



# 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 17<sup>th</sup> June 2019 at the March C of E School, Westhampnett

### Present:

**Parish Councillors:** Cllr W P Harding (Chairman), Cllr H Horne (Vice-Chairman), Cllr S Burborough, Cllr J Freeman, Cllr S James and Cllr R Morgan.

The meeting was clerked by Parish Clerk, Mrs Linda F Lanham.

Ms Ciara Williams (Goodwood Estate) & 10 members of the public also attended. WSCC Cllr J Hunt & CDC Cllr H Potter arrived just after the start of the meeting.

<u>Minute No</u>	<u>Item</u>	<u>Action</u>
116/19	<b><u>OPEN THE MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> The Chairman opened the meeting. Apologies received from Cllr C McLeish, Cllr J Hunt and Cllr H Potter who would be late, Mrs Hardstaff, Mr A Ball & Mr N Carter (RR).	
117/19	<b><u>DISCLOSURE OF INTERESTS</u></b> Cllr Burborough - Rolls Royce (as place of work but not a direct employee).	
118/19	<b><u>CONFIRM MINUTES OF THE LAST MEETING held on 13<sup>th</sup> May 2019</u></b> <b><u>RESOLVED:</u></b> That the minutes of the meeting held on 13 <sup>th</sup> May 2019 are approved by the Council and signed by the Chairman as a true record of the meeting. Proposed by Cllr Horne, seconded by Cllr Morgan, and all voted in favour.	
119/19	<b><u>MATTERS ARISING</u></b> None.	
120/19	<b><u>MAY 2019 ELECTION – RESOLUTION REGARDING 2 VACANCIES TO BE CO-OPTED, OR LEAVE AS VACANCIES?</u></b> After a discussion, the Councillors <b>RESOLVED</b> to leave the 2 vacancies until suitable candidates can be co-opted. Proposed by Cllr Harding, seconded by Cllr Burborough, and all voted in favour.	
121/19	<b><u>REPORTS FROM EXTERNAL BODIES:</u></b> including District and County Councillors and local organisations. <b><u>WSCC Cllr Jeremy Hunt reported:</u></b> There is a new email being sent out by WSCC called <u>Town and Parish News</u> . The first one included an article about Ash Dieback, and he advised it gives a "Tool-kit" on how to recognise this tree disease. WSCC have joined the <u>Climate Pledge</u> , starting with reducing single use plastic and avoiding plastic waste in all offices. There are 5 key things to aspire to: Make low carbon journeys, Save water and energy, Pass on plastic, Shop local and Fight against food waste. He advised that this week is <u>National Breathe Easy Week</u> , and we should all try to walk or cycle more and gently brake when driving. There is a press release about this. In regard to a <u>house in Maudlin that was recently damaged</u> by a RR delivery lorry, a meeting with WSCC Highways and RR is to be held to look at the problem. There is no signage for delivery drivers. The <u>cycle route</u> tenders are being evaluated by WSCC Highways at the moment. At the WSCC South Chichester County Local Committee Meeting on 18 June 2019 the Committee is to receive an update on the <u>Road Space (Parking) Audit</u> . Mr Andrew Blanchard, a resident, raised the question of the poor road surface on Fordwater Road, Lavant. He was advised that Lavant Parish Council do not want it repaired as it keeps the speed of traffic down along that stretch of road. It is only being patched to mend it at present.	

121/19 Cont.	<p><b>Report from CDC Cllr H Potter, as follows:</b></p> <p><i>The newly formed Council met for the first time on 21st May with the now reduced membership, 36, down from 48. The election results created many surprises and some former Councillors disappointed when on Friday, the count day, they lost their seats. Not so for me and I would like to express my thanks to all my loyal supporters. We have a hung Council now with just half the seats, 18, being Conservative. It will be a different experience with smaller Committees and many inexperienced Members. Obviously training is given but this takes time.</i></p> <p><i>I have been appointed as the CDC Representative for the SDNPA, a position which I'm sure will be challenging. One thing I will strive to bring about is greater collusion between the Park Authority and CDC and particularly the Parishes within the Park Area. This contact has been poor in the past and everybody agrees there is much room for improvement. The other issue, of course, the lack of affordable housing in the Park, another major point for discussion in the future.</i></p> <p><i>My fears concerning the construction of an additional roundabout in Westhampnett Road, Portfield and the traffic chaos have been allayed. I enquired how this construction would be carried out and once the Lavant Course has dried up, the concrete ducting will be entrenched and half of the new roundabout will be built with traffic in and out as normal. When that has been completed the City bound traffic will use the existing road while the outbound traffic will skirt round the new 'half' roundabout as the other half is completed. The new completed roundabout will be pretty much 'offline' and disruption will be minimised, so I've been told. One of the huge concrete cubes, which were part of coastal defences around Selsey and were buried in the disused gravel pit, is to be retained on site as a memento of the War effort in 1940.</i></p> <p><i>Finally, be aware of the impending construction of the link road through The Lakes development and onto the A27 just east of the Portfield roundabout. This is predicted to cause considerable traffic jams and I'm sure will exacerbate the rat running through our villages. And of course, once complete will bring about the closure of the Portfield traffic lights.</i></p> <p>Cllr Potter also advised the Councillors that the CDC All Parishes meeting is to be held on 15<sup>th</sup> July at The Grange, Midhurst.</p> <p>Cllr Potter updated the Councillors with news from Boxgrove Parish in regard to a new traffic recording device that has been brought out by Siemens. It will record traffic volume, speed, log the data automatically and has a camera. It weighs 6.5kg and has a power supply. No price is known as yet, and he suggested the Westhampnett Speedwatch Group and the Parish Council wait until more is known about this device. He will advise as soon as he has more information.</p> <p><b><u>Mr Andrew Ball (RR) provided a written report which was read out by the Parish Clerk:</u></b></p> <p><i>Parking. Our parking patrols continue to operate locally with only a small number of employee cars now parking on local roads. We have had very few neighbour complaints. We will continue to patrol.</i></p> <p><i>Planning applications live on CDC Planning Portal:</i>  <i>'Infill extension to provide additional floorspace and associated works'</i>  <i>Ref. No: 19/01406/FUL</i>  <i>As briefed at the last WPC meeting.</i></p> <p><i>'Ground floor extension to house electrical switch gear'</i>  <i>Ref. No: 19/01378/FUL</i>  <i>New planning application. Construction of ground floor sub-station to house electrical switch gear. On-site location – see plan.</i></p> <p>Mr Andrew Blanchard said that reporting parking was a waste of time, as 1 car had parked for nearly 3 years, and they are still parking opposite Everyman's Garage. Cllr Harding said he would take this up with Mr Ball.</p> <p>Another resident said that circa 200-300 cars were coming out of RR at 12-30am-1-30am. There seems to be a Sunday shift as well. He asked if this is breaching the planning conditions? Cllr Burborough remarked that sometimes maintenance was carried out on a Sunday. Cllr Harding said he would discuss with Mr Ball.</p>	<p><b>HP</b></p> <p><b>WPH</b></p>
122/19	<p><b><u>MEMBERS' REPORTS:</u></b> To receive reports from Members where not covered in agenda below.</p> <p>None.</p>	
123/19	<p><b><u>REQUESTS RECEIVED BY PARISH CLERK</u></b></p> <ol style="list-style-type: none"> <li>1. <u>Westerton Fence Posts:</u> Now done, thanks to Goodwood.</li> <li>2. <u>Westhampnett House hedge:</u> Now done, thanks to Westhampnett Nursing Home.</li> <li>3. <u>Cut back hedges in Old Arundel Road:</u> Now done, thanks to Mark, Maggie, Claire and Ewan.</li> <li>4. <u>Dog Bin to be exchanged for Litter Bin at RR footpath:</u> Now done, and dog waste bin stickers now on all bins in the parish, thanks to Andrew.</li> <li>5. <u>Dog-fouling:</u> Awaiting call from CDC Dog Warden</li> </ol>	<p><b>LFL</b></p>

**PLANNING MATTERS****Cllr Burborough gave an update on New Planning Applications since the last meeting on 13<sup>th</sup> May 2019:**

<b>Week</b>	<b>Date</b>	<b>Planning Application</b>
24	12/06/2019	SDNPA (Called In Applications) Team: SDNPA Western Area Team Parish: Westhampnett Parish Council Ward: Lavant Ward Case No: <b>SDNP/19/02256/FUL</b> Type: Full Application Date Valid: 3 June 2019 Decision due: 2 September 2019 Case Officer: Richard Ferguson Applicant: The Goodwood Estate Company Limited Proposal: Refurbishment and extension of the Goodwood Hotel and ancillary leisure buildings within newly landscaped grounds, with revised car parking and access arrangements. Location: The Goodwood Hotel , Hat Hill Road, Goodwood, Chichester, PO18 0QB Grid Ref: 489227 108345

**PC Comments: To be made by 03/07/19**

23	05/06/2019	<b>WH/19/01378/FUL</b> - Case Officer: Vicki Baker Mr Mark Rogers Rolls Royce Motor Cars The Drive Westhampnett PO18 0SH Ground floor extension to house electrical switch gear. O.S. Grid Ref. 488512/106717
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**PC Comments: To be made by 26/06/19 (She would abstain from this one).**

21	22/05/2019	<b>WH/19/01339/DOM and WH/19/01340/LBC</b> - Case Officer: Maria Tomlinson Mr Keith Walters The Hollies Westerton Lane Westerton Chichester Construction of an orangery, widening of back door, reinstatement of internal partitions, conversion of existing car port to garage, repair and addition of gutter to dormer. O.S. Grid Ref. 488626/107358
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**It is currently being assessed and Comments would be circulated to all the Councillors.****Dealt with by PC since 13<sup>th</sup> May 2019**

**WH/19/00989/FUL** - Case Officer: Maria Tomlinson  
Mr & Mrs Holman  
Ash Keys 25 Stane Street Tilemakers Close Westhampnett  
Erection of 1 no. 3 bed dwelling with detached garage to the rear of existing property.  
O.S. Grid Ref. 488379/106190

**Parish Council made no Comments on this application**

**SDNP/19/01955/FUL** - Case Officer: Heather Lealan  
SDNPA Minerals and Waste  
The Goodwood Estate Company Limited  
Valdoe Quarry, Kennel Hill Road, Goodwood, Chichester, West Sussex  
Use of land for open storage (defined area) within retained earth bunds to comprise the final stage of site restoration  
Grid Ref: 487840 108151

**Parish Council made no Comments on this application****WH/18/02225/FUL**

Mr Luke Leleu  
Maudlin Mill Sidengreen Lane Maudlin Westhampnett  
Provision of 2 no. industrial units (B1/B2).  
Parish Council had previously commented.

As a request for a meeting had been received from the applicant, the Parish Council asked the Parish Clerk to arrange a site meeting with him as soon as possible. 6pm on Wednesday or Thursday this week was suggested.

**Decisions:****WH/17/02260/FUL - Case Officer: - Maria Tomlinson - Minor Dev - All Others**

Mrs Pam Clingan  
Land South Of Madgwick Lane Westhampnett Chichester West Sussex  
Temporary residency for 5 yrs provision of mobile home.  
O.S. Grid Ref. 488054/106401

**ALL/  
LFL****ALL/  
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LFL****LFL**

124/19 Cont.	<p>The Appeal was <b>Dismissed</b> by The Planning Inspectorate on 17<sup>th</sup> May 2019. Reason stated: <i>Whilst I have concluded that the effect of aircraft noise on the living conditions of future occupiers would not be so serious as to outweigh the need for the mobile home in this location, there is a requirement for mitigation in respect of a Special Protection Area that has not been satisfied. For the reasons given, and having regard to all other matters raised, the appeal is dismissed.</i></p> <p><b><u>WH/19/00130/LBC</u></b> and <b><u>WH/19/00307/DOM</u></b> Mrs T Keyter The Stables Stane Street Maudlin Westhampnett Installation of bifold doors to rear northern elevation.</p> <p>This Planning Application was <b>Refused</b> on 10<sup>th</sup> June 2019. Reason stated: <i>The reason for the Council's decision to refuse to permit the above development are: 1) The proposed bifold doors, by way of their size, design and the use of upvc, are considered to represent an incongruous addition to the Grade II Listed property which would fail to preserve or enhance the Listed Building and its special character and integrity. The proposed development would not comply with the requirements of the Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Policy 47 of the Chichester Local Plan 2014- 2029 and the guidance contained within Section 16 of the NPPF. 2) This decision relates to the following plans: Sheet 1a of 1 and Sheet 2 of 2.</i></p>	
125/19	<p><b><u>NEIGHBOURHOOD PLAN UPDATE / LOCAL PLAN UPDATE TO 2035</u></b></p> <p>The Parish Clerk apologised as she had not been able to obtain any quotations for consultants as yet. Ongoing.</p>	<u>LFL</u>
126/19	<p><b><u>NHB UPDATE &amp; NHB 2019 APPLICATION:</u></b></p> <p>The Councillors agreed that this matter needed a meeting which was suggested to be 7pm on Wednesday 26<sup>th</sup> June. The Parish Clerk to arrange, and print out the NHB Application Form in readiness.</p>	<u>LFL</u>
127/19	<p><b><u>COMMUNITY HALL</u></b></p> <p>Cllr Horne reported that general progress was on hold as until an operative date is known he was a bit stuck. The building opening date might be October half-term or later, he is waiting for a firm date from the contractors / Mrs Hardstaff. More and more people want to run activities, and bookings should get going quite quickly.</p> <p>The hourly rate is to be £20 per hour, and as a community asset it can host any events. No 18<sup>th</sup> / 21<sup>st</sup> Birthday parties will be allowed, and it will not have an alcohol licence.</p> <p>There are more than 20 people who have offered to help, and the plan is to set up a rota for cover every day, with paid caretaker / cleaner eventually.</p> <p>Cllr Horne advised that the windows had been delayed but they are due soon. Mr Blanchard remarked that the contractors did not seem to be working hard, however the Councillors advised that work is proceeding inside the building.</p> <p>Cllr Horne outlined why he thought roller shutters would be essential for security in the kitchen area, and Cllr Harding agreed, this item to be discussed. Mrs Hardstaff had provided the details for the kitchen fitting out, and the Councillors need to choose a supplier. As this and other Hall matters need in depth work it was decided to incorporate this with the NHB meeting already decided upon in Minute 126/19.</p> <p>Mrs Helen Somerset-How, a resident, remarked that she felt railings around the site would be good for security.</p> <p>The Parish Clerk advised that so far £314k had been paid, for 6 out of 10 invoices.</p> <p><b>Cllr Hunt and Cllr Potter left the meeting at 8.00pm.</b></p>	<u>LFL</u>
128/19	<p><b><u>VILLAGE GREEN</u></b></p> <p>The Parish Clerk reported:</p> <ol style="list-style-type: none"> <li>1. The lighting is done. The grass is looking a lot better having been mowed every week in May and early June. There appears to be 2 dead trees, not 1 – will be reported to Bellway. The Dog sign for the play area is a temporary one, awaiting the 2 new ones to be installed in the next week or so</li> <li>2. A “Private Road Residents Parking Only” sign appeared on the Village Green, having been put there by Trinity who are the Management Company for Roman Walk. Cllr Horne said there was one both sides of Hadrian Drive at the entrance at the estate. Cllr James said it was also protecting Parish Council land. A resident said they thought it was beneficial. A vote was taken and the majority of the Councillors voted to let it remain. However, the Parish Clerk was asked to email Trinity saying that they should have asked for permission, thanking them for putting it there, and saying the maintenance of it is their responsibility.</li> </ol> <p>The wider issue regarding Non Parish Council signage on the entire Village Green land was left with no resolution having been made.</p>	<u>LFL</u> <u>LFL</u>
129/19	<p><b><u>CANDIDATES FOR SDNPA</u></b></p> <p>Councillors agreed to vote for Cllr Freeman only, as no-one knew anything about the other candidates on the ballot paper. The Parish Clerk to post the form.</p>	<u>LFL</u>

130/19	<p><b><u>INSURANCE RENEWAL</u></b></p> <p><b><u>RESOLUTION:</u></b> To ratify the decision to accept the revised Hiscox quotation from Came &amp; Co at £943.47, and accept the 3 year LTA. Proposed by Cllr Burborough, seconded by Cllr Freeman, and all voted in favour. The Parish Clerk to post the signed cheque.</p>	<u>LFL</u>
131/19	<p><b><u>SPEEDWATCH</u></b></p> <p>The Parish Clerk apologised that she has not yet contacted Eartham in regard to their speed sign. However the Siemens product mentioned earlier would do away with the need to log data onto the computer. Cllr Burborough asked if, meanwhile, a "Can you help" notice be put on the Noticeboards, on Next Door / Facebook, and Mr Blanchard asked for it to be in the next newsletter.</p>	<u>LFL/</u> <u>CMcL</u>
132/19	<p><b><u>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA</u></b></p> <p>Cllr James asked what the progress is with the Allotments to be provided on Madgwick Park. The Parish Clerk said that this project had got to the stage where the specification is needed, preferably by the Autumn. She will contact Bob Holman in this regard.</p> <p>Cllr Harding said there had been an article in the Chichester Observer about Madgwick Park and he asked the Parish Clerk to contact the press writer for a breakdown of the figures given.</p> <p>Cllr Burborough advised that recently some trees had been cut down / drastically cut back on the edge of the Roman Walk estate, on land managed by Trinity. As the trees are in a conservation area, this has now been reported to CDC by Cllr Burborough and Cllr Horne.</p> <p>Mr Blanchard advised that people with knapsack sprayers had been seen spraying in the Solar Farm.</p>	<u>LFL</u>  <u>LFL</u>
133/19	<p><b><u>PARISH FINANCIAL MATTERS</u></b></p> <p>The statutory deadline for return of the annual audit forms to the external auditor is noted as <b>15th July 2019</b>.</p> <ol style="list-style-type: none"> <li><b><u>INTERNAL AUDIT 2018-2019:</u></b> The Internal Auditor's report was reviewed, and the only item outstanding is that the Parish Clerk needs to reclaim VAT.</li> <li><b><u>ANNUAL GOVERNANCE STATEMENT:</u></b> The Annual Governance Statement was approved by all, and was signed by Cllr Harding as Chairman.</li> <li><b><u>ANNUAL RETURN – ACCOUNTING STATEMENTS:</u></b> The Annual Return Accounting Statements was approved by all and signed by Cllr Harding as Chairman.</li> <li><b><u>APPROVE INTERNAL AUDITOR FOR 2019/20 AUDIT:</u></b> Auditing Solutions Ltd to be approved to continue to act as Internal Auditors for this financial year ending 31<sup>st</sup> March 2020. Proposed by Cllr James, seconded by Cllr Morgan, and all in favour.</li> <li><b><u>REVIEW FIRST DRAFT OF FORMAL INVESTMENT STRATEGY DOCUMENT:</u></b> Councillors approved the document as it is. Proposed by Cllr Harding, seconded by Cllr Horne., and all in favour. The Parish Clerk to check where this should now be incorporated.</li> <li><b><u>TO APPROVE THIS FY ACCOUNTS FROM 1<sup>st</sup> APRIL 2019 TO 31<sup>ST</sup> MAY 2019.</u></b> Councillors approved the accounts. Proposed by Cllr Horne, seconded by Cllr Freeman.</li> </ol>	<u>LFL</u>     <u>LFL</u>
134/19	<p><b><u>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS</u></b></p> <p>It was noted that 3 of the Councillors do not have photos on the website. The Parish Clerk offered to ask the person who took the other pictures if they would do so again.</p>	<u>LFL</u>
135/19	<p><b><u>DEALING WITH LOCAL ISSUES</u></b></p> <p>None.</p>	
136/19	<p><b><u>QUESTIONS BY THE PUBLIC</u></b></p> <p>Mrs Ros Craven, a resident, said she takes her puppy and 2 grandsons to the Play Area on the Village Green. As she cannot take the puppy into the Play Area, she asked if there could be a seat on the Village Green outside of the Play Area. It was suggested that perhaps someone could sponsor a seat? Cllr James offered to talk to Jewsons, with whom he has an account, and see if they could oblige.</p>	<u>SJ</u>
137/19	<p><b><u>DATE OF NEXT FULL PARISH COUNCIL MEETING: 8<sup>th</sup> JULY 2019</u></b></p> <p>Noted. Also is a meeting needed on 12<sup>th</sup> August? This to be discussed at PC meeting on 8<sup>th</sup> July.</p>	<u>LFL</u>
138/19	<p><b><u>CLOSE MEETING</u></b></p> <p>The meeting closed at 8.45pm.</p>	

Signed.....

Date.....

Chairman of Meeting