

WESTHAMPNETT PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

19 SEPTEMBER 2016 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

PRESENT: Cllrs Harding (Chairman), Mrs Hardstaff (Vice Chairman), Mrs Burborough, Fabricius, James, Mrs McLeish and Mrs Moth.

IN ATTENDANCE: County Cllr J Hunt
District Cllr M Hall
G. Burt, Clerk
5 Members of the Public

1. Chairman's Announcements

The Chairman welcomed all those present.

2. Apologies

None.

3. Declarations of Interest

Members and officers were invited to make any declarations of pecuniary and/or non-pecuniary 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.

Cllr Mrs Burborough declared an interest as a Director of the Grange Management Company.

Cllr Fabricius declared an interest in planning applications WH16/02893/DOM and WH16/02895/LBC as the applicant.

4. Minutes

Minutes of the meetings of the 18 July 2016 which had been previously circulated were **APPROVED** and signed by the Chairman as a correct record of the meeting.

5. Matters Arising from the Minutes

Minute 11. As Stagecoach was now planning to operate a commercial service on Sundays and Bank Holidays along this route, the combined-parish subsidised service which it was previously agreed to support was no longer required.

6. Adjournment for Reports

The meeting was adjourned for the following reports:

a. Rolls Royce Matters

Mr A Ball had hoped to attend to give an update on employee parking management but had tendered his apologies. He had though submitted a written report, attached Appendix A

b. District Councillor Mike Hall

Cllr Hall reported on the ongoing issue of the A27 improvements consultation. CDC were likely to vote in favour of Option 2 although there were concerns about the proposal for the roundabout at Whyke.

The Travellers' Transit Site was largely meeting its aim in terms of managing/reducing illegal encampments in the County.

c. County Councillor Jeremy Hunt

Cllr Hunt reported on a recent meeting at WSCC which looked at the A27 options. Although officers had recommended Option 2 to which he also spoke in favour, a large number of Cllrs from south of the A27 spoke in favour of choosing *no option* and asking that a new northern route be reconsidered. This view prevailed when a vote was taken.

He had attended a meeting, including Parish Council Chairmen to discuss the traffic problems at the last Festival of Speed event at Goodwood. Cty Cllr Hunt advised that the usually well-drained ground in the area, had not recovered from a wet May and June so was unable to cope with the heavy rain on the Friday. There had also been a RTA on Kennel Hill. A trial road closure at East Lavant, and it also being EU Referendum day had all added to the problem. Work was already in progress on improvements in readiness for 2017 and another meeting was planned.

He asked Cllrs to support the WSCC *Safer in our Hands Campaign*, which aimed to retain control of the Fire Service, rather than it pass into the control of the Police & Crime Commissioner. www.westsussex.gov.uk/campaigns/safer-in-our-hands/ Many Fireman were also now *First Responders*.

d. Police Matters

No report. Cllr Harding reported on a meeting he had attended where the reduction of PCSOs was discussed; there were now only 12 PCSOs to cover the area. The lack of Police resources was starting to have a significant impact.

Mr Proctor reported on a recent theft of gardening equipment from a shed in the Church grounds; this was followed by a subsequent fire, possibly destroying any evidence. They hoped to obtain a grant from the Home Office to provide CCTV.

e. Goodwood

No report.

7. Public Questions

a. Mr J Proctor thanked the Council for their recent grant towards churchyard maintenance.

b) Mr B Keatley reported that children playing hand-held electronic games and on bicycles and skateboards etc, on the Grange estate were in danger of being hurt by reversing cars in areas that were otherwise blind to motorists. A chicane would assist. The Council agreed to raise the issue with those responsible for the estate, Grange Management. (Mr Keatley to provide further details to the Clerk, and Cllr Mrs Burborough to provide contact details for Grange Management.)

8. Community Hall Project

Cllr Mrs Hardstaff reported that

Subject to planning permission being obtained by end of September 2016, construction on site is due to commence on 24 October 2016 and the building handed over to the Parish Council on 19 May 2017. If this revised programme is accepted, the Parish Council must agree to the varying the S106 legal agreement which currently requires Bellway to handover the hall prior to the occupation of the first dwelling house. The varied agreement would allow Bellway to permit occupation of no more than 25% of homes prior to the handover of the hall. It is suggested that any legal costs incurred in the variation are paid by Bellway and not by the Parish Council.

At present we have a balance of £612,962.00 available to construct the building plus a further £44,100.00 from New Homes Bonus schemes for kitchen fit-out (£20K - grant expires end of November this year); audio equip £18.5K; IT equipment & training £5.6K

Until last Friday, based on costs for the project prepared by Bellway, amounting to <£595,000, we had sufficient funds available to proceed with the construction of the building. However last Friday, I received an email from Bellway advising that they had inadvertently omitted to include the costs for Professional fees and Preliminaries. These, together with a suggested contingency sum amount to a further c£149,000.

Thus at the present time, the project is under funded by c£150,000.

I have requested a detailed specification and cost breakdown from Bellway, to see where & if any savings can be made, although any savings are likely to be small and not meet the majority of the shortfall.

[In addition any money from the 300 houses at Old Place Farm development can only be used for enhancement or extension to the Hall, not for the initial building. Any loan will have to be repaid and thus impact on the running cost for the premises. Running costs will commence as soon as the Hall is handed over to the Parish Council (heating; lighting, rates, etc.) Staff will be required – at least a caretaker and bookings manager. Currently there is no business plan. Preparation should commence shortly.]

With regard to the Kitchen fit-out, 3 enquiries to supply and install kitchen equipment have been made. The first quote to be received indicates that we should be able to procure the basics that we require with the money available. We need to establish what we must do to ensure that existing the NHB funding of £20K is retained.

At no cost to the project, Solafields have offered to supply and install solar panels to provide 4kwp by their Roof Integrated System. The power generated will be small but will help with hot water for hand-basins and sinks. In view of our current difficulties I recommend that, if the offer is accepted, the installation is carried out after the Hall has been handed over to us by Bellway.

Members thanked Cllr Mrs Hardstaff for her hard work and detailed report. Members RESOLVED that without the detailed breakdown from Bellway as to how they arrived at their costs (which had been awaited for many months) it would regrettably be impossible for the Council to agree at this point in time to agree to the request to vary the S106 agreement, which would also leave the Council exposed to find a shortfall which it neither had, or was able to access at such short notice. Cllr Mrs Hardstaff kindly agreed to draft a letter for the Clerk to send to Bellway accordingly.

The Council noted the concerns regarding the yet to be decided *modus operandi* for the hall. The Working Party of Councillors and residents set up to consider this had yet to meet; a comment was made that it will be easier to galvanise interest once the hall is built.

RESOLVED that

- a) The Working Party be asked to meet, with the Clerk in attendance who would be able to advise on operation models at other halls that could be considered.
- b) The Clerk to look at the possibility of the Council taking out a loan from the PWLB, should one be required to bridge any funding gap in the initial capital cost.

9. Planning Matters

- a. Members RESOLVED the comments on applications received since the last meeting, Appendix B – Minute Book only.
- b. Cllr Mrs Hardstaff reported that:

Development on Old Place Farmland, between Stane Street and Madgwick Lane.

Phase 1

Currently, CEG are proceeding with:-

- Development proposals for green infrastructure; road and footpath layouts.
- Exploratory excavations for archaeology and drainage.
- Proposals for temporary roadway to football pitches from Madgwick Lane.

October 2016. Marketing enquiries for site commences – based on house builders developing site within agreed infrastructure limits.

Early 2017. Hoped to have all ‘Reserved (planning) Matters’ resolved.

House building to commence.

Development of Land NE Chichester.

Phase 2.

October 2016 CEG to submit planning application for 200 houses.

Temporary road access to football pitches.

CEG would prefer Phase 2 houses to be occupied before those on the Phase 1 site, to negate the requirement to construct the temporary access road from Madgwick Lane to the football pitches adjacent to phase 2 development.

However, CDC want foot & cycle link between Graylingwell /Phase 2 development and Goodwood area. This is incorporated in the Local Plan.

Sewers.

CEG will not be installing an on-site sewage treatment plant. They are required to upgrade the existing foul sewers between Phase 1 site and Tangmere (not sure Phase 2). It is envisaged that this will be done using new pipes where required.

The scoping proposals recently received from Southern Water Services are for the White House Farm development and are being strongly resisted by the developer on the basis of cost. In this case, the developer would prefer to treat the effluent on-site and discharge non-contaminated, treated water into the existing water courses.

10. Neighbourhood Plan

Cllr Mrs Hardstaff reported as follows:

Progress is continuing on development of the Plan.

All Parish Councillors are aware of and endorse the proposals being prepared.

A public consultation is planned to be held at the March School on Saturday 5 November 2016, between 10.00am and noon.

The consultation will include proposals for:-

- Footpaths; cycle paths; bridleways; transport & parking.
- Development areas; boundary limits; and green infrastructure.
- Playing fields; playgrounds; recreational spaces; allotments.
- Community Hall.
- Communications: On-line newsletter, Broadband & phone speeds.
- Services – gas; foul sewers & surface water drainage.
- Green initiatives.

Fliers advertising the consultation will be delivered during w/c 17 October. Other interested parties will also be invited. It is hoped that as many people as possible will attend – we wish to listen to and consider opinions and reactions to the proposals before preparing the final documentation to be submitted to CDC and then the external examiner.

11. Code of Conduct

The Council's Code, adopted in January 2013, had been located, circulated to all Councillors and put on the website.

12. Highways

a. A27

Members RESOLVED that of the various options for upgrading the existing route of the A27 at Chichester, Option 2 was preferable and the Clerk was to advise *Highways England* accordingly.

b. Operation Watershed

Whilst existing projects were complete, there was some concern at the resulting spoil being left on site; this was still being looked at. The Clerk was arranging to meet with WSCC officers to look at possible new projects previously identified.

- c. Stane St Traffic Cycleway
The Parish Council had submitted a bid to WSCC for it to undertake the design and project management of this long awaited route, utilising S106 funds previously accrued. County Cllr Hunt advised that this was now likely to be taken forward.
- d. Hedges
The Clerk was asked to request Goodwood to:
Trim hedges on the FP from Maudlin to the r/o the former Coach & Horses PH;
Clear vegetation from the ditches in Siden Green Lane and Dairy Lane.
- e. Missing Manhole Cover
The Clerk was asked to chase-up the replacement of the missing manhole cover in the road at Westerton. The area had been marked with paint only!
- f. Bins
An additional bin was suggested at the top of Siden Green Lane at Westerton, to hopefully discourage littering. Budgetary provision would be required for this in the new financial year.

13. Members' Reports

- a. **Travellers' Transit Site**
Cllr Harding reported on a recent convivial meeting he had attended. Spikes had a last been put on top of the road-facing wall, and appropriate signage erected accordingly. An earth bund was also to be installed on the grassed area by the roundabout, where there had been recent Traveller incursions. However it was unlikely that village volunteers would be willing to cut the grass on the bund, and as it was CDC land, it was felt that they or WSCC should maintain it. It was after all their facility.
- b. **Play Area.**
The design of the new Health & Safety sign had been finalised. A Councillor reported that a suggestion had been made that skatepark equipment should also be provided.
- c. **Lavant Valley Partnership**
Cllr Mrs Burborough reported on a recent meeting which covered a *Keep warm, Keep well* campaign targeted at the elderly and a presentation by Insp. Chris Ottery on the reorganised PCSOs. These had been reduced from 36 to 27 and had been pooled, thus losing the link between individual officers and communities. There was a new e-mail address to contact PCSOs. The Police recognised that the 101 telephone number was not very fast!
- d. **Grange Management**
See Minute 7 above.
- e. **Closed Landfill Site**
No report – Mr Holman had sent his apologies.

14. Finance

- a) **Receipts and Payments** 18 July – 19 September 2016, as set out in Appendix C, were approved.

- b) A **Bank Reconciliation** as at 2 September was noted – Appendix D. In accordance with good practice, Cllr Fabricius initialled the corresponding amount on Bank Statement 235
- c) A **Budget Update** was noted – Appendix E
- d) Members were pleased to see that the **External Auditor** had raised no issues relating to the 2015-16 accounts in his report, previously circulated.

15. Urgent Items

None

16. Correspondence / any other matters for information only

- a. Members commented on the growing workload of the Council and suggested that additional Councillors would assist. The Clerk would make enquiries as to how this might be achieved and report at the November meeting.
- b. A Councillor raised the issue of the moss covered camper van in Claypit Lane. Whilst possibly unsightly, it was apparently parked legally and there was probably nothing that could be done.
- c. The Clerk reported that he had advised the Chairman that he would, from the 3rd October 2016 become Full Time Clerk at Billingshurst, but would remain Clerk at Westhampnett.
- d. If any funding was required for the new proposed Community Website, costs would require to be brought to the next meeting.
- e. Cllr Mrs Burborough reported that Coach Road, near the Water Sports Centre had been gated, making access to Shopwhyke difficult. The Clerk had asked WSCC for advice.

Date of Next Meeting

MONDAY 14 NOVEMBER 7PM

The meeting closed at 9.06 pm.

Chairman:

Date:

REPORT FROM ROLLS ROYCE

- Rolls-Royce strives to be a good neighbour and community citizen at all times.
- We would much rather know if there are problems, and encourage our neighbours to inform us of any concerns or issues (note: my contact details are below - you are welcome to share).
- As a general rule, we receive only a small number of complaints. When we do receive complaints, we have a clear and swift resolution process and work hard to deal with issues quickly.
- We are aware that there have been some issues regarding parking on local roads. We have already taken action and we continue to work hard to address these issues.

Actions taken/in progress regarding employee parking on residential roads

- We are in the process of extending our onsite car parking (Stane Street entrance), creating an additional 38 spaces. This work is due to be completed shortly, with 20 new spaces already released.
- We are in the process of recruiting additional security officers who, in addition to their other duties, will be deployed to monitor (and reduce) any parking on local roads.
- We introduced an online Liftshare database in 2014, which currently has more than 560 users. This has significantly improved lift sharing.
- Almost 100 employees who work at the manufacturing plant now take the Rolls-Royce bus from our Technology and Logistics Centre in Bognor Regis, rather than travel to the plant in their own vehicles.
- We offer subsidised cycle and motor cycle schemes to our employees, with more than 120 people currently arriving at the manufacturing plant by cycle or motor cycle.
- We have a regular dialogue with our employees through our internal communications channels to reinforce the message that we do not allow parking on local roads and that everyone should access/depart from the site in a quiet and courteous manner.

Andrew Ball
Global Corporate Communications Manager
Rolls-Royce Motor Cars Limited

COMMENTS ON PLANNING APPLICATIONS

Minute Book Only

PAYMENTS 18 JULY - 19 SEPTEMBER 2016

Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
18/07/2016	SSALC	Clerk's Training %	100774	27.00	4.5	22.5
31/08/2016	St Peter's PCC	Tea Party Grant	100775	47.40	7.9	39.50
31/08/2016	St Peter's PCC	Tea Party Grant	100775	10.18	1.7	8.48
31/08/2016	Mrs J Hardstaff	Tea Party Grant / Westerton	100776	23.45	3.91	19.54
31/08/2016	R M Huntingford	Play Area Grass Cutting - July	100777	300.00		300.00
31/08/2016	WSCC	Clerk's salary + oncosts - July	100778	426.99		426.99
31/08/2016	G Burt	Milage	100779	21.01		21.01
31/08/2016	G Burt	Working from home allowance	100779	216.00		216.00
31/08/2016	G Burt	Postage	100779	0.75		0.75
31/08/2016	R Holman	Fuel for Volunteers equipment	100780	21.50	3.58	17.92
31/08/2016	R Holman	Volunteers 'Thanks' food/drink	100780	84.00		84.00
31/08/2016	R Holman	Volunteers 'Thanks' food/drink	100780	16.11	2.68	13.43
31/08/2016	R Holman	Volunteers 'Thanks' food/drink	100780	1.89	0.31	1.58
31/08/2016	R Holman	Volunteers 'Thanks' food/drink	100780	22.72	3.79	18.93
31/08/2016	DM Chainsaws	New machinery for Volunteer Team	100781	565.00	94.17	470.83
31/08/2016	Henry Adams	Village Hall Planning Advice	100782	588.00	98.00	490.00
31/08/2016	R M Huntingford	Play Area Grass Cutting - Aug	100783	200.00		200.00
31/08/2016	St Peter's PCC	C/Yard Maint. Grant	100784	700.00		700.00
19/09/2016	WSCC	Clerk's salary + oncosts - Aug	100785	448.34		448.34
19/09/2016	PKF Littlejohn LLP	External Audit 2015-16	100786	240.00	40.00	200.00
				3,960.34	260.54	3,699.80

RECEIPTS 1 APRIL - 19 SEPTEMBER 2016

Date	Payer	Details	Gross Amount
15/04/2106	CDC	Precept Part I	10,250.00
12/07/2016	CDC	Queen's Birthday Grant	81.03
			10,331.03

BANK RECONCILIATION				
AS AT 2 SEPTEMBER 2016				
PRESENTED TO COUNCIL ON 19 SEPTEMBER 2016				
RECEIPTS & PAYMENTS				
Balance brought forward (as at 01/04/2016)		£31,567.06		
Add Total Receipts		10,331.03		
Less Total Payments*		(6,320.34)		
TOTAL		£35,577.75	◀	
BANK				
Barclays - Main AC (as @ 02/09/2016)		20,165.79		
Barclays - Village Hall AC (as @ 03/06/2016)		12,916.31		
NS&I (as @ 01/01/2016)		5,840.65		
Less unpresented cheques				
	100729	100.00		
	100775	47.40		
	100775	10.18		
	100776	23.45		
	100777	300.00		
	100778	426.99		
	100779	21.01		
	100779	216.00		
	100779	0.75		
	100780	21.50		
	100780	84.00		
	100780	16.11		
	100780	1.89		
	100780	22.72		
	100781	565.00		
	100782	588.00		
	100783	200.00		
	100784	700.00		
		-3,345.00		
TOTAL		35,577.75	◀	
*Excludes t/fs between a/cs				

TALLY

WESTHAMPNETT PARISH COUNCIL				
	2016-17			
	Original	To 19/09/2016	2017-2018	2018-19
Income				
Balances b/f forecast	31,567.07	31,567.07	21,800.00	23,700.00
Precept	20,500.00	10,250.00	20,000.00	20,000.00
VAT Reclaim	3,000.00		3,000.00	3,000.00
Grants	-	81.03	-	
NHB				
Interest				
Sub Total	55,067.07	41,898.10	44,800.00	46,700.00
Expenditure				
Salaries	7,000.00	2,156.30	7,200.00	7,400.00
Audit	255.00	360.00	255.00	255.00
Insurance	523.00	517.65	523.00	523.00
Subscriptions	400.00	28.19	400.00	400.00
Website	100.00		100.00	100.00
Office Expenses/admin	1000.00	295.33	1000.00	1000.00
Prof Serv - Other	250.00	36.96	250.00	250.00
Prof Serv - Local Plan	2400.00	490.00	2400.00	2400.00
Neighbourhood Plan	5000.00			
Training	250.00	36.25	250.00	250.00
Elections				
Play Area Rent	200.00		200.00	200.00
Play Area Maintenance	1200.00	£1,000.00	1200.00	1200.00
Play Area Equipment				
Play Area Inspection	70.00	77	70.00	70.00
Bus Shelter Maint	200.00		200.00	200.00
Bin Emptying	360.00		360.00	360.00
New Litter Bins				
Grants	500.00	167.52	500.00	500.00
Grant - Churchyard	700.00	700	700.00	700.00
Village maintenance	500.00	50.67	500.00	500.00
Village maintenance - Equip Purchase	1,384.30	513.99	1,384.30	1,384.30
Miscellaneous Expenses	500.00		500.00	500.00
Chairman's Allowance	100.00	117.94	100.00	100.00
Operation W/Shed *2				
Finger Sign *2				
NHB *2		104.61		
Net Expenditure Total	22,892.30	6,652.41	18,092.30	18,292.30
VAT Expenditure	3,000.00	356.27	3,000.00	3,000.00
Gross Expenditure	25,892.30	7,008.68	21,092.30	21,292.30
Balance c/f forecast	29,174.77	34,889.42	23,707.70	25,407.70
*2 Expenditure met by grants				