



**First Annual General Meeting**  
**Tuesday 3 December 2020**  
**at 7:00 pm**  
**Meeting held on Zoom - online conference**

**Present:**

**Trustees:** Frank Campbell (Chair), Piers Mason (Vice Chair & Acting Secretary),  
Sue Jackson (Treasurer), Richard Hitchcock, James Brigden  
Apologies: Patricia Goodhew

**Co-opted Board  
Member**

David Mack

**Board Observer  
Attendee**

Roy Briscoe

**Adviser  
Attendees**

Dave Chapman (part), Housing Consultant, Triformis  
Nat King-Smith, MHA Architects  
Clare Sutton, MHA Architects

**Member  
Attendees**

Christine Campbell  
Nicky Mason  
Tony Pearcey  
Ann Pearcey  
David Lees  
Glynis Lock  
Cherry Davies  
Phil Hollingsworth  
Nick Rule  
Graham Mortimer  
Lynda Mortimer  
Noelle Moyler  
Richard Munday  
Julia Munday  
Kate McNicol  
Fiona Grenville  
Sue Puttick

## 1.0 **Welcome and Introduction of Trustees**

1.1 The Chair welcomed everyone and introduced himself to the meeting.

1.2 The Chair set out the requirements for conducting the meeting on Zoom in order to facilitate the smooth running of the meeting. He indicated that the meeting would be recorded for the purposes of the Minutes if all present agreed.

Proposed: That the Zoom meeting be recorded for the purposes of the meeting  
Vote: Agreed by a clear majority

1.3 The Chair introduced individually the Trustees and Board Members, Co-opted Member and Board Observer and Advisers.

## 2.0 **Annual Accounts**

2.1 Sue Jackson (Treasurer) spoke to the Annual Accounts which had been circulated prior to the meeting. The accounts covered the period between 2018 up until March 2020. She noted that for the first six months after the inception of the Trust, there had been very little financial activity. The accounts have now been prepared by Morris Crocker and submitted to the Financial Conduct Authority (FCA) on 20 November 2020 and no response has yet been received although no particular issues were expected to be raised. She noted that of the £61,600 which had been received in grants from Chichester District Council and Homes England, approximately 50% had been spent in surveys and planning costs. The current balance is £31,000.

Proposal: That the accounts be agreed  
Proposed: Frank Campbell, Chair  
Seconded: Piers Mason, Vice Chair  
Vote: Agreed by a clear majority

## 3.0 **Appointment of Accountants for 2020/2021**

Proposal: That Maurice Crocker be re-appointed as Accountants for the coming year  
Proposed: Frank Campbell, Chair  
Seconded: Piers Mason, Vice Chair  
Vote: Agreed by a clear majority

## 4.0 **Report of the Board on Progress of the Trust since November 2018**

The Chair presented the Board of Trustees report on the progress made by the Trust. The report had previously been published on the Trust's website and members had had an opportunity to read it before the meeting. The Chair indicated the following key points:

4.1 During the first year the Board concentrated on establishing the organisation and putting in place the governance arrangements and building our membership. The membership now stands at over 100 members.

4.2 During the last year the Board has been focussed on bringing forward a scheme for affordable housing which is one of the main objectives of the Trust. A potential site was identified at Mill Road after considering many alternatives. Community consultation was then commenced and a

planning application was subsequently prepared, which was submitted in March of this year. This was supported by a large number of technical documents as listed in the report. The key point about the application is that the Trustees wanted it to include as many wider community benefits as possible so that the scheme would add real value to our community. The proposed benefits are as listed in the report and include:

- Off street parking provision in Mill Road
- New play equipment to replace the existing play equipment
- A new multi-use games area to replace the existing hard court
- A new skate park
- A new jogging track around the park
- A new storage unit for the benefit of the Allotments Association and the Parish Council
- A new pedestrian link into the schoolground as requested by the school
- Extensive off-site planting to the north of the site through the courtesy and generous arrangement with the landowner.

- 4.3 The Chair requested Clare Sutton to give a short presentation on the planning application showing on screen a number of documents and plans. She went through the options that were presented in terms of the housing layout and noted that the second option of only houses as opposed to one which included some flats, was preferred through the consultation process.
- 4.4 She then showed a revised site plan following consultation both with the public and with the planning authority. The planning authority wanted the development to be moved closer to the existing housing and further away from the boundary with the National Park and also to include landscape screening from the National Park. This is to be achieved by tree planting and with the cooperation of the adjacent landowner. The relationship of the parking to the housing has been changed to achieve greater natural surveillance. The central area is now more detailed with a communal area with seating and trees. The play areas have been moved to achieve a balance between privacy and natural surveillance issues. Parking has been increased overall but this has been broken up a lot more. The improvements to parking on Mill Road have also been firmed up in line with residents' requirements and individual need in some cases.
- 4.5 A Site Section was then displayed which showed how the housing related to the existing housing in terms of shape but in a less formal way and with a more rural feel. The aim is to use the type of materials which are seen in the rest of the village but to use them in a more contemporary way. Boundaries and fences will follow similar themes to that used within the National Park.
- 4.6 Elevations and 3D drawings were then shown which showed the materials to be used and also views into the central areas showing the parking areas and paths. The proposed Allotment Store is designed to appear like a rural barn type structure.
- 4.7 Sustainability – provision has been made so that good insulation can be achieved, there is plenty of roof space to enable Photo Voltaic panels to be added. Heat pumps and other technology will also be considered. There has been no decision on what level of sustainability should be achieved but at this stage there are many options available to be added. The planning process also required biodiversity and the natural environment to be improved and the design has been amended to include these provisions.
- 4.8 The Chair thanked Clare Sutton for the informative presentation and explained that the planning application is getting close to a point where it can be determined. All outstanding issues

identified by the planning authority have been addressed. However very recently a further issue has been identified which is that of the requirement for Nitrates Mitigation.

#### 4.9 Nitrates Mitigation

The Chair reported that for many decades residential developments and agricultural uses that surround the Solent have been causing a pollution of nitrates into the Solent Waters creating the algal bloom that can be seen in the harbour at low tide especially in the summer. This is of great concern to Natural England who have, as a result, placed an embargo on all further residential development unless it can be demonstrated that there is some way of mitigating the effect of the excess nitrate generation from these sources. For the purposes of our scheme, it means we have had to identify a parcel of land currently in agricultural use which can be repurposed for nature conservation. The Trust approached a number of landowners and a solution has been found locally where agreement has been reached for an appropriate sized parcel of land to be repurposed from agriculture to a rewilding and tree planting scheme. CDC have indicated that they have made their own assessment and they are content with the solution put forward. They have now submitted the details for approval by Natural England. Following this the scheme will be ready to be determined by the planning authority.

4.10 If and when planning consent is given there will be much more work to be done in terms of securing capital funding, preparing a construction programme, preparing specifications for the construction and commencing a competitive tendering process for a building contractor.

#### 5.0 Election of Trustees

5.1 All of the current Trustee are willing to stand for re-election.

#### 5.2 Election of Chair

Proposal: That Frank Campbell be elected as Chair of the Westbourne Community Trust  
Proposed: Piers Mason, Vice Chair  
Seconded: Richard Hitchcock  
Vote: Agreed by a clear majority

#### 5.3 Election of Vice Chair

Proposal: That Piers Mason be elected as Vice Chair of the Westbourne Community Trust  
Proposed: Frank Campbell, Chair  
Seconded: Richard Hitchcock  
Vote: Agreed by a clear majority

#### 5.4 Election of Trustees

Proposal: That James Brigden, Sue Jackson, Patricia Goodhew, Richard Hitchcock be elected as Trustees and that David Mack be elected (as Co-opted Board Member)  
Proposed: Frank Campbell, Chair  
Seconded: Richard Hitchcock  
Vote: Agreed by a clear majority

#### 5.5 Additional Trustees

The Chair indicated that the Board are looking for some new Trustees, particularly anyone who may have the skills to fulfil the role of Secretary to the Trust. The Board is looking for any volunteers to join. The members present were invited to indicate if they were willing to put

themselves forward. No members volunteered but the Chair invited anyone to contact him or another Trustee if they subsequently wished to do so.

At this point Mr David Chapman joined the meeting

## 6.0 Questions to Trustees

6.1 Prior to the meeting members were invited to submit their questions to the Trustees. One question had been received.

### 6.2 Question from Mrs. Noelle Moyler

Why have the Trust not published a development/financial appraisal of the proposed Mill Road development to confirm and contrast the cost/viability of bringing forward any of the alternative sites allocated within the local plan rather than Mill Road?

I believe the community can only make a genuine choice as to which is the preferable site once it has had sight of how tax payers money is to be spent knowing that the alternative options have been considered adequately. There is no evidence that to date that this is the case.

### Response

A preliminary financial appraisal has been undertaken. This was needed in order to demonstrate a case for securing revenue funding from the Government to undertake the technical work required to submit a planning application. The application for funding was submitted to Homes England together with the preliminary financial appraisal. They have awarded grant funding to the Trust. Their assessment process is very rigorous including the background to individual trustees. They have to be satisfied that the funding allocated is a sound use of taxpayer's money. They clearly think it is or would not have awarded the grant. It's not necessary or sensible to prepare a detailed financial assessment until we know whether we have planning permission and exactly what form of development we are able to build. We will undertake a much more detailed financial appraisal if we secure planning permission as part of our capital funding plan and any organisation providing funding will expect to see this. As to alternative sites we have completed a sequential test that examined 37 different sites around the village and assessed whether they were genuinely available to the Trust or preferable in planning terms. No such alternative site exists and that is all set out in our submitted documents on the public record as part of the planning application. It is up to CDC to assess this and decide whether the analysis is fair and acceptable.

### 6.3 Question from Cllr. Roy Bristow asking for information on the Allocations Policy for the Housing.

**Response:** The plan is to ensure that allocation is based on local need. The two main drivers are; whether or not the person can afford to purchase or rent a property in the local open market and if not, then they have an affordable housing need. Secondly whether the prospective tenant either lives or works in Westbourne or has a close relative living here. A draft policy has already been developed and this will be published if and when planning consent has been given. The aim is to satisfy the genuine need of those people who cannot afford to rent or buy in the village.

The Vice Chair added that the Community Trust came about partly as a result of the Westbourne Neighbourhood Plan a couple of years ago whereby the Examiner was very unhappy that we had made no direct provision for affordable houses. A commitment was given at that time to starting a Westbourne Community Trust to develop those affordable houses.

6.4 **Statement from David Lees, Chairman of the Westbourne Allotments Association;**  
Mr Lees noted that the proposed plans had been to the Allotments Association Committee on three occasions and had been approved each time with one abstention. The Allotments Association is renting from the Parish Council on a 20 year lease and they do not feel they need to concern themselves with the detail of this development and are happy to support it.

6.5 **Question from Kate McNicol;** asking whether or not each dwelling would have its own parking space.

**Response:** Parking spaces will not be allocated to a particular dwelling but there will be spaces available for each dwelling. Clare Sutton indicated that parking standards have been exceeded and also following consultations with the Allotment Association additional spaces had been provided. The design of the parking bays in pockets means that there will be some spaces closer to some homes and they are likely to be used by those households. There will also be a lockable bike shed. The Trust will make it clear to all of the tenants that they must be single car households and this requirement will be included in the rental agreement.

6.6 **Question from Mr Richard Hitchcock;** re mechanism for termination of tenancies

**Response:** The Chair indicated that there would be a tenant's agreement and the termination mechanism would be brought into effect if the tenant breached this agreement. The key point is that this would be locally controlled and managed effectively to avoid anti-social behaviour or other issues of this kind.

6.7 **Question from Mr Richard Hitchcock;** on the housing development requirements for an additional 50 houses in Westbourne and whether or not these 12 houses will be part of that 50. If other large schemes come forward, they will also have a requirement for some affordable housing and Mr Hitchcock asked if the Westbourne Community Trust could play a role in these schemes.

**Response:** The Chair noted that the process for housing development being discussed by Chichester is at a very preliminary stage and may take between 1 and 3 years or longer. However, if they do come forward then we could benefit in one of two ways. If the developer makes what is called a commuted sum payment instead of providing the affordable housing on their site, then the payments made could be part of the funding that the Trust would be able to use with the scheme. If the developer is building affordable houses on their site, then they may well look to a community trust like ours to take the management of those properties.

Mr Roy Briscoe clarified that in relation to Chichester Local Plan, it has been proposed that Westbourne takes an extra 50 houses and he has made clear that he would want these 12 houses to be part of that number if they secure planning permission. This has been accepted by CDC.

## 7.0 **Any Other Business**

7.1 Piers Mason, Vice Chairman wished to express his thanks on behalf of everyone who wants this scheme to proceed, to Frank Campbell, to Clare and to Nat for being exceptionally good steerers of the scheme and to David Chapman who has kept us on route. David Chapman commended everyone for getting to this point. Bringing forward community owned affordable housing is a challenge at the moment. The progress made is highly commendable in the timescale and although there are still hurdles to come, he felt that the Trust was in a good place to deliver a sensible scheme. He had great respect for the collaborative work that had been done with

partners and with the community and hoped that further affordable housing schemes would come forward as well as other assets that the community might wish to take control of.

**8.0 Publication of recording of the meeting.**

Proposed: to place the meeting recording on the Westbourne Community Trust Website

Vote: Unanimously agreed

**9.0 The Chairman thanked everyone for attending and for their time and closed the meeting.**

December 2020