



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham  
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## Minutes of the Annual and Full Westhampnett Parish Council Meetings held at 7pm on Monday 11<sup>th</sup> May 2020 via Zoom

### Present:

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

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

8 members of the public also attended, including Mr A Ball (RR).

<u>Minute No</u>	<u>Item</u>	<u>Action</u>
98/20	<b><u>OPEN ANNUAL MEETING OF THE FULL COUNCIL &amp; TAKE APOLOGIES</u></b> Cllr McLeish welcomed all, and there were no apologies.	
99/20	<b><u>ELECTION OF CHAIRMAN FOR 2020/21:</u></b> The Council will elect a Chairman for the forthcoming year The only nomination for Chairman was Cllr McLeish. Her nomination was proposed by Cllr Holden, seconded by Cllr Burborough and all voted in favour.	
100/20	<b><u>DECLARATION OF ACCEPTANCE OF OFFICE:</u></b> The duly elected Chairman will make a Declaration of Acceptance of Office. Cllr McLeish signed the Declaration of Office, document to be provided to the Parish Clerk after the meeting.	<u>LFL</u>
101/20	<b><u>ELECTION OF VICE-CHAIRMAN FOR 2020/21:</u></b> The Council will elect a Vice-Chairman for the forthcoming year The only nomination for Vice-Chairman was Cllr Holden. His nomination was proposed by Cllr McLeish, seconded by Cllr James and all voted in favour.	
102/20	<b><u>DECLARATION OF ACCEPTANCE OF OFFICE:</u></b> The duly elected Vice-Chairman will make a Declaration of Acceptance of Office. Cllr Holden signed the Declaration of Office, document to be provided to the Parish Clerk after the meeting.	<u>LFL</u>
103/20	<b><u>TAKE OVER THE RUNNING OF THE MEETING:</u></b> Cllr McLeish then took over the running of the Meeting in her role as Chairman of Westhampnett Parish Council.	
104/20	<b><u>DISCLOSURE OF INTERESTS:</u></b> Cllr Burborough - Rolls Royce (as place of work but not a direct employee).	
105/20	<b><u>APPOINTMENT OF COMMITTEE MEMBERS AND APPOINTMENT OF EXPERTS</u></b>  <u>Finance:</u> The following were nominated - Cllr McLeish, Cllr Burborough, Cllr Moth and the Parish Clerk/RFO. These were proposed by Cllr James, seconded by Cllr Holden.  <u>Community Hall:</u> The following were nominated – Cllr Holden and Cllr Moth. These were proposed by Cllr Burborough, seconded by Cllr McLeish.  <u>Village Green:</u> Mr Bob Keatley to be appointed as expert for Play Area inspections on Village Green and Richmond Road. Proposed by Cllr James, seconded by Cllr McLeish.  <u>Planning:</u> Mrs Jean Hardstaff to be appointed as expert for planning matters. Proposed by Cllr Holden, seconded by Cllr Burborough.	

**ANNUAL REPORT OF THE COUNCIL GIVEN BY THE PREVIOUS VICE-CHAIRMAN FOR THE Y/E 31<sup>st</sup> MARCH 2020****Report given by Cllr McLeish:**

I have been a parish councillor for about 15 years and have never experienced such a momentous and busy year! Although the Parish Council has been involved in many activities, I will be as brief as possible and will omit some of the things that we have been involved in.

There were many changes to the council last year with some new faces joining and then leaving, Chairman Bill Harding retiring, followed by some familiar faces kindly returning, Cllr Sharon Burborough and Cllr Caroline Moth and a welcome to Cllr Windsor Holden.

Due to the expansion of the population of Westhampnett, there should be nine possible councillors, but at the present time, only five are filled.

Despite of all these changes, the Parish Council has been extremely busy and productive.

- The long-awaited Community Hall was finally built and fitted out and was warmly received by Westhampnett residents.
- We held a very successful Community Hall opening Ceremony and Christmas Tree event with Susan, Duchess of Richmond officiating which was attended by the community and guests who had helped bring the project to fruition
- The Community Hall Website was launched to assist with advertising and booking
- Towards the end of the year, the shared Cycle Path was completed with three new bus shelters installed
- We notified BT about the damaged phone box In Westerton which was swiftly repaired by BT
- We supported the need for a speed limit reduction on Madgwick Lane from 60mph to 40mph

Some of the ongoing projects

- Liaison with WSCC regarding Parking planning and restrictions
- Traffic congestion at shift change with RR
- Speeding Traffic with Sussex Police and others
- Foul sewer problems with Southern Water
- Drainage issues at Westerton Lane with WSCC and Goodwood
- Ongoing Air quality monitoring and fire risk at the HWRS with WSCC / Viridor
- Landscaping around Community Hall involving weeding, seeding and planting trees
- General upkeep of public footpaths & gates, hedges etc on Goodwood land with Goodwood, the Village Green and Play area and the Richmond Road Playing Field and equipment
- Visible entrance "gates" to each part of the Parish to hopefully reduce speeding
- New path from Madgwick Park to Church
- Allotments for 2021 on the Madgwick Park estate
- VE75 Bench overlooking the airfield
- We would also like some of your ideas for additional indoor and outdoor facilities for the Parish

Councillors regularly attend

- Liaison on Travellers Transit Site with CDC & WSCC
- Goodwood Aerodrome and Motor Circuit Meetings
- WSCC South Chichester County Local Committee
- CDC All Parishes Meeting
- Planning Applications are reviewed and assessed for impact on the area.

None of these successes would be possible without a team of people. In particular, thanks to

- Mrs Jean Hardstaff - for her design work on the Community Hall, project managing and sensible planning advice
- Reillys Construction Ltd for their professional build of the Community Hall and speedy assistance when required
- CDC Cllr Henry Potter and WSCC Cllr Jeremy Hunt for being able to advise and assist with Parish support
- Mr Andrew Ball, Rolls Royce, for assistance with Parish events including the Hall opening
- Thank-you to the Community Hall Committee and other helpers who have made the Hall a success and to the Hall Opening Committee who made the event so successful
- The Westhampnett Hub Coronavirus Volunteers, in particular Mrs Maggie Walsh and Mr Bob Keatley for spearheading this much needed facility
- To the enthusiastic Westhampnett Volunteers for their behind the scenes work in keeping our area mowed and trimmed. The work undertaken in the summer to renovate FP 417 has made the walk from Maudlin to Westerton so much easier. Grateful thanks to Mr Geoff Hardstaff who is stepping down from the group
- Thank you to all the councillors for the hours of work they put in to make living in Westhampnett as enjoyable as possible
- Thank you to Mrs Linda Lanham for being such an efficient clerk and all she does for the community

I would like to close this now by asking you to consider becoming a Councillor, there are 4 vacancies. Many hands make light work and it is an opportunity to help make a difference to the area.

Thank you

Claire McLeish

There were no questions arising from this report.

107/20	<p><b><u>ANNUAL REPORT ON THE AUDITED ACCOUNTS OF THE COUNCIL FOR THE Y/E 31<sup>st</sup> MARCH 2020</u></b></p> <p><u>Report of Mrs L Lanham, Parish Clerk and Responsible Financial Officer at the Annual PC Meeting</u></p> <p>The Annual Return for 2018-19 was circulated to and approved by the Council. It was then examined by the internal auditors who assigning positive assurances in each relevant category. This was then approved by the external auditors who made no comments on the accounts.</p> <p>The Annual Return for 2019-20, together with a detailed breakdown of the various budget headings is currently being finalised prior to approval by the Council, and submission to the internal and then external auditors.</p> <p>The Council held the precept payable in 2019-20 at the same amount per taxpayer as the year before, but due to the additional council tax base (more housing being built) the actual value of the precept for the year was £43,210. As the council tax base has again increased since 2019-20 the amount to be paid per taxpayer has been kept the same but will provide a higher income to the Council. The Council approved the precept for the coming year 2020-21 at £54,125.</p> <p>The Council holds one Barclays Bank account for general day-to-day expenses, and one NS&amp;I investment account for all the monies for the building of the Community Hall, the Maintenance of the Village Green and accumulated CIL monies.</p> <p>The Community Hall build was completed during the year, with handover on 2<sup>nd</sup> September 2019, and official Opening on 30<sup>th</sup> November 2019. Final works are hoped to be done during Summer 2020 which has been delayed from Spring due to the Coronavirus pandemic. The build is expected to have cost in the region of £654,000 once finalised.</p> <p>The Community Hall fitting out was facilitated by NHB grants and some items of the planned equipment are still to be purchased, again delayed due to the Coronavirus pandemic. These will be purchased in Summer 2020.</p> <p>The Council continues to manage its finances prudently, and significant capital projects are only pursued when grants can be secured, or funds have been reserved for such purposes.</p> <p>There were no questions arising from this report.</p>	
108/20	<p><b><u>CLOSE THE ANNUAL MEETING OF THE FULL COUNCIL:</u></b> The Chairman closed the meeting at 19-18pm.</p>	
109/20	<p><b><u>OPEN FULL COUNCIL MEETING AND TAKE APOLOGIES</u></b> Cllr McLeish welcomed all to the Full Parish Council meeting and confirmed there were no apologies.</p>	
110/20	<p><b><u>DISCLOSURE OF INTERESTS:</u></b> Cllr Burborough - Rolls Royce (as place of work but not a direct employee).</p>	
111/20	<p><b><u>CONFIRM MINUTES OF THE ANNUAL MEETING OF ELECTORS</u></b> held on 29<sup>th</sup> April 2019. To be actioned at this meeting as no Annual Meeting of Electors is to take place in 2020 due to Coronavirus legislation.</p> <p>The Minutes for the Annual Meeting of Electors held on 29<sup>th</sup> April 2019 were accepted. Cllr James proposed that they be approved, this was seconded by Cllr Holden, all were in favour and they were then signed by the Chairman, to be provided to the Parish Clerk after the meeting.</p>	LFL
112/20	<p><b><u>MATTERS ARISING:</u></b> To deal with any matters arising from the Minutes of the last Annual Meeting of Electors. None.</p>	
113/20	<p><b><u>CONFIRM MINUTES OF THE LAST FULL PC MEETING</u></b> held on 20<sup>th</sup> April 2020</p> <p>The Minutes for the Parish Council meeting held on 20<sup>th</sup> April 2020 were accepted. Cllr Burborough proposed that they be approved, this was seconded by Cllr James, all were in favour and they were then signed by the Chairman, to be provided to the Parish Clerk after the meeting.</p>	LFL
114/20	<p><b><u>MATTERS ARISING:</u></b> To deal with any matters arising from the Minutes of the last meeting. None.</p>	
115/20	<p><b><u>REVIEW OF EFFECTS OF CORONAVIRUS ON WESTHAMPNETT PARISH COUNCIL &amp; RESIDENTS</u></b></p> <p>Cllr Holden gave a review of the activities that had been undertaken by the Parish Council in these unprecedented times. The volunteer group of Mrs Maggie Walsh, Mr Bob Keatley, Mr Mark Mason and others have continued to obtain groceries and prescriptions for residents, but the demand is now tailing off. The Hall Bookings mobile phone is now back with Mr Richard Skillern. If another peak happens then the volunteers can mobilise again. As the Coronavirus is roughly half that in other parts of the country, we have not been affected so badly, however the situation is likely to be with us for the foreseeable future, and some effects will be long lasting.</p>	
116/20	<p><b><u>REPORTS FROM EXTERNAL BODIES: including District and County Councillors and local organisations</u></b></p> <p><b><i>CDC Cllr Henry Potter read out his Report:</i></b></p> <p><i>May 2nd 2019 saw the Local Elections take place for District and Parish Councils. This election for Chichester was for a reduced number of Councillors due to the revised boundary changes recommended by the Boundaries Commission, down by 25% from 48 to 36. What this meant for us, first of all, was a change of the name of the Ward from Boxgrove to the Goodwood Ward, and secondly Westhampnett was split from Lavant (which joined Funtington) and was united with West Dean, Singleton, East Dean, Upwaltham, Eartham and Boxgrove. This resulted in fewer Members of the various Committees and a proportionate rise in the work-load. However, it seems to be working thus far. Two of the Senior Management team took early retirement last year, Steve Carvell and Paul Over, Paul has been the lead Officer</i></p>	

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bringing the Southern Gateway Project to fruition but he left his retirement until December after the Special Full Council had agreed the selection of the preferred bidder, Henry Boot Developers, as the lead contractor. HBD is currently, Cv 19 permitting, working up plans and a schedule of works to progress the project. The big question here is funding, once this pandemic looks to be over a review of available finances will surely play a huge part in the future, not just the SGP, but the whole of CDC's operations.

Work continues on the review of the District Local Plan, it was behind schedule since the beginning of the year, it is even further behind now due to the current disruptions. However, the Secretary of State for Housing and Communities is likely to allow the deadline for the submission of the review to slip well beyond July this year.

Another area of the Councils remit is Waste Management which has, as usual been dealt with in the most professional way, particularly during the past 6 weeks. Staff were diverted from other duties or recruited, trained and deployed to cover for those who were obliged to self-isolate and the freighter schedules maintained throughout. Streets are being cleaned and many extra Fly Tips are being dealt with. Many of the homeless, rough sleepers have been helped into accommodation off the streets. Diane Shepherd and her staff at the Council really are to be commended for the effort being put in. Council Meetings resumed last week with a Planning Meeting being held virtually using the Zoom platform. Trials have been tested and appear to work well. It may even point to a way forward in the future! Several PCs are adopting this way of continuing to hold meetings. It's certainly different but it's not difficult.

As you know, the Application for the extension to the Chichester Contact Services was debated at this first virtual Planning Meeting. Despite lengthy representations from Cllr. Simon Oakley and myself detailing, to all Committee Members, the failings of Southern Water's handling of foul water through Westhampnett, the fact that SW had granted a licence for the District Council to discharge this additional water into their network was sufficient to allow the Application. Disappointing to say the least, but it will be further ammunition if the situation at Coach Road worsens in the future. Incidentally, there were no comments from SW in the Agenda documents.

Needless to say, progress on the Strategic Development Site at Tangmere has stalled which could be a serious threat to the Councils requirement for a five-year supply of land for housing as demanded by the NPPF. The compulsory Purchase Order has been shelved until working routines return to near normal.

The newly appointed Climate Change Officer takes up her appointment in a few days, it will be interesting to discover what is to be achieved to improve the Environment. During this 'lockdown' period I did ask for comparative readings at the various Air Quality reading meters at various locations around the City and one in Midhurst to compare with normal times, but I've heard nothing yet! However, this will be discussed at an Environment Panel Meeting this coming week.

As I reach a conclusion to this report, I have just received the agenda and Reports for the virtual Cabinet Meeting scheduled for the 12th May. it's a Public Document and it contains the DC's response to the Cv18 pandemic. The impact on the finances of the Council are of serious concern as the deficit in the Councils Budget plans are predicted to be £8.25 MILLION! The Council does have substantial reserves thanks to careful, prudent management of our finances over a number of years, but I do fear for those Authorities that are not so well off. And, will we be penalised for this prudence if and when additional grant funding is handed out?

The future looks nothing like as bright as it did in February.

Henry Potter. CDC Ward Member for Goodwood.

In regard to the CDC Depot Planning Application - Mr Bob Keatley, resident, asked if conditions relating to the discharge in the sewerage system had been imposed on CDC. Cllr Pooter replied No, but any surplus would be tankered away. Mr Keatley went in to ask if CDC Planning Committee were aware about discharge from Madgwick Park into the sewerage system leading to Coach Road, in spite of planning conditions saying it should be tankered. Cllr Potter said he was surprised by this and would ask CDC Planning Office and report back.

Cllr Potter asked if the Parish Clerk had received some particular signs, as he had 4 large ones he could drop off to her. She said no, and he confirmed he would do this.

**WSSC Cllr Jeremy Hunt then read out his report:**

**Parish Update 11/05/20**

Good evening, I trust that you are all keeping well. Just a few updates tonight:

First of all, as I am sure you are aware, the Waste Recycling site has re-opened to-day. This is now in line with Government guidance, which also clearly states that people should only visit the site for essential purposes, such as if there is a risk of injury or harm to health by retaining your waste. Only garden waste and residual waste will be accepted. We are also limiting access to cars only, no vans or trailers. There will be social distancing and access will be controlled, so I suspect there could be some traffic issues. If there have been any today I hope things will settle down once the initial rush, hopefully, subsides. I have been in discussions with RR, so they are aware of what is happening. For more information, please see the following press release: <https://www.westsussex.gov.uk/news/county-council-confirms-how-and-when-household-waste-recycling-sites-will-reopen/>

Secondly, with regard to the Chichester Parking Management Plan, the members of the Chichester South County Local Committee will be discussing the outcomes of the recent TRO Consultation at a meeting later this week. Unfortunately, because of the current situation with lock down, it will not be possible to hold this meeting in public. However, as far as Westhampnett is concerned I can confirm that we only received 22 comments, 11 against, 8 for and 3 who might support with some changes. I believe that the recommendations will be that we implement the Westhampnett scheme and I just wanted to make sure the PC are still in fully supportive of that scheme.

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*With regard to Westerton Lane and the possible Operation Watershed application, I understand that the notes I sent to Linda have been distributed to you and I am assuming that you wish to go ahead with the scheme. The first thing is to liaise with Goodwood and I did offer that Garry and I could negotiate with them. I left this question with you, so perhaps we could pick up on that point tonight.*

*With regard to the present Covid-19 situation, I'm sure you are all fully up to date with the latest national statistics, but to update you as far as WS is concerned, a few bullet points:*

- *As of 10th May there were just over 1200 recorded cases in the County, according to the latest data from Public Health England.*
- *The WSCC Community Hub continues to operate seven days a week, from 8.00am to 8.00pm, with a dedicated web page and a telephone helpline: 033 022 27980. (<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/>)*
- *We have now received over 8,000 contacts into the WSCC Community Hub and have responded to over 1,000 urgent requests for food, medicine or welfare checks. We now have a newly developed COVID19 information system which enables us to make immediate referrals to locality-based support and to offer information, advice and guidance on an extensive range of topics.*
- *Our Library Service staff are now rolling out a phased programme of contacting those people who are on the shielded list, and who originally indicated that they do have access to food and supplies, in order to make sure that they are still okay.*
- *We continue to have adequate acute hospital capacity in West Sussex, with occupancy levels below 60%, against a usual position of 99-100%. This equates to 3-4 large wards of acute beds. Our local system continues to have a significant amount of empty community bed capacity ready for a rise in demand. There is currently no delay in patients requiring a transfer of care.*
- *Hospital discharge hubs continue to work in partnership with local NHS organisations working hard to ensure patients are discharged safely with minimal delay. Our local NHS partners have asked us to keep a focus on mental health discharges and our teams are making sure these can continue in a safe and supported way, in the context of a reduced workforce.*
- *WSCC continues to maintain its own PPE Stocks for its own needs and is receiving regular deliveries from suppliers. WSCC has, at the current level of use, enough stocks of basic items to meet demand throughout May. However, if these stocks are required to support the wider care sector they may deplete much sooner.*
- *WSCC F&RS continues to support the Sussex Resilience Forum by receiving at Horley Fire Station (WSFRS) the National PPE deliveries; from where they are distributed to Care homes across the County.*
- *Financially, we have agreed an additional Covid-19 3-month uplift of 10% for all those residents that we support in the residential and nursing home market, to alleviate some of the financial impact on the market. Similarly we have also agreed a 3-month uplift with our domiciliary care providers.*
- *The County Council is working hard to understand the long-term financial implications of Covid 19 – which I'm sure you can imagine are going to be huge. Currently, we are predicting that the cost for this financial year alone could be in the region of an additional £80m. Obviously this is still only a prediction and relies heavily on how long the lockdown continues, and over what time span we come out of it.*
- *Currently, as part of the Governments £6.2bn package to support LA's, WSCC has received c£36m to help meet the challenges we face, for which we are very grateful. However, as you can see from the figures above, the impact we could be facing is well in excess of that figure, so we will obviously continue to lobby the government for further funding.*
- *Incidentally our Districts and Boroughs, with whom we are working very closely, have also received between them nearly £9m to support their work and additional costs. Of this, CDC has received £1.25m. This does not include any grants paid directly to the D's and B's for caring for the homeless and of course the money they received to pay out directly to small businesses.*

*Lastly, just a reminder about our dedicated webpage which covers virtually all aspects in relation to Coronavirus. It also contains many links to other websites where you can find additional information, including a link to the CDC hub. This page can be found at <https://www.westsussex.gov.uk/campaigns/coronavirus-covid-19/> and it is updated daily. At the moment we are also continuing to issue our Town and Parish News, as well as regular press releases (<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>). Please check these sites regularly, particularly both our Coronavirus website and the CDC coronavirus website, for regular updates.*

*Finally, a personal thank you from me to all your residents for following the government guidelines through these difficult times. I would also like to give a special thank you to any of your residents who are continuing to work through this period in order to maintain our vital services. Obviously at the forefront of our thoughts are those working on the frontline, in both the NHS and in care homes, including those providing care in the community. But we must never forget the many other people doing important work to keep our communities going, such as the postmen, the waste collection staff, those staffing our community hubs, volunteers supporting local hubs, the many people working in businesses who have turned to producing vital PPE – and the businesses as well of course – our police, our F&RS personnel, PC members working hard to keep their communities safe, and many, many more. To them all I would like to give a huge personal thank you. Thank you.*

<p><b>116/20 Cont.</b></p>	<p>Jeremy Hunt – West Sussex County Council Member for Chichester North, c/o Cabinet Office, County Hall, West Street, Chichester, PO19 1RQ, E:Mail <a href="mailto:Jeremy.hunt@westsussex.gov.uk">Jeremy.hunt@westsussex.gov.uk</a> Tel: 0330222419536</p>	
	<p>In regard to the <u>HRWS</u>, residents confirmed there have been no real queues. Cllr Moth remarked that in dropping off items to the HWRS it seems that items should be in black bags, even though they could have been loose.</p> <p>The Parish Council confirmed that they are still in support of the <u>Chichester Parking Management Plan</u> in relation to Westhampnett. The Parish Clerk to confirm this to Miles Davey, WSCC.</p> <p>The Parish Council had confirmed that a meeting with Goodwood is required for <u>Operation Watershed</u>, so Cllr Hunt will arrange this, with Cllr Windsor Holden and Mr Geoff Hardstaff also on the project. Also, he will ask Gary Rustell, WSCC, to supply the names of the 2 other WSCC approved contractors to ask for quotes for this project.</p> <p>Cllr James asked if the <u>new bus shelters</u> are to have glass installed? The Parish Clerk updated the meeting with the latest information, which is that the specially toughened glass is currently with the suppliers who are closed. More news on a delivery date is awaited.</p> <p><b><u>Mr Andrew Ball (RR) read out his report:</u></b></p> <p><b>Return to work</b></p> <ul style="list-style-type: none"> <li>• <i>Rolls-Royce Motor Cars ('R-RMC') returned to work on Monday 4 May - the first automotive manufacturer in Britain to resume full production.</i></li> <li>• <i>The company is operating a single production shift each day, compared to its usual two – around 1000 people. The production shift will run from 06.00 to 14.30.</i></li> <li>• <i>Many of those in support roles who are able to work from home will continue to do so, in accordance with official Government guidelines.</i></li> <li>• <i>A strict regime of safety measures has been introduced, in compliance with Public Health England (PHE) guidelines. The wearing of face masks has been made compulsory on arrival at the Home of Rolls-Royce, extra handwashing facilities have been provided and working practices have been altered to allow social distancing. A number of other safety measures have also been implemented.</i></li> <li>• <i>Although many sectors have been closed down almost entirely under emergency Covid-19 legislation, the Government has always encouraged manufacturing industry to remain operational wherever possible. Rolls-Royce voluntarily ceased production on March 23 to protect its 2,000-strong workforce.</i></li> <li>• <i>All employees returning to work have been reminded that they must park on site, respect local speed limits and respect local residents by leaving the site quietly and safely.</i></li> <li>• <i>Buses are in operation from the Technology and Logistics Centre in Bognor Regis. Numbers of available seats been reduced in compliance with PHE guidelines.</i></li> <li>• <i>And finally...It is with a fitting sense of historical symmetry that production resumed at the Home of Rolls-Royce today, 4th May, on the anniversary of the first meeting of Charles Rolls and Henry Royce on 4th May 1904. It was at this meeting that Rolls first declared of Royce, "I have met the greatest engineer in the World".</i></li> </ul> <p><b>Supporting the local and national effort</b></p> <ul style="list-style-type: none"> <li>• <i>At the same time as returning to production, Rolls-Royce Motor Cars will maintain its support of local and national efforts to tackle the Covid-19 pandemic.</i></li> <li>• <i>This includes producing kits for face visors and protective gowns for frontline healthcare workers and mobilising a fleet of cars with volunteer drivers to make deliveries for the NHS and local charities. The company's Leathershop will produce all of the face masks worn by employees.</i></li> <li>• <i>Complimentary copies of the Chichester Observer, funded by Rolls-Royce, were delivered to 500 neighbouring properties for three weeks in April.</i></li> <li>• <i>Rolls-Royce is also providing support for other local enterprises returning to work or staying open to serve their customers in these unprecedented times. Throughout May, Rolls-Royce is funding a weekly double-page spread in the Chichester Observer that will allow local companies and independent businesses to advertise free of charge. This also has the support of Chichester District Council.</i></li> </ul> <p><b>Planning applications</b></p> <ul style="list-style-type: none"> <li>• <i>No new applications to advise of.</i></li> <li>• <i>Questions asked by Parish Council on existing application have been answered.</i></li> </ul> <p>Mr Ball added that the Leather Cutting machine had also been used to cut scrubs for the Sew Sussex Seamstresses.</p> <p>The Parish Council thanked Mr. Andrew Ball for the copies of the Chichester Observer that were supplied to residents free of charge by RR.</p> <p>Mr Don Milton, a resident, asked if Mr Ball has any news if / when full 2 shift working would return. Mr Ball said there are cars in the pipeline, and they are receiving orders from around the world, eg China and Korea. The meeting concluded that the traffic may stay good for a while longer.</p>	<p><u>LFL</u></p> <p><u>JH</u> <u>JH</u></p> <p><u>LFL</u></p>

117/20	<p><b>MEMBERS' REPORTS:</b> To receive reports from Members where not covered in agenda below. None.</p>	
118/20	<p><b>UPDATE ON REQUESTS RECEIVED BY PARISH CLERK</b></p> <p>The Parish Clerk advised that since the last Parish Council meeting, permission to place the <u>VE75 Commemorative Bench</u> in the desired location at the junction of FP 416 and FP 417 at Westerton, had been given by Goodwood, subject to the approval of the Farm Manager. A meeting is to be arranged, and Cllr Holden offered to work with Mr Geoff Hardstaff on this project. After that, the design and security of the bench, and the wording of the plaques needs to be addressed.</p>	<p><u>LFL</u> <u>LFL</u></p>
119/20	<p><b>PLANNING MATTERS: To receive a report on recent planning applications</b></p> <p><u>Planning Update since the last Parish Council Meeting on 20th April 2020</u></p> <p><u>New Planning Applications for the period week 17 (22/04/20) to week 19 (06/05/20) inclusive</u></p> <p><u>WH/20/00784/LBC</u> - Case Officer: William Price Mr John Brown The Close Stane Street Westhampnett PO18 0NT 1 no. replacement external door with side panel and window on ground floor, removal of internal door and partition wall, new drainage pipe routed through existing wall below ground floor level and connected into existing drain, replacement ground floors, new suspended ceilings and 2 no. replacement chimneypieces and hearths. O.S. Grid Ref. 488046/106163 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q7DQ9VERH2Z00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q7DQ9VERH2Z00</a> The Parish Council has no comments to make. <u>Update on outstanding Planning Applications</u></p> <p><u>WH/20/00097/FUL</u> - 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> To be considered by the CDC Planning Committee, date not known, possibly 3rd June 2020</p> <p><u>WH/20/00736/TPA</u> - Case Officer: Henry Whitby Mr Paul Calvesbert Hadley House Claypit Lane Westhampnett Chichester Fell 1 no. Cypress tree (T6), 1 no. Sycamore tree (T7) and 4 no. Ash trees (T2, G8, T9 and G10) within area A1, subject to WH/73/01077/TPO. 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=Q72TVVER0SR00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q72TVVER0SR00</a> Decision pending by CDC Planning by 7th May, now overdue.</p> <p><b>Decisions</b></p> <p><u>WH/20/00445/FUL</u> - Case Officer: William Price c/o Agent Rolls Royce Motor Cars The Drive Westhampnett Chichester Installation of plant and associated works. O.S. Grid Ref. 488512/106717 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q5P6I9ERFU700">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=Q5P6I9ERFU700</a> This was Permitted on 20/04/2020. Conditions to be compiled with at all times following completion of the development include:</p>	



119/20  
Cont.

5) Notwithstanding any indication on the approved plans or documents, the plant hereby approved shall only be operated between the hours of 06.00 and 23.30 on any day from Monday to Friday and only between the hours of 06.00 and 12.00 (noon) on Saturdays. It shall not be operated outside these hours on these days or at any time at all on a Sunday or on a Bank or Public Holiday.

Reason: In the interests of the amenity of the surrounding area and neighbouring residential properties

WH/20/00461/TPA - Case Officer: Henry Whitby

Mr Toby Pointing

Dovecote View Claypit Lane Westhampnett PO18 0NU

Fell 2 no. Ash trees (T1 and T2) within Area, A1 subject to WH/73/01077/TPO.

O.S. Grid Ref. 488218/106252

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q5U6ZCERFXA00>

This was Permitted on 21/04/2020.

Conditions to be compiled with at all times include:

2) Within the first planting season following the completion of the proposed felling of 2 no Ash trees (T1 and T2) within Area, A1 subject to WH/73/01077/TPO, 2 no. suitable native species (for example Field Maple or Hornbeam or Yew) of replacement trees shall be provided in positions as near as practicable to the locations of the original trees to be felled and with heights of at least 2 metres when such planting is carried out. The location and species types to be agreed in writing with the Local Planning Authority prior to planting. Any root balled trees shall be planted in accordance with standard arboricultural practices as set out in British Standard BS 8545: 2014 (Transplanting Root Balled Trees). In the event that any such trees die or become seriously damaged or diseased within a period of 5 years following planting they shall be replaced in the next planting season with others of a similar size and species. Reason: In the interests of the amenities of the locality.

WH/19/03202/FUL - 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; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q31XU5ER0UX00>

Due to changes to documents on website on 16th April, PC re-assessed and submitted the following additional comments on 09/04/20:

I have been instructed by Westhampnett Parish Council to send this email to you stating their further concerns with this Planning Application in regard to foul sewerage:

The Parish Council considers that there is insufficient capacity in the local foul sewerage network including the Coach Road Foul Water Pumping Station.

Whilst the comments, made by your Coastal Protection & Land Drainage Officer, Dominic Henly, on 7th April stating that it is for Southern Water to determine whether there is sufficient capacity in the local sewerage network, have been made in good faith, he probably does not live in the Parish and therefore has not had the benefit of local knowledge and experience of the continuing problems with over capacity of the sewer in Coach Road where there have been numerous incidents of foul sewage flooding requiring the necessity to overpump from the Coach Road Pumping Station.

CLlr Henry Potter is on public record criticising the performance of Southern Water for the considerable inconvenience and prolonged disruption that is caused whenever the sewers surcharge and cause foul water flooding in this area.

The Parish Council requests that a condition is imposed upon Southern Water to prevent any discharge from this development into the local foul sewer during times of foul water flooding, or when overpumping at the Coach Road Pumping Station, is required, or when the foul sewerage network is surcharging.

Examples of recent foul water flooding on householders property in this vicinity can be provided upon request.

To be considered by the CDC Planning Committee on 6th May 2020.

The PC was asked if they wish to speak to at the meeting. Due to no Councillors being available to attend via Zoom, CDC accepted a further written statement as follows:

Westhampnett Parish Council - Statement for CDC Planning Committee 6th May 2020 with regard to:

Ref 19/03202/FUL 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



119/20 Cont.	currently is on top of Tudor historic wall. Chichester Contract Services Stane Street Westhampnett Chichester West Sussex PO18 0NS	
	<p>This statement has been submitted on 5th May 2020 by the Parish Clerk on behalf of Westhampnett Parish Council and residents, as none are able to attend the Planning Committee Meeting to be held via Zoom on 6th May 2020.</p> <p>Thank you for inviting us to address your Committee.</p> <p>We have lodged an objection to this development on the grounds that there is insufficient capacity in the local foul sewerage network including the Coach Road Foul Water Pumping Station.</p> <p>CDC Cllr Henry Potter's full report concerning sewage overflowing onto a property in Coach Road is on record. Although Cllr Simon Oakley liaised with Southern Water to alleviate the issue, Cllr Potter states that the new network pipeline, which is still under construction, will not ameliorate the need to over-pump at Coach Road and he states that it is a disgrace in this age.</p> <p>Over-pumping is required when the system is surcharging or when repairs are carried out after the rising main has failed or when the system is overwhelmed by the infiltration of groundwater.</p> <p>We request that a planning condition is imposed to restrict any foul sewage discharge from the Commercial Vehicle Washing Station during times of foul water flooding or when over-pumping at the Coach Road Pumping Station is required or when the foul network is surcharging due to groundwater infiltration.</p> <p>The Trade Effluent Licence for the Washing Station permits a discharge of 5 litres per second into the public sewer up to a maximum of 4.9 cubic metres in a 24-hour period.</p> <p>On 30th May 2017, your Council discharged conditions 4 &amp; 5 of WH/17/01221 Land North of Stane Street Madgwick Lane Westhampnett West Sussex (now called Madgwick Park). Because the new pipeline running to Tangmere Waste Water Treatment Works was not ready to take flows from Madgwick Park you stated, "Southern Water has agreed to remove sewerage by tankering from the development for up to 125 dwellings per year beyond 2018"</p> <p>According to correspondence between Southern Water and a local resident, foul water from Madgwick Park is now being discharged into the Coach Road network. Is this correct and, if so, is your Council aware of this arrangement and under what circumstances was this new connection permitted? In addition, the Coach Road network will now be receiving foul water from the WSCC Traveller Transit Site.</p> <p>In our opinion it is untenable for a Local Authority to grant itself planning consent for a proposal in the full knowledge that it has the potential to exacerbate a well recognised local foul water flooding problem.</p> <p>Thank you for listening to and considering our genuine concerns. We reiterate our request for you to please impose a condition restricting the discharge from the Commercial Vehicle Washing Station into the local foul sewer during times of foul water flooding or when over-pumping at the Coach Road Pumping Station is required or when the foul sewerage network is surcharging due to groundwater infiltration.</p> <p>End.</p> <p>This was Permitted on 06/05/2020.</p> <p>As at 11/05/20 - the Decision Notice is not available online as yet.</p> <p><b><u>Linda Lanham, 11.05.20</u></b></p>	
120/20	<p><b><u>REVIEW OF FLOODING AT WESTERTON AND APPLICATION TO OPERATION WATERSHED</u></b></p> <p>This matter was covered in Minute 116/20 above.</p>	<b><u>JH</u></b>
121/20	<p><b><u>SOUTHERN WATER RE: FOUL SEWERS CAPACITY IN STANE STREET:</u></b></p> <p>The Parish Clerk sent an email on behalf of the Parish Council to the CEO of Southern Water, Mr. Ian McAulay on 4<sup>th</sup> May, asking how it can be that Southern Water can allow more and more foul water to go into the sewerage system in Stane Street / Coach Road, when the over capacity is well known by themselves, and requesting a meeting on site to discuss this matter. A reply is awaited.</p> <p>CDC Cllr Potter said he would raise the matter with Mr Tony Whitty, CDC Planning.</p>	<b><u>LFL</u></b> <b><u>HP</u></b>
122/20	<p><b><u>STATE OF FOOTPATH 417 &amp; SOUTHERN WATER WORKS:</u></b></p> <p>It was confirmed that FP 416 and FP417 are both in good condition after the dry weather and remedial works by MGJV / Southern Water. Sidengreen Lane needs landscaping, and although letting nature takes its course will help, the current amount of rutting is making the mowing very difficult at the junction with FP 416.</p> <p>The Parish Clerk is to get in touch with the MGJV / Southern Water Senior Site Agent Mr Steve Mckendrick to ask if some smoothing off can be done to the surface. Also, to confirm if tarmac is to be laid on the area on FP 417 currently covered in hoggin materials.</p> <p>It was noted that the Volunteers need to be careful when mowing FP 416 as the Decorative Pebbles that have been left in support of the NHS are now nestled in the grass. The Parish Clerk to advise the Volunteers.</p>	<b><u>LFL</u></b> <b><u>LFL</u></b>

123/20	<p><b><u>COMMUNITY HALL:</u></b></p> <ol style="list-style-type: none"> <li>1. It was noted that no work has been carried out by Reilly's due to Coronavirus work shutdown.</li> <li>2. It was noted that a £10,000 Business Grant has been received from CDC to assist with Hall costs / Loss of income due to Coronavirus closure of Hall. Cllr Holden remarked that the Hall is in a much better financial position than many other Halls.</li> <li>3. Cllr Holden confirmed that the Minutes for the Hall Committee meetings in February, April and May, had now been circulated to all Councillors.</li> <li>4. Cllr Holden confirmed the proposed location for the Flagpole, and the Councillors approved that the Parish Clerk should apply for Planning Permission.</li> <li>5. Cllr Holden confirmed that a revised quotation from Greenscape at £1880 plus VAT had been received to lay a path between the front of the Community Hall and the west side, plus shingle to be laid alongside the building there to help prevent splashing of the earth onto the Hall walls. The date is to be advised. It was confirmed that the grass seeding and weed-killing had been done, and a watering rota is needed. Cllr Holden to email the Parish Clerk with a request for help for onward distribution to the Volunteers, and also the more recent Volunteers as well if GDPR not breached. Native hedging was planted in March. It was hoped to have more hedging later in the year.</li> <li>6. The Hall Mobile is back with Mr Richard Skillern, and will be used for any further Coronavirus assistance needed. Also, a revised quotation has been received from RJ Electrical Engineering for the external power supply, at £450. This quotation is acceptable.</li> </ol> <p><b>WSSC Cllr J Hunt, and CDC Cllr H Potter, Mr Andrew Ball and 2 residents left the Zoom meeting at 8.27pm.</b></p>	<p><u>LFL</u></p> <p><u>WH /</u> <u>LFL</u></p>
124/20	<p><b><u>INSURANCE RENEWAL:</u></b></p> <p>The Parish Clerk, having previously circulated the details of the Insurance renewal as at 1<sup>st</sup> June 2020, advised that as the Asset Register value had increased this would need a revised quotation. When received the Insurance would need to be approved by email to comply with the renewal date, and then the decision ratified at the next Parish Council meeting.</p> <p>Also, it would be necessary to know the split of the Insurance costs for budget / recharge purposes into Village Green, Community Hall, and General Parish Council costs.</p>	<p><u>LFL</u></p> <p><u>LFL</u></p>
125/20	<p><b><u>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA:</u></b> None.</p>	
126/20	<p><b><u>PARISH FINANCIAL MATTERS:</u></b></p> <ol style="list-style-type: none"> <li>1. After a small error was found by the Parish Clerk, the revised accounts up to Year End 31st March 2020 were approved and signed by Cllr McLeish.</li> <li>2. The accounts up to 30th April 2020 were approved and signed by Cllr McLeish.</li> <li>3. Noted that Barclays Mandate changes now submitted, without Cllr Moth at present, confirmation awaited.</li> <li>4. The Investment Policy was confirmed for the year, proposed by Cllr James, seconded by Cllr McLeish, and all voted in favour. signed by Cllr McLeish. However, in reviewing the Financial Regulations the Parish Clerk has found these to be out-dated, and a new 2019 version is recommended. Also, a small addition is needed to the Standing Orders to cover the use of virtual PC meetings. These will be prepared for the next PC Meeting.</li> </ol>	<p><u>LFL</u></p> <p><u>LFL</u></p>
127/20	<p><b><u>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS:</u></b> The possibly of another Parish Council newsletter was mooted for June?</p>	
128/20	<p><b><u>DEALING WITH LOCAL ISSUES:</u></b> None.</p>	
129/20	<p><b><u>QUESTIONS BY THE PUBLIC:</u></b></p> <p>Mr Brian Parker, a resident, asked about the Planning Application for housing on the land beside the Community Hall. Cllr McLeish explained that the Parish Council had put in opposition to this, the matter is now to be discussed at CDC Planning Committee.</p>	
130/20	<p><b><u>DATE OF NEXT FULL PARISH COUNCIL MEETING: 15<sup>th</sup> JUNE 2020</u></b> Noted.</p>	
131/20	<p><b><u>CLOSE MEETING</u></b> The Chairman closed the meeting at 8.48pm.</p>	

Signed.....  
**Chairman of Meeting**

Date.....