



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: **Beccy Anderson**  
Westhampnett Community Hall, Adrian Drive, Chichester PO18 0FP

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**To All Westhampnett Parish Councillors:**

Cllr W Holden (Chair), Cllr D Plummer, (Vice Chair) Cllr T Ashcroft, Cllr S Burborough, Cllr S Hannafin, Cllr S James, Cllr C McLeish

I hereby give notice that the Annual Meeting of the Full Council, followed by the Full Council Meeting, will be held at Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP on Monday **13<sup>th</sup> May 2024 at 7pm** and you are hereby summoned to attend such meetings.

Members of the Press and Public are entitled to attend the meeting and are encouraged to do so.

Yours sincerely,

**Beccy Anderson, Clerk to the Council 09/05/2024**

## AGENDA

	<u>ANNUAL MEETING OF THE FULL COUNCIL, FOLLOWED BY FULL COUNCIL MEETING</u>	
1	<u>OPEN ANNUAL MEETING OF THE FULL COUNCIL &amp; TAKE APOLOGIES</u>	<u>WH</u>
2	<u>ELECTION OF CHAIRMAN FOR 2023/4</u> : The Council will elect a Chairman for the forthcoming year	<u>WH</u>
3	<u>DECLARATION OF ACCEPTANCE OF OFFICE</u> : The duly elected Chairman will make a Declaration of Acceptance of Office	<u>WH</u>
4	<u>ELECTION OF VICE-CHAIRMAN FOR 2023/4</u> : The Council will elect a Vice-Chairman for the forthcoming year	<u>WH</u>
5	<u>DECLARATION OF ACCEPTANCE OF OFFICE</u> : The duly elected Vice-Chairman will make a Declaration of Acceptance of Office	<u>WH</u>
6	<u>CHAIR CONTINUES THE MEETING</u>	<u>Chair</u>
7	<u>DISCLOSURE OF INTERESTS</u> : To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with Localism Act 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.	<u>Chair</u>
8	<u>APPOINTMENT OF COMMITTEE MEMBERS AND APPOINTMENT OF EXPERTS</u> Finance, Community Hall, Village Green, Planning, WSALC & CDALC, Goodwood GACC & GMCCC, Transit Site, SDNP, All Parishes, CIL, Allotments etc	<u>Chair</u>
9	<u>CLOSE THE ANNUAL MEETING OF THE FULL COUNCIL,</u>	<u>Chair</u>
10	<u>OPEN FULL COUNCIL MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u>	<u>Chair</u>
11	<u>DISCLOSURE OF INTERESTS</u> : To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with Localism Act 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.	<u>Chair</u>
12	<u>CO-OPTION OF A NEW COUNCILLOR</u> : To consider and/or <b>approve</b> the application from Jamie O'Meara to be co-opted as a Parish Councillor to include completing and signing 'Acceptance of Office; form and' Members Register of Interests' form if application approved.	<u>All</u>
13	<u>PUBLIC QUESTION TIME</u> Any resident of the area covered by the Council and present at the meeting may ask questions relating to the business of the Council	
14	<u>CONFIRM MINUTES OF THE LAST FULL PC MEETING</u> held on <b>11<sup>th</sup> March 2024</b>	<u>Chair</u>
15	<u>MATTERS ARISING</u> : To deal with any matters arising from the Minutes of the last meeting.	<u>Chair</u>
16	<u>REPORT BY ROLLS-ROYCE</u> : Report from Andrew Ball & Susan Nel	<u>AB/SN</u>

17	<b>REPORTS FROM EXTERNAL BODIES:</b> including District Councillor (Henry Potter – report below) and County Councillor (Jeremy Hunt) and local organisations; reports to be submitted by email to the Parish Clerk for circulation to Councillors prior to the meeting. Questions to be taken at the meeting.	<b><u>JH/HP</u></b>
18	<b>PLANNING MATTERS:</b> To receive a report on recent planning applications.	<b><u>SB</u></b>
19	<b>ALLOTMENTS AT MADGWICK PARK:</b> Update on Allotment Legal Transfer and Allocation of Plots.	<b><u>DP / BA</u></b>
20	<b>COMMUNITY HALL:</b> (Chairman of the Hall Committee: Cllr T Ashcroft)  1. Update on request for support for a Summer Event 2. Update on Hall Hire	<b><u>TA</u></b>
21	<b>EXTERNAL MEETINGS:</b> 1. Meeting with Emma Bishop from CDC re S106 projects	<b><u>BA</u></b>
22	<b>TERMS OF REFERENCE</b> Councillors to review and approve a Terms of Reference document to include provision for a Finance Committee.	<b><u>ALL</u></b>
23	<b>PARISH FINANCIAL MATTERS:</b> 1. The Clerk to update councillors regarding finance work for 2022/2023 onwards. 2. To <b>approve</b> Mulberry & Co appointed as the Internal Auditors (for a recommended 3 years) 2023/2024 to 2025/2026. 3. To note receipt of first half of the precept in the sum of £37,241.35 was received on 21st April 2024. 4. To <b>approve</b> the use of a Viking Direct business account. 5. To note two mobile phone sim accounts have been taken out (pre-approved by the Chair) for the Clerk and the Hall Manager at the cost of £11 pcm (exclusive of VAT) each. 6. To <b>approve</b> all Payments up to 30th April 2024 – below 7. To <b>approve</b> the Cheque Payments for May 2024. – below 8. To <b>approve</b> the Lloyds Bank Members' resolution (for the Westhampnett Community Hall Bank Account) to (a) remove L Hill as a signatory and (b) to add B Anderson (Parish Clerk), A Oakley, W Holden and T Ashcroft as signatories (Community Hall committee members) 9. To <b>approve</b> the Barclays Bank Mandate Change form (WPC current account) to add B Anderson (Parish Clerk) as a signatory. 10. To consider and/or <b>approve</b> a grant request from Citizens Advice Arun & Chichester for the sum of £200.	<b><u>BA / ALL</u></b>
24	<b>WEBSITE HOSTING FOR WPC &amp; COMMUNITY HALL WEBSITES</b> To discuss <b>and/or approve</b> the quotation from Paul Richards to move the websites to HugoFox.	<b><u>ALL</u></b>
25	<b>ITEMS FOR NOTING OR REFERRAL TO A FUTURE MEETING</b>	<b><u>ALL</u></b>
26	<b>DATE OF NEXT FULL PARISH COUNCIL MEETING: Monday 8th July 2024</b>	<b><u>Chair</u></b>
27	<b>CLOSE MEETING</b>	<b><u>Chair</u></b>

**END OF AGENDA**

## **District Councillors Annual Report May 2024**

The new administration assumed leadership of the Council in May last year with so many new Members who embarked on a major learning curve on how CDC 'works'

The review of the District Local Plan continued but still faced with major issues regarding the poor infrastructure in the district. No financial assistance from National Highways resulted in a new policy whereby additional funding will be sought from developers to contribute towards the agreed necessary improvements to sections of the A27. This had been set at £3,400 per bedroom for all development which will have an impact on increasing traffic on the A27 but this has been revised to a figure of £8,000 per dwelling. This seems to me to be less fair considering there is demand for 1 and 2 bedroomed dwellings including small bungalows for downsizing. There are exceptions for example, care and retirement homes where occupants are unlikely to have cars. As I've said in the past, just as CIL charges did, this new levy will add to the cost of new housing and borne by the buyer, not the developer. It has emerged that the allocation of 635 new dwellings per annum is unachievable and a figure of 535 seems more likely. Of course, this will depend on the findings and decision of the Planning Inspectorate at examination.

Sadly, and against much public opinion, Car Park fees have been increased, the public consultation on this proposal took place last year September and October and the increase was based on the ONS inflation figure, at that time, of 11.1 %. However, when the proposal came before Council in March this year, inflation had fallen to 4.3% yet the suggested increase was approved and implemented. The fees for all types of taxi and private hire Licencing, though untouched since 2018, it was proposed that these fees be increased by 35% to the dismay of the Taxi Trade. However, it was agreed by the General Licencing Committee that this increase be phased in over two years, lessening the impact of such a large increase on operators.

The continuing incursion of Council owned land and Car Parks is slowly being addressed by introducing earth bunds around open spaces at Sherborne Road and New Park recreation ground. Consideration is being given to how to prevent occupations of Northgate and Market Road Car Parks and it is already agreed to release £50,000 from reserves to recruit a Gypsy and Traveller 'Liaison' Officer to engage with members of the travelling community to hopefully bring this nuisance under control. The cost to the public purse for evictions and the clear up afterwards is enormous and intolerable. Time will tell if this investment is wise and effective.

The Council's Budget was set and agreed at a little over £15 million and the precept increase for a Band D householder works out at approximately 5 pence per week, a very modest rise.

The Councils 'Green' Agenda towards Climate Change is continuing with installation of solar panels at our Leisure Centres and the further purchase of Electric Vehicles for the Parks Maintenance teams, though a diesel truck had to be replaced like for like because an electric vehicle was unable to tow trailers. Two new city street sweepers are now operating with favourable support from the operators but not such good news regarding the two Refuse Collection Freighters. One has been frequently breaking down, the charging period is lengthy and the initial cost is eye watering! In excess of £400,000 each! A diesel equivalent is about half that figure. Furthermore, no additional EVs will be possible until a big investment is made to introduce more capable cabling into the Contract Services Depot to enable charging of these vehicles.

The recent discovery of Roman and even earlier Iron Age artefacts and remains on the land at Tangmere has thrown a spanner in the works. The excavation and associated works are expected to continue until late 2026 and considering Outline Planning Permission was granted in 2020 this strategic development is well behind expectations. However, the Compulsory Purchase Order for parts of the site is yet to be completed.

And finally, we received notice on May 3rd that the reviewed Local Plan has been submitted to the Planning Inspectorate for consideration, this is good news as pending his decision, which is likely to take several months, the Plan will carry some additional weight when considering future Planning Applications.

On your doorstep, so to speak, Heaver Commercial are pressing ahead with the proposal to create a 'Commercial Logistics Hub' in Boxgrove Parish but abutting Westhampnett Parish. The original proposal was for 60,000 sq. mts. of warehousing and office space including car parking but the most recent plan undergoing an Environmental Impact Assessment is for 44,000 sq. mts. it isn't shown that there is a need for this, it certainly doesn't fit in with the Reviewed Local Plan which is now under examination.

**Henry Potter.**  
**CDC Member for the Goodwood Ward.**

## **Westhampnett PC WSCC Annual Report 13/05/24**

**Good evening,** to highlight everything that West Sussex County Council have done over the last year would make an extremely long report! Hopefully my monthly updates at your PC meetings have covered some of the key things we are doing that impact on local residents. If there are any particular issues that you wish to raise with me, or there is anything related to the many services we provide that you feel I might be able to help you with, then please get in touch. My contact details are at the end of this report. In the mean>me I have just highlighted a few key areas in my report that I hope will interest you.

**The Revised Council Plan and Budget 24/25.** I'm pleased to say that West Sussex finances are in a sound position. Yes, there are ongoing challenges, especially with the ever-escalating costs of social care. That is across all age groups where we care for around 900 children, as well as supporting families with young children, right up to looking after our elderly residents. Our spending on adult social care alone accounts for nearly 35% of our overall

net revenue budget. Of course, that includes not just the elderly, but about 50% of our ASC budget goes to looking after the many working age adults that need our care and support. As I said earlier, the overall cost of social care is putting an ever-increasing financial pressure on all local authorities with social care responsibilities. So, the next government needs to tackle this issue as a priority, otherwise I can see many local authorities - however well run - collapsing under the sheer pressure of the increasing costs of social care.

And just as a reminder, in 2024/25 WSCC our overall gross revenue spend across the County will be just over £2bn! Across the county we will be supporting our residents by investing:

£961m - managing schools and education.

£507m caring for adults (both elderly and working age) & keeping people healthy.

£204m children's social care and supporting young people.

£91m protecting the environment, recycling and waste disposal.

£83m maintaining our highways £38m running the F&RS £22m supporting local communities.

£3m supporting the local economy.

**Highways.** The condition of our roads continues to be a concern, not only to many residents, but also to the County Council. This is not only a concern to us here in West Sussex, but it is a concern right across the country. In their 2024 Annual Local Authority Road Maintenance Survey Report (<https://www.asphaltuk.org/wp-content/uploads/ALARM-survey-report-2024-FINAL.pdf>) the Asphalt Industry Alliance predict that the one->me repair costs across England and Wales would now cost £16.3 billion and would take a decade to complete. To address highway maintenance Local Authorities (LA's) do receive annual maintenance grants from the government. Additionally, the government announced last Autumn that LA's would receive an extra £8bn for highway maintenance from the funding that was reprioritised following the cancellation of the northern part of the HS2 rail project. The West Sussex share will be £67m. However, welcome as this is, the payment will be spread over the next 11 years. So, to try and address the current state of our roads the County Council, over and above the government funding, are investing an additional £10m in

### **Westhampnett PC WSCC Annual Report 13/05/24**

Revenue spending on highway maintenance, as well as a further £20m of capital into our road improvement programme. That is in addition to the extra £20m we have already invested over the last two years. So altogether, over and above the normal grant funding we receive from the Government, WSCC will be investing an additional £50m of our money into the counties roads over a four year period. So just to give you an update, between October 2023 and February 2024, we had more rain in 5 months that we would normally have in a whole year. March didn't show much improvement, and in fact in some West Sussex areas we saw 3 times the rain we normally expect. In these conditions potholes can form as water seeps under the road surface and saturating the substrate which leads to a hydraulic fracturing effect as vehicles pass over. At this moment, our teams are working over->me and our contractor's gangs are working twilight shifts, as well as Saturdays, to try and manage the increased number of safety repairs. In addti>on, we have 'find and fix' gangs who are predominately opera>ng in urban areas and, now that the weather is improving, we have three Jet Patchers working in more rural areas. Although we s>ll have to carry out the odd emergency repair where we just fill the hole on safety grounds, we con>ue to focus on quality 'Sides Sawn and Sealed' repairs. Although these repairs take longer, they should last longer. Inevitably, with the amount of water we have on the network some repairs may fail. Please don't forget to report any highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/>

**Drainage.** In terms of drainage, in our normal cleansing programme we have cleansed 90,000 gullies this year. In addition, we have 4 gully suckers opera>ng across the network carrying reactive work to alleviate flooding issues. They have tackled over 600 jobs on our highest priority sites. I would add that due to the amount of rain - and the very high ground water levels over the winter - many gullies that appeared blocked were in fact just full up, with nowhere for the water to go. However, please report any blocked gullies, potholes or other highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/flooding-drainage-and-gullies/>

And just by way of a final update:

## In March 2024 our Highways Teams...



Received 9600 enquiries from the public, of those 6000 related to potholes



Delivered 4300 safety repairs, of these 3200 were for potholes.



Completed 320 find and fix jobs  
(this is a proactive approach to roads with multiple potholes)



Repaired 810 safety potholes by the Velocity Jet Patcher which equated to around 460sqm

### Westhampnett PC WSCC Annual Report 13/05/24

**Carers Support.** WSCC is reinforcing its ongoing support for people who care for family members, friends, and neighbours with a new five-year contract to offer them information, guidance, and emotional help. The contract, which began on 1 April, has been awarded to [Carers Support West Sussex](#), a local charity with expertise and specialist knowledge in supporting unpaid carers. The county-wide service will provide a dedicated Carers' Helpline, carer support groups and a dedicated specialist service to young adult carers aged 18 to 25. It will offer access to Carer Wellbeing Workers who can provide information, help and guidance and enable carers to be identified as early as possible in their caring journey. Carers will also be able to receive support from Carer Assessors and Welfare Benefits' Advisors over the telephone or at seven local hubs, at five acute hospital and eight community hospital sites in West Sussex and at East Surrey Hospital, which is managed by Surrey and Sussex Healthcare NHS Trust. Visit the [Carers Support West Sussex Carers Hub](#) to find out about the help you can access if you are a carer who provides unpaid support to someone who couldn't manage without your help because of old age, a disability, an illness, mental health problems or an addiction. You can register as a carer by visiting the [Carers Support West Sussex website](#) or by calling 0300 028 8888.

**Are you SCAM Savvy?** In West Sussex, during the last three months of 2023, a total of £3.5 million was lost to fraudsters, with 53% of victims being over the age of 75. In the same time frame the top three fraud types were courier/impersonator fraud, dating and romance scams, and sextortion which is classed as a form of blackmail. To support residents from becoming victims of fraud, West Sussex County Council's Digital Safety Team has organised another round of their popular 'Are you scam savvy?' online and in-person sessions, which were launched last year. These free 1.5-hour sessions are open to anyone who wants to keep themselves, or friends and family, from falling victim to different types of scams, both online and offline.

The remaining dates available for the online only sessions are:

- Wednesday 22 May: 1pm - 2.30pm
- Friday 5 July: 11am - 12.30pm.

In-person 'Are you scam savvy?' sessions will also be taking place in three West Sussex Libraries across the county:

- Monday 20 May at Bognor Library: 10am - 11.30am
- Monday 17 June at Shoreham Library: 10am - 11.30am.

If you can't attend the library events in person, there is also the opportunity to view these online. Booking is essential to attend any of the in-person or online sessions and free tickets can be ordered through [www.eventbrite.co.uk](http://www.eventbrite.co.uk) by searching for 'Are you scam savvy?'. If you can't attend any of the sessions, you can still visit [www.westsussex.gov.uk/staying-safe-online](http://www.westsussex.gov.uk/staying-safe-online) where you can find more information on how the Digital Safety Team can support you, your family or business to keep safe online.

## **Westhampnett PC WSCC Annual Report 13/05/24**

### **Local Issues:**

**Westerton 20MPH TRO Scheme** - I am happy to support such an application if it is something the PC wishes to proceed with an application.

**Halnaker Windmill.** I know this is not actually in your parish, but as a local landmark I thought you might appreciate an update. As you are no doubt aware, we had to remove the sweeps a couple of years ago on safety grounds, due to a failed spar. Last September, following an extensive report from the Millwrighting and conservation officer for Kent County Council and a subject expert from the Society for Protection of Ancient Buildings, the County Council approved the funding to carry out the necessary repairs to the windmill, including the restoration of the sweeps. We were hoping to carry out the restoration work this summer but, unfortunately, a single roosting bat was spotted by our ecologist during a visit earlier this year. Hopefully, we will be able to complete the work next summer.

**Amenity Waste Site.** Despite some early concerns I am unaware of any general issues surrounding the booking system that was introduced earlier this year. Yes, I accept that you do need to plan your visit, but from my experience there have always been slots available on the day. From the comments I have heard, and my own experience, you can now turn up at your allotted time and generally get straight through with no queuing at all. Hopefully people feel that this is an improvement. I know there were some local issues of waste being stopped in the church car park, which I reported to our waste management team, but I am not aware of any general increase in fly tipping - at least not the sort of fly tipping that this system might encourage. Unfortunately, fly tipping on a commercial scale continues.

**WSCC Residents Newsletter.** Lastly, 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. Some of our topics include:

- Emergencies - extreme weather alerts and school closures
- Your Council - County Council meeting dates, agenda and minutes
- Service eNewsletters such as:
  - WSCC newsletter, a general update about the council and its services
  - West Sussex recycles
  - Staying safe online
  - Environment and climate change
  - Highways, transport and planning.

To subscribe please 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/>

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

**E-mail: [jeremy.hunt@westsussex.gov.uk](mailto:jeremy.hunt@westsussex.gov.uk) Tel: 0330222419536**

## PAYMENTS

Invoice Date	Payee	Detail	Amount
		<b>APRIL 2024 PAYMENTS</b>	
01/04/24	Chris Maher	Village Hall resources & Floor Cleaner	438.16
01/04/24	Chris Maher	Hall Management March 2024	638.00
28/03/24	West Sussex CC	Payroll Services 01/1023-31/03/2024	35.62
28/03/24	Backham Boiler Repairs	Boiler service Mar 2024	120.00
27/03/24	Mrs Linda Lanham	Reimbursement Wix website 14/03/24 - 13/03/25	136.80
20/02/24	Scottish Power	Play Area Electricity 10/12/23 - 31/01/2024 and previous charges	627.58
14/03/24	Scottish Power	Play Area Electricity 31/01/24-09/03/2025	87.75
31/03/24	Chichester District Council	Annual Bin rental charge	555.35
23/03/24	Chichester District Council	Bin emptying 25/02 - 20/03/24	62.20
23/03/24	BT	March 2024 BT charges	59.93
26/03/24	SES Water (waste)	Waste water charges 29/02 to 31/03/2024	16.20
03/04/24	British Gas (electric)	Electricity 02/03 to 01/04/2024	130.38
04/04/24	Castle Water (supply)	Water supply 01/03 to 31/03/2024	11.00
20/04/24	Chichester District Council	Wast collection 24/03 to 17/04/2024	70.00
15/04/24	British Gas (gas)	Gas supply 13/03 to 12/04/2024	186.44
		<b>MAY 2024 PAYMENTS</b>	
01/05/24	Chris Maher	Hall Management April 2024	480.00
02/05/24	Chris Maher	Hall Mgrs resources - mobile top-up & toilet rolls	26.00
12/05/24	Rebecca Anderson	Clerks Mileage & Zoom subscription	372.21
02/05/24	Linda Lanham	Microsoft Annual Subscription May 24/ May 25	59.99
03/04/24	Mr R M Huntingford	Village Green & Westerton mowing	260.00
07/05/24	Green Thumb	Grass treatment May 2024	1,385.00
19/04/24	ICO	GDPR registration 24/25	40.00
01/05/24	Christie Intruder Alarms Ltd	Fire Alarm & Emergency Lighting service May 24 to April 25	369.60
22/04/24	AES Alarms Ltd	Alarm Fobs	36.00
26/04/24	T&T Cleaning UK Ltd	One off clean 24/04/24	64.80
25/04/24	West Sussex County Council	Clerk's Payroll, Empl NI & Pension April 2024	3,222.12
14/11/23	Chichester District Council	Administering uncontested May 2023 election	314.50
08/04/24	Storage on Site Ltd	Storage rental April 2024	52.56
07/05/24	Storage on Site Ltd	Storage rental May 2025	52.56
26/03/24	Action in Rural Sussex	Village Hall Advisory Service April 2024 - April 2025	144.00
13/05/24	Tracey Ashcroft	Keys cut for Village Hall	23.50
		<b>TOTAL</b>	<b>10,078.25</b>