMENT OF THE PARISH COUNCIL'S NOTICE BOARDS

It was hoped to install the remaining boards as soon as possible.

56. UPDATE ON THE COMMUNITY HALL PROJECT

Cllr. Porter gave an overview of the project and explained that the identified site has not been released by Bellway yet so the Parish Council cannot put the planning application in. However it was understood that the lawyers have finally agreed who will pay for the amendment of the s106 agreement in order to release the site.

It was reported that Goodwood as well as City and Urban Securities Ltd. have offered to build a community hall. Following some discussion, it was agreed to proceed on the basis that the Parish Council will provide a hall. It was noted that the Moores Foundation might have funding available.

57. ACCOUNTS FOR PAYMENT AND FINANCIAL STATEMENT (PREVIOUSLY CIRCULATED)

The Council **RESOLVED** ‘to approve the payments made since the last meeting and to note the balances and the financial statement as at 2nd September 2011’. It was **RESOLVED** that any payments, not authorised under other legislation, would be authorised by a S.137 resolution.

100461 – Mrs E Adams (reimbursement of expenses)	£64.05
100462 – Carers Support Service (Min. 31 refers)	£100.00
100463 – Broker Network Ltd. (insurance, Min. 22 refers)	£614.40
100464 – Society of Local Council Clerks (Min. 28 refers)	£72.00
100465 – SALC & NALC subscription (Min. 27 refers)	£154.18
100466 - West Sussex County Council (April, May salaries & on-costs, admin fee)	£565.62
100467- Bognor Regis Town Council (photocopying)	£12.84
100468 – Citizen Advice Bureau (Min. 30 refers)	£100.00
100469 – R. M. Huntingford	£250.00
100470 – Chichester District Council (election expenses)	£185.23
100471 – Playsafety Ltd. (Play area inspection)	£75.60
100472 – R. M. Huntingford	£220.00
100473 - West Sussex County Council (June salary & on-costs)	£263.26
100474 – R. M. Huntingford	£220.00
100475 - West Sussex County Council (July salary & on-costs)	£263.26
100476 – Goodwood Estate Co. (play area rent)	£120.00
100477 - West Sussex County Council (August salary & on-costs)	£263.26
100478 – R. M. Huntingford	£270.00
100479 – Mrs E Adams (reimbursement of expenses)	£24.04
100480 – Mazars (external audit)	£144.00
100481 – Chichester District Council (Min. 54 refers)	£525.43
100482 – Chichester Community Transport	£130.48

58. TO APPROVE ANNUAL CONTRIBUTION TO CHICHESTER COMMUNITY TRANSPORT (£130.48)

It was **RESOLVED** pursuant to Local Government and Rating Act 1997, s.26-29 (power to spend money on community transport schemes) to make a grant of £130.48 to Chichester Community Transport.

59. TO CONSIDER REQUEST FOR A GRANT FROM WEST SUSSEX MEDIATION SERVICE

The Clerk reported on the letter seeking financial support, previously sent to the Councillors. Following some discussion, it was **RESOLVED** not to make a financial contribution to the organisation.

60. NS&I ACCOUNT: TO APPOINT 2 NEW SIGNATORIES TO REPLACE G. KNIGHT AND K. FRANKLIN

It was **RESOLVED** to appoint Cllr. Mrs. Wood and Cllr. Porter.

61. ITEMS NOT ON THE AGENDA WHICH, IN THE OPINION OF THE CHAIRMAN OF THE MEETING, SHOULD BE CONSIDERED AS A MATTER OF URGENCY

It was reported that there was no post box at The Sadlers. As it was uncertain what procedure had to be followed to get one installed, the Clerk would contact Royal Mail to enquire.

62. TO SET A CALENDAR OF MEETINGS FOR 2011/12

The following dates were approved:

TUESDAY 29 NOVEMBER 2011

TUESDAY 28 FEBRUARY 2012

TUESDAY 15 MAY 2012

TUESDAY 17 JULY 2012

TUESDAY 16 OCTOBER 2012

The Clerk will contact the school with a request to book the above dates.

The meeting closed at 8.58pm.

CHAIRMAN

Appendix 1 – Lavant Valley Minutes