



# 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 9th December 2019 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 and Cllr S James.

The meeting was clerked by Parish Clerk, Mrs Linda F Lanham, with WSCC Cllr J Hunt in attendance.

20 members of the public also attended.

<u>Minute No</u>	<u>Item</u>	<u>Action</u>
234/19	<b><u>OPEN THE MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> As Cllr Freeman (Chairman) had sent apologies as she was unable to attend the meeting, Cllr McLeish (Vice-Chairman) stood in as Chairman and opened the meeting.	
235/19	<b><u>DISCLOSURE OF INTERESTS</u></b> Cllr Burborough - Rolls Royce (as place of work but not a direct employee).	
236/19	<b><u>CONFIRM MINUTES OF THE LAST 2 MEETINGS held on 14th October 2019 and 11th November 2019</u></b> Following Mr Andrew Ball and Cllr Hunt comments at the PC meeting held on 11 <sup>th</sup> November, the Minutes for 14 <sup>th</sup> October, were amended. Cllr Holden proposed that they were approved by the Councillors, and Cllr Burborough seconded. The Minutes for the PC held on 11 <sup>th</sup> November were accepted and Cllr McLeish proposed they be approved, and Cllr Burborough seconded. Both sets of Minutes were then signed by the Chairman.	
237/19	<b><u>MATTERS ARISING:</u></b> To deal with any matters arising from the Minutes of the last 2 meetings. None.	
238/19	<b><u>TRAFFIC DISRUPTION AT ROLLS ROYCE SHIFT CHANGE</u></b> Mr Ball sent his apologies as he was unable to attend this meeting. He submitted this report which was read out by Cllr McLeish.  1. <u>Planning applications</u> • No new applications.  2. Congestion • Trial measures continue. • Extension of the gap between shifts is having positive impact. • Other trial measures to follow – this is an ongoing process. • WSCC Cycle Path Roadworks a challenge.  3. Parking • Very limited employee on-street parking on local roads maintained. • Regular security presence on local streets – an ongoing process. • Disciplinary process operational. • Very few complaints.  4. Signage to direct delivery vehicles • In discussion with WSCC.  5. 'Rolls-Royce Works' signage opposite Everymans Garage • WSCC has agreed to move the sign that currently directs lorries into Everymans forecourt!  6. Village Hall opening event • Delighted to be involved – a wonderful occasion. • Booking details have been promoted internally to staff.  <i>On behalf of Rolls-Royce Motor cars, very best wishes for the festive season!</i>	

<p><b>238/19 Cont.</b></p>	<p>Mr Bob Keatley, a resident, said that at 5.30am – 6.00am today the maximum queue was about 6 vehicles, however between 2.30pm – 3.00pm the queue was right back to the traffic lights.</p> <p>Mrs Ros Craven, a resident, said cars were passing Stane Street later than before, now 11.50pm to 12.10am.</p> <p>Mr Andrew Blanchard, a resident, said that Mr Andrew Ball says no-one complained, but when he does complain nothing is done. RR employees parking opposite his drive ignore requests not to do so.</p> <p>The Parish Clerk was asked to draft a reply to Andrew Ball.</p>	<p><b>LFL</b></p>
<p><b>239/19</b></p>	<p><b>REPORTS FROM EXTERNAL BODIES:</b>  <b>Report given by WSCC Cllr J Hunt:</b>  <i>First of all many apologies for missing the Hall Opening. I'm afraid that I was unavoidably detained down at my daughters in Bath and it was gone 5pm by the time I got home. I hope it went well and from the article in the Observer everyone seemed to be having a good time.</i></p> <p><i>The December edition of our Town and Parish News came out last week, so I'm sure you have all had a chance to look at that.</i></p> <p><i>Just a couple of points I would like to highlight:</i></p> <ul style="list-style-type: none"> <li>• <i>Just a reminder that from 1st December only WEST SUSSEX residents will be able to use our 11 household recycling sites, so you will need to take a form of ID with you that also shows your address, such as your driving licence. This is expected to save our taxpayers around £250,000 per year. 1 in 10 who use our sites come from outside the county, especial to those sites close to the County border. He also advised that the redevelopment of the Tip site was on schedule for Spring 2020.</i></li> <li>• <i>With the colder weather we had last week giving us a taste of winter we are asking everyone to keep an eye out for more vulnerable residents in our communities. We will soon be launching our 'Get ready for Winter' page on our website. The shortcut address will be <a href="http://www.westsussex.gov.uk/winter">www.westsussex.gov.uk/winter</a></i></li> <li>• <i>There are lots of other updates, so I would encourage you to load it on your website so that everyone can take a look - remember it is called 'Town and Parish News'.</i></li> </ul> <p><i>I have had to send apologies for the Travellers Site Liaison Group meeting tomorrow afternoon, as unfortunately I have a previous engagement which I can't get out of.</i></p> <p><b>Cllr Burborough advised that she would be attending the Transit Site Meeting on 10th December.</b></p> <p><i>Chairman, would you like me to cover a few key points from the recent Airfield Liaison Committee meeting, or are you happy to cover that?</i></p> <ul style="list-style-type: none"> <li>• <i>Runway lighting to be installed on the main runway in next 6 months. Possibly re-introduce some night training in 2020/21</i></li> <li>• <i>Phase 3 of the runway improvements is expected to start late Feb/early March on runway 06/24 - 172 metres at the N'eastern end to be redone. This will also close runway 012/28. Expected to be out of action approx 18 months.</i></li> <li>• <i>Looking at an electric plane in Croatia - might have one on a trial basis at the club next year</i></li> <li>• <i>Doing a lot of youth engagement - bringing schools to visit the airfield and show what goes on, particularly around the technical and engineering aspects of the operation/engineering evenings for your people. They will also be arranging a STEM event (Science, technology, electronics and Mechanics)</i></li> <li>• <i>Nothing very much to report on complaints - just the usual level - and a majority from a very small number of people.</i></li> <li>• <i>Airfield Open Day on Saturday 23rd May</i></li> </ul> <p><i>That's all from me, apart from wishing you all a very Happy Christmas and a healthy NewYear.</i></p> <p>The Parish Clerk asked Cllr Hunt about the report that WSCC were vastly reducing <u>the winter gritting</u> of the roads, which would be a big problem locally. Cllr Hunt advised that due to public pressure this decision may well be reversed. He said to look out for further information, even if the decision is only reversed for this year. (NB: A few days later it was announced that this was reversed).</p> <p>Mrs Maggie Walsh, a resident, asked what could be done about the very <u>dirty road signs</u>. Cllr Hunt said that WSCC are responsible, take a photo and report on Love West Sussex. He added that WSCC did support communities that wanted to clean their own signs.</p> <p>Mrs Ros Craven, a resident, had previously asked about cars exiting onto the <u>Cycle Lane</u> and who is responsible if a bike hits a car/ car hits a bike? She is concerned this could easily happen as the visibility is going to be poor. Cllr Hunt said he is waiting for an answer from his legal team on this question, as it affects a number of properties along Stane Street. Mrs Linda Campbell, a resident, said she had thought the Cycle Lane was going to be marked in half, Cllr Hunt said that did used to be the case but not now. He said he will ask more questions.</p> <p>Cllr Burborough advised the flashing 30 mph sign is still not working, and was advised it is part of the Cycle Project.</p>	<p><b>LFL</b></p> <p><b>JH</b></p> <p><b>JH</b></p>

239/19 Cont.	<p>Mr Bob Keatley, a resident, asked about the <u>Parking Permit Scheme</u>. Cllr Hunt said it was due to be discussed at the CLC South meeting in November, but was not. He understands there is to be a further public consultation in late January/February.</p> <p>Cllr Hunt asked the Parish Clerk if, when apologies are given by the WSCC or CDC Cllr could it be noted in their section? The Parish Clerk agreed.</p> <p><u>There was no Report submitted by CDC Cllr H Potter this time.</u></p>	<p><u>JH</u></p> <p><u>LFL</u></p>
240/19	<p><b><u>MEMBERS' REPORTS:</u></b> None</p>	
241/19	<p><b><u>UPDATE ON REQUESTS RECEIVED BY PARISH CLERK</u></b></p> <ol style="list-style-type: none"> <li><b><u>Flooding in Sidengreen Lane / Westerton Lane:</u></b> The ditch on Sidengreen Lane has been done, however still not fully resolved, and await replies from Goodwood.</li> <li><b><u>RR - Sidengreen Lane - Westerton path</u></b> The Parish Clerk has been advised that the path is very difficult to pass over as the Southern Water contractors have churned it up badly. She was advised that some stones have been put down but still not good, and Parish Clerk asked to arrange a meeting with Contractors as they should maintain access across the FP at the end of each day.</li> </ol>	<p><u>LFL</u></p> <p><u>LFL</u></p>
242/19	<p><b><u>Planning Update since the last Parish Council Meeting on 11th November 2019</u></b></p> <p>No new Planning Applications in the period week 46 13/11/19 to week 49 04/12/19.</p> <p><b><u>Update: WH/19/01278/DOM - Case Officer: William Price</u></b> 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; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PRA0TZERKRC00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PRA0TZERKRC00</a></p> <p>No revised proposed plans have been lodged with CDC, or received by the PC as yet.</p> <p><b><u>WH/19/02346/REM - Case Officer: Rhiannon Jones</u></b> 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; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PXO8LNERHRA00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PXO8LNERHRA00</a></p> <p>The Parish Council have yet to review this application in detail. It was previously agreed that a meeting should be arranged between the BDW and the PC, to be set up by the Parish Clerk asap.</p> <p><b><u>Decision:</u></b> None</p> <p><b><u>Appeal:</u></b> <b><u>WH/18/02003/FUL</u></b> - Case Officer: Daniel Power Mr &amp; Mrs Ubsdell Greytiles Claypit Lane Westhampnett PO18 0NU Demolition of existing garage, construction of additional dwelling and associated works, subdividing plot. O.S. Grid Ref. 488291/106337 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PD1250ERI4Q00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PD1250ERI4Q00</a></p> <p>Refused on 07/03/2019, due to siting, height, size, bulk, mass, and scale, and inappropriate development of residential gardens</p> <p>Appealed 17/07/19, dealt with by Written Representation. <u>Dismissed 29/11/19.</u></p> <p><b>Cllr Hunt then left the meeting at 7-46pm.</b></p>	

243/19	<p><b>COMMUNITY HALL:</b> Updates were received in regard to:</p> <ol style="list-style-type: none"> <li><b>Build /Completion:</b> The Parish Clerk advised that there is some minor snagging left to deal with and that the Fire Risk Assessment had been carried out. A few small points needed attention, most already done. The matter of the ramp / wall to have railings will be followed up during December.</li> <li><b>Finances of the Build &amp; Fitting Out Equipment:</b> The Parish Clerk advised that no further build payments were made, and equipment needed by the Opening Date had been purchased. More items are to be purchased from the list agreed as soon as possible.</li> <li><b>Management Committee:</b> Nothing to report.</li> <li><b>Policies and Procedures:</b> Nothing to report.</li> <li><b>Bookings and Website:</b> Cllr Holden reported he is updating the Hall website and doing blogs twice a week to start with. Bookings are in for almost every weekday in January and February, and on some weekends, only about 8 days with nothing on. The Hall is being advertised on 3<sup>rd</sup> Party sites, including CDC site. Bookings take a lot of time and it was remarked that eventually there needs to be a Manager. A keysafe is needed.</li> <li><b>Finances – Income &amp; signatories:</b> Nothing to report.</li> <li><b>Review of Opening Ceremony / Christmas Event:</b> Cllr McLeish thanked the Team of Bob Keatley, Maggie Walsh, Gemma Young, Ros Craven, and all the Tree Team for all their hard work in making it a successful event. Out of a budget of £1,200 approximately £875 has been spent, may be more of any damage to repair when the Trees come down.</li> <li><b>Hall Cleaning &amp; any other Items:</b> Vikki Hibbert has kindly agreed to clean the Hall on a regular basis, for which she will be paid.</li> </ol>	<p><u>LFL</u> <u>/JLH</u></p> <p><u>LFL</u></p> <p><u>LFL</u></p>
244/19	<p><b>VISIBLE “ENTRANCE” TO EACH PART OF THE PARISH – PERHAPS MARKED BY WHITE GATES ON THE VERGE?</b> As no further progress had been made this will now be looked at by Cllr McLeish. Any details obtained so far to be sent to her.</p>	<p><u>LFL/</u> <u>ALL</u></p>
245/19	<p><b>FOOTPATH BETWEEN MADGWICK PARK AND THE CHURCH:</b> The Parish Clerk 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>	<p><u>LFL</u></p>
246/19	<p><b>ALLOTMENTS:</b> The Parish Clerk 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>	<p><u>LFL</u></p>
247/19	<p><b>TO FURTHER DISCUSS FUTURE USE OF COMMUNITY WEBSITE</b> Cllr Holden suggested there should only be the PC and Hall websites with no further need for the Community website Westhampnett.org. whilst Cllr Burborough suggested that the Hall should be part of the Community website. After a discussion a final plan is to migrate all Community website content, split between the PC and the Hall websites, and then close the Community website. There would be a link from the PC to the Hall website and vice versa. This was proposed by Cllr McLeish and seconded by Cllr Holden.</p>	<p><u>WH</u></p>
248/19	<p><b>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA</b></p> <ol style="list-style-type: none"> <li>Cllr Burborough asked for it to be noted that there would be a report after the Transit Site Meeting on 10<sup>th</sup> December.</li> <li>Cllr McLeish asked it to be noted that there is a desire to assess the electrical connections ready for next Christmas &amp; potentially a potted / growing Christmas Tree?</li> </ol>	<p><u>LFL</u></p>
249/19	<p><b>PARISH FINANCIAL MATTERS:</b></p> <ol style="list-style-type: none"> <li>Noted that <u>additional CIL monies</u> had been received at £16,035.27 on 19<sup>th</sup> November. The use of the CIL monies to be discussed at the Budget meeting, see item 4.</li> <li><u>To approve the accounts up to 30<sup>th</sup> November 2019.</u> The Community Hall Account spreadsheet had been previously circulated to the Councillors. The Hall has so far cost £635k, 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 Freeman.</li> <li><u>The signatories on NS&amp;I Account</u> were reviewed and it was suggested that WPH &amp; JLH be removed, JF and SB be added, and CMcL and LFL be kept. This was proposed by Cllr McLeish, seconded by Cllr Burborough and the Parish Clerk now to action.</li> <li><u>The Finance Sub-Committee Budget meeting</u> for the precept is to be held on 11<sup>th</sup> December. Suggested additional items of new expenditure / events are Operation Bridge (the death of a significant Royal person) and VE Day Celebrations on 8<sup>th</sup> May.</li> </ol>	<p><u>LFL</u></p>
250/19	<p><b>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS:</b> None.</p>	
251/19	<p><b>DEALING WITH LOCAL ISSUES</b> Mrs Ros Craven, a resident, raised the suggestion of a Mothers and Toddlers at the Hall. This could be feasible, however there is no storage for toys etc at present. Suggestion to be kept for future thought.</p>	
252/19	<p><b>QUESTIONS BY THE PUBLIC</b> None.</p>	
253/19	<p><b>DATE OF NEXT FULL PARISH COUNCIL MEETING: 20th JANUARY 2020 AT WESTHAMPNETT COMMUNITY HALL</b> Noted.</p>	
254/19	<p><b>CLOSE MEETING</b> The Chairman closed the meeting at 8.28pm.</p>	

Signed.....  
Chairman of Meeting

Date.....