



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham  
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**Minutes of the Westhampnett Parish Council Meeting held  
at 7pm on Monday 10<sup>th</sup> February 2020 at  
Westhampnett Community Hall, Hadrian Drive, Westhampnett, PO18 0FP**

**Present:**

**Parish Councillors:** Cllr C McLeish (Vice-Chairman, and Chairman for this meeting), Cllr S Burborough, Cllr W Holden, Cllr S James and Cllr C Moth.

The meeting was clerked by Parish Clerk, Mrs Linda F Lanham, with CDC Cllr H Potter in attendance having arrived later.

14 members of the public also attended.

<b><u>Minute No</u></b>	<b><u>Item</u></b>	<b><u>Action</u></b>
26/20	<b><u>OPEN THE MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> Cllr McLeish (Vice-Chairman) stood in as Chairman for the Meeting. She opened the meeting, and there were no apologies.	
27/20	<b><u>DISCLOSURE OF INTERESTS</u></b> Cllr Burborough - Rolls Royce (as place of work but not a direct employee).	
28/20	<b><u>PARISH COUNCILLOR VACANCY:</u></b> The Parish Clerk explained the procedure when a vacancy occurs. If no by-election is required, then co-option can take place after that.	<b><u>LFL</u></b>
29/20	<b><u>CONFIRM MINUTES OF THE LAST MEETING held on 20<sup>th</sup> January 2020</u></b> The Minutes for the Parish Council meeting held on 20 <sup>th</sup> January 2020 were accepted and Cllr Burborough proposed that they be approved, this was seconded by Cllr Holden and they were then signed by the Chairman.	
30/20	<b><u>MATTERS ARISING:</u></b> To deal with any matters arising from the Minutes of the last meeting. None.	
31/20	<b><u>NEW LOCAL PCSO FOR THE PARISH:</u></b> Introduction and Report by PCSO Jason Lemm  Cllr McLeish welcomed PCSO Lemm who explained he is the Named Officer for the areas covered by WSCC Cllr J Hunt, and by the summer he will have another person with him. There is also Colin Booker, one of six rural crime PCSO's, who is based in Chichester / Arundel area.  He said reporting should be by ringing 999 or 101, or online reporting. There is a local email address of: <a href="mailto:chichester@sussex.pnn.police.uk">chichester@sussex.pnn.police.uk</a> This is monitored every morning, afternoon and evening. If specifically for Jason the email will go to him, if he is away it will be allocated to another person. He has been into the local schools doing property marking & bicycle marking and given talks to local groups about rogue traders and scam prevention. He would be happy to do this talk for the Parish – email him if we would like this to be done.  He then took questions: Mr Bob Keatley, a resident, asked if PCSO Lemm was involved in <u>traffic</u> . PCSO Lemm said there had been 33 reports from the area, of which one third were about speeding vehicles. The locations for the Community Speedwatch were discussed and PCSO Lemm said he would re-do the risk assessments for this to take place in the future. PCSO Lemm was asked what to do if a resident sees an <u>unsafe load</u> when someone is going to the Tip. He advised this should be reported there and then with the registration number of the vehicle. Operation Crackdown would then send a letter to the person. He confirmed <u>drifting</u> should also be reported every time, online to Sussex Police. He added that all reports go to the Prevention Team.  Cllr McLeish thanked PCSO Lemm for coming.	<b><u>JL</u></b>

32/20	<p><b><u>CYCLE LANE:</u></b>  The Parish Clerk confirmed that the outstanding queries from PC to WSCC including safe exits, yellow lines, 30mph flashing sign, position of streetlights, positioning of bus shelters and removal of existing bus shelter to safe storage for future use, were all now being resolved or already resolved.</p> <p>The on-going creation of the cycle lane has resulted in the path being higher along parts of Stane Street than it was before. There is now an earth bank between the path and the road, this will need seeding and mowing. The angle is such that mowing will be difficult, and it may have to be taken off the rota. It may have to be done with the strimmer.</p>	
33/20	<p><b><u>REPORTS FROM EXTERNAL BODIES:</u></b></p> <p><b><u>Mr Andrew Ball (RR) had sent his apologies as he was unable to attend. His report was read out by the Parish Clerk:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Congestion</b> <ul style="list-style-type: none"> <li>• Extension of the gap between shifts continues to have significant positive impact.</li> <li>• Working to further improve on this – as advised, it is an ongoing process.</li> <li>• West Sussex County Council ('WSCC') Cycle Path Roadworks remain a significant challenge, particularly as the works approach the Rolls-Royce Stane Street entrance.</li> </ul> </li> <li><b>2. Green Travel Plan</b> <ul style="list-style-type: none"> <li>• New late shift bus now operational, as part of our Green Travel Plan.</li> <li>• Timetable communicated to workforce.</li> </ul> </li> <li><b>3. Planning applications</b> <ul style="list-style-type: none"> <li>• Planning application due to be submitted this week for a new dust extraction system for Woodshop.</li> <li>• New system will adhere to all planning/safety etc. requirements.</li> </ul> </li> <li><b>4. Parking</b> <ul style="list-style-type: none"> <li>• Very limited employee on-street parking on local roads has been maintained.</li> <li>• Regular security presence on local streets – an ongoing process.</li> <li>• No neighbour complaints in February so far.</li> </ul> </li> <li><b>5. Signage to direct delivery vehicles</b> <ul style="list-style-type: none"> <li>• Awaiting response from WSCC – we have chased.</li> </ul> </li> <li><b>6. Footpath prune</b> <ul style="list-style-type: none"> <li>• The north face footpath prune has taken place.</li> </ul> </li> </ol> <p>The question of how much the last shift bus is utilised was raised, and the Parish Clerk was asked to put this onto the Agenda for the next PC Meeting.</p> <p><b><u>WSCC Cllr J Hunt had sent his apologies as he was unable to attend. His email was read out by the Parish Clerk:</u></b></p> <p><i>Unless there is something urgent to address would you please accept my apologies for tomorrow night, only I am backed up with work in preparation for presenting the budget at CC on Friday and I am running out of time. I expect you know the feeling!</i></p> <p><i>It has only been three weeks since the last meeting, so I don't have anything of note to add to my last report and I think all questions were answered. I also see that you have received answers to your queries regarding the bus shelters, the white lines and the info on the consultation regarding the road space audit (parking) for Chichester (inc. Westhampnett) starting on Thursday 13<sup>th</sup> Feb. This will run for three weeks.</i></p> <p><i>Also, just a reminder that the next South Chichester County Local Committee is on 3<sup>rd</sup> March at 7.00pm at County Hall.</i></p> <p>Cllr Burborough confirmed she was to attend this meeting.</p> <p><b><u>CDC Cllr H Potter, having arrived later during the meeting, read out his report after Agenda Item 18 (Allotments) on the Agenda. This is recorded here as it is part of this reporting section:</u></b></p> <p><i>Last month, on the 15th, I experienced one of the most depressing days of my life as a District Councillor. Several CDC Members had a conducted tour of the District outside of the National Park Boundaries to view some of the land which landowners have proffered to provide future housing needs in the District Local Plan Review. I'm not at liberty to disclose exactly where, but we were shown acres and acres of prime agricultural land which are to be considered for future development. In total we saw various sites across the District capable of providing 14,500 new homes and almost all were outside of Village Settlement Policy Areas. Naturally these sites will be assessed, and some will be rejected, but I found it quite disturbing that such valuable agricultural land was even considered!</i></p>	<p style="text-align: right;"><b><u>LFL</u></b></p> <p style="text-align: right;"><b><u>SB</u></b></p>

<p><b>33/20 Cont.</b></p>	<p><i>On other matters, the Council at its Meeting in March, will be expected to agree the modest increases in Off Street Car Parking Charges for the coming year from March. If it is found that these increases have an adverse effect on footfall in the City and surrounding towns then they will repeal the increases.</i></p> <p><i>It is proposed to appoint a Climate Change Officer to promote the changes needed as detailed by the recently formed Climate Change Panel of Members. However, it is unclear what this Officer will actually achieve to justify the investment of £120,000 over two years plus an operating cost of £30,000! I expect further consideration will be given to this idea. You may have heard that 18 additional EV charging points in Council owned car parks in the City, Midhurst, Petworth, Selsey and Bosham have already been installed using a grant of £58,000 from the Government Office of Low Emissions, so we are trying, ahead of many other Local Authorities. Additional tree planting will be mandatory on new developments and encouraging the planting of wild flowers where practical.</i></p> <p><i>If anyone notices Refuse Collection Vehicles coming from and going into Goodwood Motor Racing Circuit during the coming months, this is because an agreement has been reached between the District Council and Goodwood Estate to park the freighters within the Circuit whilst the refurbishment of the Westhampnett Services Depot is carried out. This work will include many new features such as vehicle wash down and drainage facility, electric vehicle charging points for Council cars and vans and a new bulk fuel storage facility which will enable the Council to buy fuel in at lower rates.</i></p> <p><i>The new roundabout in Westhampnett Road is nearing completion with the revised access into Church Road under way and once the Lidl Car Park is surfaced the new superstore will eventually open. Meanwhile the chaos continues as I expected!</i></p> <p><i>The Portsmouth Water Co. works currently taking place in Pook Lane, Lavant have just about sealed off any easy access to the City and the rat run through this area must surely frustrate the motorist trying to avoid the A27. At some stage during the works the whole of Pook Lane between the A286 and Sheepwash Lane will be closed to traffic.</i></p> <p>Regarding <u>Agenda Item 11 (Planning)</u>, which had been discussed earlier in the meeting prior to Cllr Potters arrival, the request to have the Planning Application by Crayfern Homes Red Carded was raised. The Parish Clerk was asked to email Cllr Potter with this request.</p>	<p><u>LFL</u></p>
<p><b>34/20</b></p>	<p><b><u>MEMBERS' REPORTS:</u></b> None.</p>	
<p><b>35/20</b></p>	<p><b><u>UPDATE ON REQUESTS RECEIVED BY PARISH CLERK</u></b></p> <ol style="list-style-type: none"> <li><b><u>BT phone box at Westerton:</u></b> A resident has reported that several window panels have fallen out / broken in the phone box. Cllr Holden to take some photos, and the Parish Clerk to report to BT for advice as to repair.</li> <li><b><u>Footpath 417 – Latch to gate:</u></b> Still not fixed, needs to be chased with Goodwood again.</li> <li><b><u>RR – Plantation cut back:</u></b> Mr Ball (RR) confirmed now completed. To be checked it is done suitably.</li> <li><b><u>Flashing 30mph Sign:</u></b> It was not working, then it was, now it is not, to be reported to WSCC Simon Osborne.</li> </ol>	<p><u>LFL</u> <u>LFL</u> <u>LFL</u> <u>LFL</u></p>
<p><b>36/20</b></p>	<p><b><u>PLANNING MATTERS:</u></b> <b><u>Planning Update since the last Parish Council Meeting on 20<sup>th</sup> January 2020</u></b> New Planning Applications in the period week 4 22/01/20 to week 6 06/02/20 inclusive:</p> <p><b><u>WH/19/03202/FUL</u></b> - Case Officer: William Price Mr Kevin Carter Chichester Contract Services Stane Street Westhampnett Chichester Change of use of part of adjacent travellers' site to extend depot, replacement and upgrade of existing depot yard flood lighting, installation of commercial vehicle washing station and removal of existing modern wall that currently is on top of Tudor historic wall. O.S. Grid Ref. 487970/106032 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q3IXU5ER0UX00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q3IXU5ER0UX00</a></p> <p>Parish Council to comment by 26/02/20</p> <p><b><u>WH/20/00097/FUL</u></b> - Case Officer: Jeremy Bushell Crayfern Homes Land Adjacent To Hadrian Drive Westhampnett Chichester Erection of 9 no. dwellings, parking, landscaping and associated works. O.S. Grid Ref. 488507/106267 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q45N6HERME600">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q45N6HERME600</a></p> <p>Parish Council to comment by 26/02/20</p> <p>There followed a general discussion between Councillors and residents about this application. Some had lodged Objections already. The land had been intended for a Community Pub, and it was felt that this is the purpose it should be used for, or another community type use, not additional housing. A note of caution was raised regarding potentially having something that needs care that cannot be provided. Another comment was that the Parish may be required to meet its quota of housing.</p> <p>Mr Derek Marlow, a resident, raised the matter of noise as next to the Community Hall, and that the proportion of social should be 40%, not 2 out of 9 properties as shown.</p>	

The other points raised were: Proximity to the Hall, Development density too great, Bin / Bike / Gardens not adequate, Sewage to go into the current overloaded system.

A query was raised as to whether the Council had Compulsory Purchase Powers. This is not known.

The Councillors agreed to ask CDC Cllr H Potter to Red Card this application, in order that it is dealt with by the Planning Committee, not by delegated decision.

**Update on outstanding Planning Applications:**

**WH/19/02346/REM** - Case Officer: Rhiannon Jones

Miss Rachel Ballam

Land North Of Stane Street Madgwick Lane Westhampnett West Sussex

Approval of reserved matters is sought in respect of landscaping only on Outline permission 15/03524/OUTEIA.

O.S. Grid Ref. 487830/106239

To view the application use the following link;

[https://publicaccess.chichester.gov.uk/online-](https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PXO8LNERHRA00)

[applications/applicationDetails.do?activeTab=summary&keyVal=PXO8LNERHRA00](https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PXO8LNERHRA00)

**Parish Council submitted the following Comments:**

The below refers to Sheet 16 (BDWS21109 11Q SHEET 16 SUBSTITUTE PLAN - 17.12.19 - SOFT LANDSCAPE PROPOSALS - PROPOSED ALLOTMENT AREA (A1)).

The Parish Council would like the Allotment area to include fruiting trees and native edibles in hedging form such as Elder, Rowan, Hazel, Blackthorn, Crab Apple and Dog Rose thus providing habitats and food for wildlife (especially birds and insects) and people. Currently the drawing shows existing hedging to the east, but that is outside of the development boundary, and could be cleared at some time in the future, so this suggestion would help to maintain the wildlife corridor from north to south.

Commenting on the proposed trees:

**On east side (Within the Allotments):**

Betula pendula - Silver Birch x 3 - As these trees are within the Allotments they should be fruit trees such as Apple, Pear, Cherry. Also, add more native hedging along the boundary.

**On west side (Adjacent to the Allotments):**

Carpinus betulus - Hornbeam - this tree is far too big, growing to 30m when mature. It will block light from the plots, spread its roots and take up a lot of groundwater, both within the Allotments and other gardens. The Parish Council would recommend that this tree is omitted from the landscape proposals, in this location.

Prunus 'Pandora' - Flowering Cherry growing to 8-12m within 10-20 years - this tree will shade the plots. A smaller species of Prunus would be preferred or a native or other fruiting tree, as on east side.

Betula pendula - Silver Birch - this tree will grow to more than 12m, and will shade the plots. A smaller species of Prunus would be preferred, or a native or other fruiting tree, as on east side.

The Parish Council hopes that these small, but important, amendments could be incorporated in the scheme, and will be resuming its discussions with the developer in regard to the details of the Allotments to be provided.

**PERMITTED on 07/02/2020**

**Decisions:**

**WH/19/01278/DOM** - Case Officer: William Price

Mr Paul Calvesbert

Hadley House Claypit Lane Westhampnett PO18 0NU

Construction of a 2 storey extension to West elevation, a single storey extension to the East elevation, an enlarged entrance hall to North elevation, changes to fenestration and associated internal works. Demolition of existing detached garage and realignment of drive. Reconfigured entrance with 2.2 metre high wall and gates.

O.S. Grid Ref. 488191/106301

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRA0TZERKRC00>

**REFUSED on 31/01/2020**

The reasons are: Bulk, mass, adverse and unacceptable impact on the character and quality of an area, the proposed boundary treatment, by means of the extent of hardstanding, height and length of walls and gates would be incongruous with the predominantly soft and rural boundaries that front the highway in this location, unjustified loss of protected TPO trees, balcony & extension would result in a loss of privacy and have an overbearing impact, inadequate information has been submitted to demonstrate that acceptable sightlines can be achieved for vehicles.

37/20	<p><b><u>FLOODING AT WESTERTON LANE / SIDENGREEN LANE</u></b>  Cllr Holden reported that this area is now a "lake". Cllr Hunt had advised he was speaking with Garry at WSCC in order to set up a meeting, Cllr Holden will attend and report back.</p>	<u>JH/WH</u>
38/20	<p><b><u>STATE OF FOOTPATH 417 &amp; SOUTHERN WATER WORKS</u></b>  It was reported that the Southern Water works had made this Footpath 417 and Footpath 416 impassable, due to the mud making it unsafe. The paths are atrocious about 10 yards from the junction with Sidengreen Lane. Southern Water do not appear to be working there at present. The areas bird population has changed, with no yellowhammers singing, and other birds such as warblers, chiff-chaff and whitethroats etc affected. The Parish Clerk was asked to formally write to Southern Water about the dangerous conditions and impact on wildlife. A letter to be drafted and sent to Cllrs for approval.</p>	<u>LFL</u>
39/20	<p><b><u>COMMUNITY HALL:</u></b>  The Councillors and Hall Committee met with AirS Village Halls consultants Mrs Louise Beaton and Mr Francis Burrows on 3<sup>rd</sup> February. Mrs Beaton gave a presentation covering the full details of the implications of running the Community Hall under non-charity status against charity status. The main benefit of having charity status would be that the Parish Council would be able to claim back VAT and would be more able to obtain grants as many are not open to Parish Councils as such, only under a charity. The conclusion was that, as no grants are needed at present, it was preferable to continue as now for the foreseeable future, to be reviewed as when needed. Two Resolutions were suggested as follows:</p> <p><b><u>RESOLUTION:</u></b> It was resolved to appoint a Sub-committee of the Parish Council to run the Community Hall, and to have 2 Parish Councillors on this committee.</p> <p>This was proposed by Cllr Burborough, seconded by Cllr McLeish, and all voted in favour.</p> <p><b><u>RESOLUTION:</u></b> It was resolved to continue to run the Community Hall with non-charitable status.</p> <p>This was proposed by Cllr Holden, seconded by Cllr Burborough, and all voted in favour.</p> <p>The Parish Clerk was asked to email Mrs Beaton and Mr Burrows to thank them.</p>	<u>LFL</u>
40/20	<p><b><u>PLANTING PROJECT:</u></b>  Cllr McLeish advised a meeting had taken place, attended by Mr Keatley, Mr Skillern, Mr Mason, Mrs Walsh, and herself regarding the planning of the planting of 210 saplings, and the greening of the area around the Community Hall.</p> <p>The trees would not need the purchase of protectors or topsoil, and it is hoped to arrange a Community Planting time for all to take part. Quotes were being obtained for spraying the weeds, turf and seed, plus a tarmac path down the western side of the Hall.</p> <p>Cllr McLeish asked if the Parish Council had received the £1000 donation from BDW Homes, the Parish Clerk advised not yet, and said it would be chased up.</p>	<u>LFL</u>
41/20	<p><b><u>VISIBLE "ENTRANCE" TO EACH PART OF THE PARISH:</u></b>  Cllr McLeish reported that there had been no further progress, however she intends to set up a site meeting with WSCC Mike Dare w/c 17<sup>th</sup> February. She will advise date when arranged.</p>	<u>CMcL</u>
42/20	<p><b><u>FOOTPATH BETWEEN MADGWICK PARK AND THE CHURCH:</u></b>  The Parish Clerk further apologised that she had not been able to do any more on this project, and still needs to set up a meeting between BDW, the Church and the PC.</p>	<u>LFL</u>
43/20	<p><b><u>ALLOTMENTS:</u></b>  The Parish Clerk further apologised that she had not been able to do any more on this project, and still needs to set up a meeting between BDW and the PC.</p>	<u>LFL</u>
44/20	<p><b><u>VE DAY ON 8<sup>TH</sup> MAY 2020:</u></b>  The Parish Clerk reported that the Church have not planned anything so far and thought a joint effort would be a good idea.</p> <p>CDC have now advised that a Grant of a maximum of £250 per Parish, and it was thought a Commemorative Bench would be appropriate, details to be obtained.</p> <p>Ideas for events on the Day are under discussion.</p>	<u>LFL</u>  <u>ALL</u>
45/20	<p><b><u>WESTHAMPNETT SPRING CLEAN ON APRIL 4<sup>TH</sup>, MEET AT THE CHURCH AT 2PM:</u></b>  The Parish Clerk explained the format, requested that volunteers meet at the Church. The date and time was noted.</p>	<u>ALL</u>
46/20	<p><b><u>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA</u></b>  None.</p>	

47/20	<p><b>PARISH FINANCIAL MATTERS:</b></p> <ol style="list-style-type: none"> <li><u>To approve the accounts up to 31<sup>st</sup> January 2020:</u> The Community Hall Account spreadsheet had been previously circulated to the Councillors. The Hall has so far cost £653k, and there are sufficient funds to complete the Build. The Current Account payments and receipts spreadsheet had also been previously circulated to the Councillors. The Barclays Bank account and NS&amp;I account both balance to the income and expenditure so far this year. The approval of the accounts was proposed by Cllr McLeish, seconded by Cllr James, and signed by Cllr McLeish.</li> <li><u>To approve the movement of all CIL monies received to date at £105,514.67 to NS&amp;I for security and interest:</u> This was approved by all and form signed by Cllr McLeish and Cllr James.</li> <li><u>To approve the movement of all VG (Village Green) monies received on 25/01/2019 at £147,286.25 to NS&amp;I for security and interest:</u> This was approved by all and form signed by Cllr McLeish and Cllr James.</li> <li><u>To confirm that the precept value for 2020/21 of £54,125 has been registered with CDC:</u> This was noted.</li> <li><u>To discuss the setting up of a Grants Committee – how many Cllrs and how often to meet?</u> After a discussion the Councillors agreed that with no immediate needs, grants would be applied for as and when required.</li> </ol>	<p><b>LFL</b></p> <p><b>LFL</b></p>
48/20	<p><b>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS:</b> None.</p>	
49/20	<p><b>DEALING WITH LOCAL ISSUES</b> None.</p>	
50/20	<p><b>QUESTIONS BY THE PUBLIC</b> Mrs Mary Brown, a resident, asked about the brick-built bus shelter which is within the cycle lane project. The Parish Clerk advised that it is to be replaced by a wooden bus shelter, in the style St. Neots, the same design as the other two new ones by Tilemakers and at the western end of Stane Street. This is because the cycle lane position requires the realignment of the bus stop area.</p>	
51/20	<p><b>DATE OF NEXT FULL PARISH COUNCIL MEETING: 9<sup>th</sup> MARCH 2020 AT WESTHAMPNETT COMMUNITY HALL</b> Noted.</p>	
52/20	<p><b>CLOSE MEETING</b> The Chairman closed the meeting at 8.54pm.</p>	

Signed.....  
Chairman of Meeting

Date.....