



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Ms Beccy Anderson  
Westhampnett Community Hall  
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Minutes of the Westhampnett Parish Council Meeting held at 7pm on Monday  
13th May 2024 at Westhampnett Community Hall, Hadrian Drive,  
Westhampnett, PO18 0FP

**Present:**

Parish Councillors: Cllr W Holden (Chairman) Cllr C McLeish, Cllr T Ashcroft, Cllr S Burborough, Cllr S Hannafin, and Cllr S James

The meeting was Clerked by Beccy Anderson with WSCC Cllr Jeremy Hunt, Sue Nel Community Liaison Officer from Rolls Royce and Jude Clouston from Sanctuary in Chichester in attendance.

15 members of the public also attended.

Minute No.	Item
1	<b><u>OPEN ANNUAL MEETING OF THE FULL COUNCIL &amp; TAKE APOLOGIES</u></b> Cllr Holden opened meeting at 7pm, advised meeting would be recorded for the purpose of the minutes and destroyed after minutes confirmed. Apologies accepted from Cllr David Plummer & CDC Cllr Henry Potter.
2	<b><u>ELECTION OF CHAIRMAN FOR 2024/5</u></b> Cllr Windsor Holden came forward to be elected as Chairman, all Cllr's voted in favour.
3	<b><u>DECLARATION OF ACCEPTANCE OF OFFICE</u></b> Chairman Cllr Windsor Holden signed Declaration of Acceptance of Office.
4	<b><u>ELECTION OF VICE-CHAIRMAN FOR 2024/5</u></b> Cllr David Plummer came forward to be elected as Vice Chairman, all Cllr's voted in favour.
5	<b><u>DECLARATION OF ACCEPTANCE OF OFFICE</u></b> Vice Chairman Cllr David Plummer will sign Declaration of Acceptance of Office on 16/05/2024.
6	<b><u>CHAIR CONTINUES THE MEETING</u></b> Chairman Windsor Holden continued meeting.
7	<b><u>DISCLOSURE OF INTERESTS</u></b> Cllr S Burborough – as an employee of Rolls Royce
8	<b><u>APPOINTMENT OF COMMITTEE MEMBERS AND APPOINTMENT OF EXPERTS</u></b> <ul style="list-style-type: none"><li>• <b>Finance (including CiL)</b> – Cllrs, W Holden, D Plummer, S Burborough &amp; C McLeish</li><li>• <b>Community Hall</b> – Cllr T Ashcroft</li><li>• <b>Planning</b> – Cllrs S Burborough, C McLeish, D Plummer, S James</li><li>• <b>WSALC &amp; CDALC</b> – Cllr W Holden</li><li>• <b>Goodwood GACC &amp; GMCCC</b> – Cllr S Burborough</li><li>• <b>Transit Site</b> – Cllrs S Burborough T Ashcroft</li><li>• <b>SDNP</b> – Cllrs, W Holden, S Burborough</li><li>• <b>Allotments</b> – Cllrs D Plummer, S Hannafin, The Clerk</li></ul>
9	<b><u>ANNUAL REPORT OF THE COUNCIL GIVEN BY THE CHAIRMAN FOR THE Y/E 31st MARCH 2024 &amp; CLOSE THE ANNUAL MEETING OF THE FULL COUNCIL.</u></b>  <i>Annual Report from the Chair of Westhampnett Parish Council</i> <i>It has been another busy and varied year in the parish!</i> <i>The community Hall continues to be a great asset to its residents. The installation of AV equipment at the hall, together with the purchase of a film licence has enabled us to hold film evenings, as well as adding value to hirers. We have also held two quiz evenings in the Hall, both of which proved very popular. Numerous local groups are regular hirers for activities including yoga, pilates, art classes and baby and toddler groups, while weekend bookings for birthday parties are also popular. At times when there is no commercial activity, we have also provided the kitchen facilities to the asylum seekers at the Madgwick Park Hotel so that they have the opportunity to cook their own food.</i>

We are also in the process of finalising plans for building work on the hall include renovating the loft to create additional capacity.  
 We are hoping to hold a summer fete at the end of July, although a dearth of volunteers means we may struggle to achieve this.  
 We have also installed a defibrillator in Westerton to add to the one stationed at the Community Hall. The OpenReach deployment was completed last summer, bolstering the broadband speeds for residents and local businesses.  
 In terms of ongoing projects, we have had close liaison with Rolls Royce over the forthcoming extension to the site: a memorandum of understanding has recently been drawn up confirmed that the diverted FP417 will remain a statutory right of way, and which commits to the establishment of a formal liaison committee around the development, while RR has committed to the resurfacing of FP416. Rolls Royce will also be funding additional speed signage for the parish.  
 We have also liaised with developers at Temple Bar regarding the planned logistics depot and on the site opposite the Madgwick Park estate. I would say that there are continuing concerns around the capabilities of a sewage system operating beyond capacity to cope with potential further new developments. We have already had had issues where sewage has exited the drains in areas including Maudlin and Westerton, and without an increase in capacity any population increase will exacerbate this.  
 Finally, it appears that after much engagement with the relevant bodies, the allotments should be available to parish gardeners in the near future.  
 In terms of our regular activities, councillors regularly attend:

- Liaison on Travellers Transit Site with CDC and WSCC
- Goodwood Aerodrome and Motor Circuit Meetings
- WSCC South Chichester Local Committee
- CDC All Parishes

Two PC members also recently attended a joint parish Resilience and Emergency Plan session.  
 Our thanks:

- To the team of volunteers who continue to spend their time keeping the parish tidy by cutting back vegetation and collecting litter throughout the parish;
- To Bob Keatley for his regular inspections of the Westerton and Westhampnett Village Green play areas
- To the Community Hall committee, for their tireless efforts in ensuring that the hall runs smoothly and also to Chris Maher, our hall manager.
- To Hazel Bate and Gael Emmett for their work in communicating the efforts of the Parish Council and the hall to a wider audience, notably through regular newsletters.
- To Paul Richards, who stood in at short notice as our locum clerk between December 2023 and March 2024.
- To CDC councillor Henry Potter and WSCC councillor Jeremy Hunt for being available to advise and assist.

Finally, warm greetings to our new Parish clerk, Beccy Anderson.  
 Thank you!

Windsor Holden

**CLOSE THE ANNUAL MEETING OF THE FULL COUNCIL,**

Chairman W Holden closed the meeting at 7.12pm

<b>10</b>	<b><u>OPEN FULL COUNCIL MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> Chairman W Holden opened meeting at 7.12pm, apologies accepted from CDC Cllr Henry Potter & Cllr D Plummer
<b>11</b>	<b><u>DISCLOSURE OF INTERESTS:</u></b> Cllr S Burborough – as employee of Rolls Royce.
<b>12</b>	<b><u>CO-OPTION OF A NEW COUNCILLORS</u></b> Councillors considered the application for Co-option from Timothy James (Jamie) O’Meara following a short talk from him. Councillors voted unanimously to Co-opt TJO’M who signed a ‘Declaration of Acceptance of Office and joined the Parish Council meeting (a Members Register of Interests form to be submitted after the meeting)
<b>13</b>	<b><u>PUBLIC QUESTION TIME</u></b> A resident asked if there was any update in regard to the Temple Bar development. The Chair informed the resident this would be discussed under Item 18 Planning Matters
<b>14</b>	<b><u>CONFIRM MINUTES OF THE LAST FULL PC MEETING held on 11<sup>th</sup> March 2024</u></b> Minutes confirmed and approved by Cllrs after noting 1 correction and 1 amendment. The minutes were signed by Chairman.
<b>15</b>	<b><u>MATTERS ARISING:</u></b> None

16	<p><b><u>UPDATE FROM SUE NEL FROM ROLLS-ROYCE –</u></b></p> <p><b><u>Update from Andrew Ball – see Appendix 1</u></b></p> <p><b>Sue Nell from Rolls Royce delivered an update.</b></p> <ul style="list-style-type: none"> <li>• Traffic levels are monitored with the aim to keep levels as low as possible. The plant will be closed for 2 weeks which will reduce the traffic through Westhampnett.</li> <li>• The Oxford Archaeology Survey is now complete and has found some interesting artefacts that are on display at Rolls Royce</li> <li>• Notice Boards – There is a new notice board at crossing of 416 and 417 footpaths which will be updated regularly.</li> <li>• Speed Awareness Signs – Rolls Royce are working with the PC regarding installation of signage.</li> <li>• Community Hall Signage – Rolls Royce have agreed to fund signage for the side of the Community Hall building (to make the hall identifiable from the road). The Clerk informed the meeting that she was requested to make a planning application to CDC which will be done shortly.</li> <li>• Community Liaison Forum – Sue stated she has looked into models of community forums to enable Rolls Royce to engage with residents. The Chair agreed to get back to SN with ideas for the format to suit the needs of the area.</li> <li>• Tree clearance works on site 14 (carried out by a contractor) will be taking place wef 15/05/2024. The works will consist of thinning out of the smaller trees and will be co-ordinated with ecologists working onsite who will identify any nesting birds and no works will be carried out within 5 metres of any birds. She also informed residents the footpath would still be open.</li> <li>• Rolls Royce are considering purchasing an electric bicycle for Sue and she can then let residents know when she is in their area if they want to talk with her.</li> </ul>
17	<p><b><u>REPORTS FROM EXTERNAL BODIES:</u></b></p> <p><b>Henry Potter - CDC Member for the Goodwood Ward – see Appendix 2</b></p> <p><b>Jeremy Hunt – WSCC Annual Report 13/05/24 – see Appendix 3</b></p>
18	<p><b><u>PLANNING MATTERS</u></b></p> <p>Cllr S Burborough updated councillors regarding the following applications: -</p> <ol style="list-style-type: none"> <li>1. <b>CDC/23/02711/REM Madgwick Park (north Of Madgwick Lane) Application</b> for 165 new homes. The Parish Council has submitted comments and received a response from CDC – many of the points raised were raised by other bodies.</li> <li>2. <b>WH/24/00758/FULL</b> - Land To The Rear Of 26 And 27 Coach Road, Westhampnett, Chichester, West Sussex, PO18 0NX. Erection of a single storey new build house with private garden, parking court and associated works. Councillors were happy with the re-submitted application as it addressed all previous concerns. <i>No Comments to be made.</i></li> <li>3. <b>WH/24/00800/FUL</b> - Rolls Royce Motor Cars Retention of a temporary events structure and associated works (as approved under permission 22/00090/FUL) for the period of 1 year. <i>The Parish Council will be commenting (without Cllr Burborough)</i></li> <li>4. <b>Goodwood</b> - Cllr Burborough informed councillors, works had just commenced to the sculptured garden site and will include a café, car park and walks accessible to local residents.</li> <li>5. <b>Strettington Logistics Centre Proposal</b> – Cllrs Holden, Ashcroft, McLeish &amp; Plummer attended a meeting on 29/04/2024 in Boxgrove with Heaver Commercial. They raised a number of issues, of which they await a response. These included the suitability of the site in regard to (i) environmental concerns –including the capacity of the sewage system to deal with wastewater and possible noise pollution for adjacent properties. (WH). and (ii) safety concerns around traffic and the increased traffic in the Parish using the site to access Portsmouth and Southampton. (SB) Councillors also requested further information regarding (i) the site plans (so far only outline plans are available) and (ii) the economic benefits to the local area. Cllr Holden stated the PC would be submitting comments (once any application is lodged with CDC) and encouraged residents to also comment.</li> </ol>
19	<p><b><u>ALLOTMENTS AT MADGWICK PARK</u></b></p> <p>The Clerk updated councillors informing them she and Cllr D Plummer had met with the PC’s solicitor Jess Stride to discuss outstanding matters, including up-to-date searches needed and assurance needed that the title of the land to be transferred would include the strip of land adjacent to the fencing (the fence was installed short of the boundary to leave trees in situ). The Clerk will be meeting with Cllr Plummer regarding making offering the next residents on the waiting list a plot.</p>
20	<p><b><u>COMMUNITY HALL</u></b></p> <p>Cllr Ashcroft updated councillors with the followings: -</p> <ol style="list-style-type: none"> <li>1. Hall hires for May 2024 – 14 single hirers and 11 regular hirers.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Lloyds Community Hall Bank Account balance is £64,754.05 @ 13/05/2024</li> <li>3. Village Hall liaison – Cllr Ashcroft &amp; Alison Oakley met with Bosham &amp; Lavant village hall comm members to broaden their knowledge and establish local networks.</li> <li>4. The newly appointed Clerk will be working on the Comm. Hall finances and will be working with Cllr Plummer in relation to the Comm Hall projects funded by CiL income.</li> <li>5. Community Events – A quiz night on 05/05/24 in the Comm Hall was well attended and raised £92 for St Wilfred’s Hospice.</li> <li>6. Community Events Planning – So far, the Comm Hall has received just one response to the request for volunteers the July Summer event. Cllr Ashcroft wants to organise a fun family event with food etc but the Comm Hall committee is small and need volunteers to help organise and run the event with the aim to provide a fun afternoon with games for children, music and food, and to reach as many residents as possible. Cllr Ashcroft asked any attending residents to consider volunteering, also asking them to pass the message (and leaflets) onto friends and family and contact the Clerk if interested.</li> <li>7. Cllr Ashcroft confirmed there was now a regular booking in place, arranged with the Sanctuary Organisation in Chichester, who work to support refugees in the CDC area.</li> <li>8. Jude Clouston was invited to talk to the meeting. She explained she is one of the trustees for the Charity which was set up 6 years ago to support refugees and asylum seekers in the Chichester area. She explained they are supporting families living at the Chichester Park Hotel who have fled war and/or persecution and long waits for Home Office decisions can cause stress and anxiety. As food is an important part of all cultures, they set up an outreach project to give families the opportunity to get together to prepare, cook and share food. The Community Hall committee has as agreed the use of the kitchen once a fortnight for groups of up to 6 people. The first session 2 came but 6 are booked for the next session. She thanked the Parish Council for allowing the Sanctuary Organisation the use of the Community Hall and councillors agreed they were pleased to support the work of Jude and her colleagues.</li> </ol>
21	<p><b><u>EXTERNAL MEETINGS:</u></b></p> <ol style="list-style-type: none"> <li>1. S106 Funds – The Clerk met with Emma Bishop along with Cllr Plummer and reported there was a total of £605,439.19 held at CDC on the Parish Council’s behalf. Cllr Plummer informed her of the proposals for the Community Hall which included: -       <ol style="list-style-type: none"> <li>(i) Creation of an internal room/workspace for use of the Parish Clerk and Councillors.</li> <li>(ii) Building works to the Community hall to include developing into the loft space to provide further space for meetings/activities accessible by stairs and a lift.</li> <li>(iii) Permanent storage building on-site, also including space for a community workshop.</li> <li>(iv) Improvements to the village green area to include an area of hard surfacing and bunding works.</li> </ol>       The Clerk explained the addition of an internal room/workspace could be approved fairly quickly as it would be for a relatively low amount. The larger projects, once approved in principle, would take longer as this would involve submission of requests for funding to include choices of quotations for CDC cabinet approval.     </li> <li>2. Risk &amp; Resilience Training - Cllrs Ashcroft &amp; Burborough attended Risk and Resilience Training provided by WSCC on 12/03/2024. Notes attached (Appendix 3) from Cllr Ashcroft regarding a Pilot Scheme. Councillors discussed and agreed the PC did have the capacity to commit to the scheme.</li> <li>3. Transit Site Meeting - Cllr Burborough attended a meeting on 10/04/2024 arranged by Piers Mason from CDC. and reported recent encampments in February and March in Chichester in Cattle Market and Northgate car parks and at Minerva Heights could have been increased in number due to other sites not available/accessible. She also reported CDC were managing the Westhampnett site using agreements for tenant to include monitoring parking in the village and the welfare of animals. Cllr Burborough reported less encampments on verges and the need to continue to monitor over the summer months.</li> <li>4. Goodwood Noise Control Meeting (GMCCC) Cllr Burborough attended the meeting on 02/05/2024 and reported Goodwood have used all 5 days of allocated Category 1 events. Cllr Burborough raised the issue reported by residents of traffic driving the wrong way up Claypit Lane and the possibility of closing the road on event days, with access only for residents. Councillors agreed for this to be an agenda item for the next meeting. The next event is the Goodwood Revival in September 2024. Cllr Holden also wanted to raise the issue of noise disturbance close to Westerton which he had reported to Goodwood. Cllr Burborough reported the Tyrrell Shed had been moved from Ockham which was now onsite installed at the track as per the planning application.</li> </ol>
22	<p><b><u>PARISH COUNCIL TERMS OF REFERENCE</u></b></p> <ol style="list-style-type: none"> <li>1. Councillors reviewed and approved the WPC Terms of Reference May 2024 document.</li> </ol>
23	<p><b><u>PARISH FINANCIAL MATTERS</u></b></p> <ol style="list-style-type: none"> <li>1. The Clerk to updated councillors regarding finance work for 2023/2024 onwards explaining she was prioritising the accounts for year end 2023/2024 and gaining access to the PC’s bank account and online accounts for utilities and services.</li> <li>2. Councillors <b>approved</b> Mulberry &amp; Co to be appointed as the Internal Auditors (for a recommended 3 years) 2023/2024 to 2025/2026.</li> <li>3. Councillors noted receipt of first half of the precept in the sum of £37,241.35 was received on 21st April 2024.</li> </ol>

	<p>4. Councillors <b>approved</b> the use of a Viking Direct business account.</p> <p>5. Councillors noted two mobile phone sim accounts have been taken out (pre-approved by the Chair) for the Clerk and the Hall Manager at the cost of £11 pcm (exclusive of VAT) each.</p> <p>6. Councillors <b>approved</b> all Payments up to 30th April 2024 (attached below)</p> <p>7. Councillors <b>approved</b> the Cheque Payments for May 2024. (attached below)</p> <p>8. Councillors <b>approved</b> the Lloyds Bank Members' resolution (for the Westhampnett Community Hall Bank Account) to (a) remove L Hill as a signatory and (b) to add B Anderson (Parish Clerk), A Oakley, W Holden and T Ashcroft as signatories (Community Hall committee members) – signed by signatory RK</p> <p>9. Councillors <b>approved</b> the Barclays Bank Mandate Change form (WPC current account) to add B Anderson (Parish Clerk) as a signatory, including an application for a debit card; signed by WH &amp; CmL</p> <p>10. Councillors <b>approved</b> a grant request from Citizens Advice Arun &amp; Chichester for the sum of £200.</p>
24	<p><b>WEBSITE HOSTING FOR WPC &amp; COMMUNITY HALL WEBSITES</b></p> <p>Councillors reviewed the quotes from Locum Clerk, Paul Richards &amp; Ubersol and <b>approved</b> the quotation from PR to host the website at HugoFox with costs of £300 to transfer the website from Wix.com</p>
25	<p><b>ITEMS FOR NOTING OR REFERRAL TO A FUTURE MEETING</b></p> <p>Cllr McLeish will forward a list of items still outstanding that need to be reviewed.</p>
26	<p><b>DATE OF NEXT FULL PARISH COUNCIL MEETING: Monday 8th July 2024</b></p> <p>Noted.</p>
27	<p><b>CLOSE MEETING</b></p> <p>The Chair closed the meeting at 08:37pm.</p>

Signed

Date

**ITEMS 23.6 & 23.7 PAYMENTS**

Folio No.	Invoice Date	Payee	Detail	Amount	Sub-Total
			<b>APRIL 2024 PAYMENTS</b>		
001	01/04/24	Chris Maher	Village Hall resources & Floor Cleaner	438.16	
002	01/04/24	Chris Maher	Hall Management March 2024	638.00	
003	28/03/24	West Sussex CC	Payroll Services 01/10/23-31/03/2024	35.62	
004	28/03/24	Backham Boiler Repairs	Boiler service Mar 2024	120.00	
005	27/03/24	Mrs Linda Lanham	Reimbursement Wix website 14/03/24 - 13/03/25	136.80	
006	20/02/24	Scottish Power	Play Area Electricity 10/12/23 - 31/01/2024 and previous charges	627.58	
007	14/03/24	Scottish Power	Play Area Electricity 31/01/24-09/03/2025	87.75	
008	31/03/24	Chichester District Council	Annual Bin rental charge	555.35	
009	23/03/24	Chichester District Council	Bin emptying 25/02 - 20/03/24	62.20	
010	23/03/24	BT	March 2024 BT charges	59.93	
011	26/03/24	SES Water (waste)	Wastewater charges 29/02 to 31/03/2024	16.20	
012	03/04/24	British Gas (electric)	Electricity 02/03 to 01/04/2024	130.38	
013	04/04/24	Castle Water (supply)	Water supply 01/03 to 31/03/2024	11.00	
014	20/04/24	Chichester District Council	Wast collection 24/03 to 17/04/2024	70.00	
015	15/04/24	British Gas (gas)	Gas supply 13/03 to 12/04/2024	186.44	
			<b>MAY 2024 CHEQUE PAYMENTS</b>		
016	01/05/24	Chris Maher	Hall Management April 2024	480.00	

017	02/05/24	Chris Maher	Hall Mgrs resources - mobile top-up & toilet rolls	26.00	506.00
018	12/05/24	Rebecca Anderson	Clerks Mileage & Zoom subscription	372.21	
019	02/05/24	Linda Lanham	Microsoft Annual Subscription May 24/ May 25	59.99	
020	03/04/24	Mr R M Huntingford	Village Green & Westerton mowing	260.00	
021	07/05/24	Green Thumb	Grass treatment May 2024	1,662.00	
022	19/04/24	ICO	GDPR registration 24/25	40.00	
023	01/05/24	Christie Intruder Alarms Ltd	Fire Alarm & Emergency Lighting service May 24 to April 25	369.60	
024	22/04/24	AES Alarms Ltd	Alarm Fobs	36.00	
025	26/04/24	T&T Cleaning UK Ltd	One off clean 24/04/24	64.80	
026	25/04/24	West Sussex County Council	Clerk's Payroll, Empl NI & Pension April 2024	3,222.12	
027	14/11/23	Chichester District Council	Administering uncontested May 2023 election	314.50	
028	08/04/24	Storage on Site Ltd	Storage rental April 2024	52.56	
029	07/05/24	Storage on Site Ltd	Storage rental May 2025	52.56	105.12
030	26/03/24	Action in Rural Sussex	Village Hall Advisory Service April 2024 - April 2025	144.00	
031	13/05/24	Tracey Ashcroft	Keys cut for Village Hall	23.50	
032	06/05/24	Mr R M Huntingford	Village Green & Westerton mowing 4th & 18th April	560.00	
033	16/05/24	Mr R M Huntingford	Village Green & Westerton to replace chq 101788	150.00	
034	17/05/24	Mark McLeish	Fuel for GM maintenance equipment	35.34	
			<b>TOTAL</b>	<b>11,100.59</b>	

## WPC Annual Council Meeting Minutes 13/05/2024 Appendices

### APPENDIX 1

#### ITEM 16 REPORT FROM ROLLS ROYCE

## Westhampnett Parish Council ('WP') 13.05.24

### Operations

- Normal operations in place
- **Summer 'shut down' dates.** We are standing the production line down for planned general maintenance on weeks 30 and 31 (w/c 22 and 29 July). Note: subject to change.

### Proposed Extension

- **Archaeological survey.** The survey is now complete and Oxford Archaeology are reviewing the findings. A display, hosted by an archaeologist, will be included at our Neighbour Information Evenings.
- **Works on site.** Clearance of smaller trees, bushes and brambles will start from Wednesday 15 May. Our ecologists have reviewed the site over the last few days and will also be present to ensure that any nesting birds are not disturbed. Signage will be in place to advise location of works. Details will be published on InfoHub.
- **Neighbour Information Evenings.** Currently in planning – dates to be confirmed.

## Community Liaison Officer Notes

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- **Noticeboard.** A new noticeboard will shortly be erected at the crossing point of the 416 and 417 footpaths. All details posted on InfoHub will also appear here.
- **Speed awareness signs.** We have agreed to replace these - awaiting details from WPC.
- **Community Hall signage.** We have agreed to fund - awaiting details from WPC.
- **Community Liaison Forum.** We have agreed to the WPC suggestion, made at the planning committee meeting, that we create a Community Liaison Forum. We are in full support and look forward to further discussions with the WPC. We have several ideas!
- **'Meet the CLO'.** A new idea, to be advertised on the InfoHub and on our new noticeboard. Our CLO will be available in different locations around the local villages for a short period just to chat.

## Planning applications

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### Recent submissions, with status:

#### **Retention of temporary events structure and associated works (as approved under permission 22/00090/FUL) for the period of 1 year**

Reference: 24/00800/FUL

Status: Pending Consideration

#### **Hybrid Planning Application – Building Extension**

Reference: 23/01855/FULEIA

Status: Pending Decision.

#### **New dust extraction plant outside of Building 90**

Reference: WH/24/00916/FUL

Status: RRMC currently in discussion with CDC.

### Forthcoming to be submitted, details to follow:

None known.

## Recent News - Selection

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ROLLS-ROYCE PRESENTS CULLINAN SERIES II: A BOLD EVOLUTION OF THE WORLD'S PRE-EMINENT SUPER-LUXURY SUV  
<https://www.press.rolls-roycemotorcars.com/rolls-royce-motor-cars-pressclub/article/detail/T0441740EN/rolls-royce-presents-cullinan-series-ii:-a-bold-evolution-of-the-world%E2%80%99s-pre-eminent-super-luxury-suv>

#### ROLLS-ROYCE MOTOR CARS: SHAPING THE WORLD FOR 120 YEARS

<https://www.press.rolls-roycemotorcars.com/rolls-royce-motor-cars-pressclub/article/detail/T0441540EN/rolls-royce-motor-cars:-shaping-the-world-for-120-years>

#### ROLLS-ROYCE MOTOR CARS WELCOMES YOUNG ARCHAEOLOGISTS.

<https://www.press.rolls-roycemotorcars.com/rolls-royce-motor-cars-pressclub/article/detail/T0441524EN/rolls-royce-motor-cars-welcomes-young-archaeologists>

#### ROLLS-ROYCE GRAVITY RACERS: THE FIRST VEHICLES OF THE GOODWOOD ERA

<https://www.press.rolls-roycemotorcars.com/rolls-royce-motor-cars-pressclub/article/detail/T0440319EN/rolls-royce-gravity-racers:-the-first-vehicles-of-the-goodwood-era>

For all Rolls-Royce press releases:

<https://www.press.rolls-roycemotorcars.com/rolls-royce-motor-cars-pressclub/>

## Contacts

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Susan Nel

Community Liaison Officer

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[localenquiries@rolls-roycemotorcars.com](mailto:localenquiries@rolls-roycemotorcars.com)

## Information

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RRMC Community InfoHub: <https://rrmcinfohub.com/>

## **APPENDIX 2**

### **ITEM 17 REPORTS FROM EXTERNAL BODIES**

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

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

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

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

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

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

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

*The Councils 'Green' Agenda towards Climate Change is continuing with installation of solar panels at our Leisure Centres and the further purchase of Electric Vehicles for the Parks Maintenance teams, though a diesel truck had to be replaced like for like because an electric vehicle was unable to tow trailers. Two new city street sweepers are now operating with favourable support from the operators but not such good news regarding the two Refuse Collection*



*Freighters. One has been frequently breaking down, the charging period is lengthy and the initial cost is eye watering! In excess of £400,000 each! A diesel equivalent is about half that figure. Furthermore, no additional EVs will be possible until a big investment is made to introduce more capable cabling into the Contract Services Depot to enable charging of these vehicles.*

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

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

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

## **APPENDIX 3**

### **ITEM 17 REPORTS FROM EXTERNAL BODIES**

#### **Jeremy Hunt – WSCC**

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

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

*The Revised Council Plan and Budget 24/25. I'm pleased to say that West Sussex finances are in a sound position. Yes, there are ongoing challenges, especially with the ever-escalating costs of social care. That is across all age groups where we care for around 900 children, as well as supporting families with young children, right up to looking after our elderly residents. Our spending on adult social care alone accounts for nearly 35% of our overall net revenue budget. Of course, that includes not just the elderly, but about 50% of our ASC budget goes to looking after the many working age adults that need our care and support. As I said earlier, the overall cost of social care is putting an ever-increasing financial pressure on all local authorities with social care responsibilities. So, the next government needs to tackle this issue as a priority, otherwise I can see many local authorities - however well run - collapsing under the sheer pressure of the increasing costs of social care.*

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

*£961m - managing schools and education.*

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

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

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

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

*£3m supporting the local economy.*

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

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

*Revenue spending on highway maintenance, as well as a further £20m of capital into our road improvement programme. That is in addition to the extra £20m we have already invested over the last two years. So altogether, over and above the normal grant funding we receive from the*

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

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

And just by way of a final update:

## In March 2024 our Highways Teams...



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



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



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



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

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

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

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

The remaining dates available for the online only sessions are:

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

In-person 'Are you scam savvy?' sessions will also be taking place in three West Sussex Libraries across the county: • Monday 20 May at Bognor Library: 10am - 11.30am

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

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

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

### **Local Issues:**

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

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

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

**WSCC Residents Newsletter.** Lastly, every month we issue a Residents News Letter which is sent to all residents who subscribe to our free email service. Signing up for our email alerts means you don't need to check our website to find out the latest information. Instead, it will be delivered free, straight to your inbox. Some of our topics include:

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

To subscribe please go to: <https://public.govdelivery.com/accounts/UKWSCC/subscriber/new>

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news. <https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

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

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## **APPENDIX 3**

### **ITEM 20**

*The following areas were presented and discussed:*

#### **1 Community resilience and the What If? Programme.** (Chris Scott, WSCC)

*“What If – You Can Make a Difference” - A programme to empower people to help their community to prepare, respond and recover from events that disrupt their community from life as normal and to ensure that local communities are able to adapt to adversity, utilising local resources in an innovative way, and to meet the challenges both now and in the future.*

*This is a pilot scheme which allows the local community to respond to events that happen in the area, such as if a tree falls, there would be equipment to warn people, until the authorities come to assess the situation.*

*There would be training. Equipment stashed in a local area such as the hall. They would also assess risk in our parish.*

*They are hoping a 'What if?' website will be started the end of this year*

#### **2. Community Emergency Hubs** (Natalie Clark, WSCC)

- *In a disaster or emergency, widespread damage is likely to cause issues to your community. Our emergency services will be dealing with the most urgent concerns, so your local community will be the most immediate source of support and help. An Emergency Community Hub, community owned, community run, community driven, is your communities' place to go and help one another in an emergency.*

*This is identifying a place of safe should a crisis event happen in the area. This would offer people a place to go and for other agencies to access and assess need.*

*The team would have training and allocated roles such as hub supervisor or*

*Information officer.*

*It does not need to be a detailed plan.*

3. **Rest Centres** (Michael Rowland, Chichester District Council)

- *Rest Centres are a place of safety for evacuees that have been made temporarily homeless and are normally set up and run by the District Council, usually using its own buildings. Often it would be better for the affected community to have a more local rest centre. The District Council is asking owners of community buildings to join them in a memorandum of understanding that enables more local rest centres to be set up. The MoU will be presented to the meeting.*

*If an event happens the emergency service may request access to a Rest Centres. Offering tea/coffee, food and access to other services for assessment and relocation.*

*The local team would need to facilitate this access as long as needed, this should not be any more than 48 hours.*

*There will be*

- *Hall Risk Assessment*
- *Admin Pack*
- *Training*
- *Small Pack*
- *MoU agreement*
- *Agreed 24 hour contact person*

*There are current Rest Centres such as Midhurst which was used in the event of the hotel firer, Chichester and Selsey. I can imagine this was considered in the recent flooding.*