

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775654483
clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's Planning Committee which took place on Thursday 27 August 2026 at 6.15pm at Westbourne Community Hall, River Street, Westbourne.

Present: Cllr Lade Barker, Cllr Nigel Ricketts and Cllr Peter Watterson.

In attendance: Clare Kennett, Clerk to the Council.

Meeting chaired by Cllr Ricketts. 10 members of the public and no members of the press were present.

08/26/40. Apologies for absence: Mr Frank Campbell and Mr Kevan Pegley.

08/26/41. Declaration of members interest:

- a. There were no declarations of interest.
- b. There were no requests for a dispensation.

08/26/42. Minutes of the meeting of 13 August 2026: Members **APPROVED** the circulated minutes as a correct record which were signed by the Chairman.

08/26/43. Planning decisions made since the last meeting: Members **NOTED** the following local planning authority decisions.

26/00627/DOM: Extensions to main dwelling and garage. Silrona, Duffield Lane, Woodmancote. PERMIT

08/26/44. Planning applications: It was **RESOLVED** to make the following decisions.

26/01533/FUL: Erection of 13 no. dwellings (including affordable housing), new access, open space and habitat creation. Land adjacent to Foxbury Lane, Westbourne. Members **AGREED** to have **NO OBJECTION**. See Appendix 1 for the full response.

26/01564/DOM & 26/01565/LBC: Proposed single storey rear extension, removal of lean-to and internal alterations. Westbourne Cottage, Church Road, Westbourne. Members **AGREED** to have **NO OBJECTION**.

08/26/45. Items to be included on the next agenda: There were no additional items.

08/26/46. Date of next meeting: The next meeting was scheduled to be held on Thursday 10 September 2026 at 6.15pm.

Meeting closed at 7.05pm.

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Appendix 1

26/01533/FUL: Erection of 13 no. dwellings (including affordable housing), new access, open space and habitat creation. Land adjacent to Foxbury Lane, Westbourne.

Members **AGREED** to have **NO OBJECTION** with the following comments.

1. Principle

The site has been identified in the Westbourne Neighbourhood Plan for no less than six dwellings, therefore, it is compliant with policy requirements and there can be no objection to the planning application. However, it is relevant to take into consideration the changed circumstances since the adoption of the Neighbourhood Plan in 2021 as work is currently underway to review the Plan alongside the Chichester District Local Plan (CLP) and the National Planning Policy Framework (NPPF). It is reasonable to ensure that best use should be made of available and allocated land.

2. Housing allocation

The CLP has allocated 30 new dwellings to Westbourne, to be built over the next 14 years. Of these 30, 12 are already planned and/or approved, leaving 18 still to be allocated. Seven dwellings are in the process of being applied for at land behind Mile End House on East Street, which leaves land for 11 more to be allocated, to arrive at the 18 required.

This application is for 13 new dwellings – but of these, six are included in the 12 already planned, so only seven new, unplanned dwellings are proposed. If Westbourne is to achieve its allocation, this development must include 11 unplanned dwellings which is four more than currently proposed.

The Parish Council considers that the scale of the proposed development is sufficient to accommodate an additional four dwellings, to make a total of 17, to satisfy the local housing allocation and Westbourne's obligations to the local planning authority for the next 14 years.

3. Affordable housing

The affordable housing statement within the Design and Access Statement indicates that four of the 13 units will be affordable rent. No further information has been provided as to how these properties will be owned and managed or on what basis they will be retained permanently as affordable rented dwellings. The Parish Council considers this to be of concern as there is an unmet need for social rented homes to sustain the local community and provide accommodation for those who have grown up in Westbourne but cannot afford to rent or buy on the open market.

Two relevant policies in the CLP are H4 and H5.

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Policy H4 makes it clear that a scheme of 10 dwellings or more should include the provision of affordable housing. Where the required number of units would result in a fraction of an affordable home, a commuted sum payment would be required. This application for 13 dwellings, of which four will be affordable rent, leaves a fractional balance but there is no indication that this will be covered by a commuted sum payment and on that basis it is not compliant with policy H4. In addition, policy H4 requires the affordable housing to provide a tenure mix as below:

- 25% first homes
- 35% social rent
- 22% affordable rent
- 18% shared ownership

The Affordable Housing Statement submitted with the application states without any evidence that this tenure split cannot be achieved on the number of affordable units provided. Without a substantiation of this point by appropriate evidence, this approach fails to comply with policy H4.

In addition, the Local Plan Policy H5 states: '2.3. For new market and affordable residential development, homes must be delivered of an appropriate type and size, consistent with the most up to date HEDNA or a parish local housing need study, to address identified local needs and market demand. The mix of affordable units provided should also pay due regard to the current Housing Register. Planning permission can be granted for an alternative mix provided that:

- a) robust evidence of local housing need demonstrates that a different mix of dwellings is required to meet local needs and demand for specific types, tenures and sizes of housing to contribute to the diversity of housing in the local area and help to redress any housing imbalance that exists; or
- b) it addresses need and demand for affordable, market housing including self-build and custom-build housing, older person and specialised housing.'

The applicant has failed to take into account the evidence of local housing need. The Parish Council commissioned a Housing Need Survey in 2017 which identified the level of housing need at that time, but more recently the local community land trust, Westbourne Community Trust, completed a scheme of 12 houses of varying sizes at Hitchcock Close and these were restricted to local needs applications only. This process of allocation was undertaken in the summer of 2025 and the number of applications for social rent accommodation was three times the available number of dwellings. This suggests that there is a continuing and significant unmet local need for socially rented homes in the Parish. The proposal to provide four affordable rent homes will be unaffordable for those in local need of social rented homes and the application therefore does not address that need or justify any variation from the requirements of Policy H5.

The proposal is therefore not compliant with either Policy H4 or H5.

Overall the affordable housing component of this scheme is not clearly explained. This lack of clarity must be addressed and it should be explained how local housing need within Westbourne will be improved as a result of these proposals. In particular,

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the scheme should make provision for social rented housing as part of the affordable housing element of the scheme.

The Parish Council would prefer the application to provide social rent housing.

4. Public open space

The proposal includes an area, claimed to exceed 0.175 hectare, between the hedge bounding Foxbury Lane and the access drive in front of the houses. The landscape masterplan should indicate how the public will access the space in question, such that it will not be regarded, and treated, as a private park.

The proposal includes two areas of open space, however, there is no clear indication of the true proposed status for these open spaces. The Design and Access Statement refers to open spaces at some points and public open space at other points. Paragraph 8.36 of the Design and Access Statement indicates that the arrangement for maintenance and management of the open space, along with other matters, will be dealt with in the terms of a legal agreement. This is not clear and should be made more specific.

The provision of public open space is considered paramount to the Parish. As such, the current Neighbourhood Plan SS3 requires that: 'The landscape proposals relating to the area(s) of public open space shall be separately identified and be accompanied by a costed maintenance and management schedule which shall also identify the capitalised cost of maintenance of the public open space in perpetuity.' Furthermore: 'The area(s) of public open space shall be transferred to Westbourne Community Trust prior to the implementation of planning permission for the development of site SS3, together with a planning obligation to complete the landscaping improvements to the public open space in advance of first occupation of any new dwelling and to transfer the capitalised maintenance contribution prior to the first occupation of 50% of the gross floorspace of the residential development permitted.'

The application proposal should be clear that the area of open space is intended to be public open space and that the land is to be transferred into community or public control with appropriate commuted sum payments for ongoing maintenance. Failure to address this would mean that the proposal was not compliant with the requirements of the adopted Neighbourhood Plan.

5. Highways issues

The village of Westbourne experiences problems of speeding traffic on the approach roads leading into the village, and it is a significant issue for Foxbury Lane. At times, excessive volumes of traffic pass through the junction at Whitechimney Row and Foxbury Lane/East Street causing congestion in the village.

The Parish Council has worked closely with the County Highway Authority to address this issue and was able to ensure the introduction of a 20mph zone throughout most of the centre of the village and two speed indicator devices.

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In the case of Foxbury Lane, these traffic management measures could only commence at the point where the village settlement boundary started. This was based on the position where there is development on both sides of the road. Immediately to the south west boundary of application site, the 20mph zone begins and there is a speed indicator device. As a result of the proposed development, the settlement boundary to village will be extended to the point at which Cemetery Lane meets Foxbury Lane. The application proposals should now therefore provide for the extension of the 20mph zone to this junction and the relocation of the speed indicator device. This would not only benefit the local community but would assist in the safety of traffic entering and leaving the application site and reduce road noise and related disturbance to the new residents.

The Parish Council requests that other traffic calming measures are considered.

The footpath from the proposed development into Westbourne is very narrow along a busy road which is a concern for pedestrians accessing local services and facilities.

The road should be made up to Highway standards and adopted by the local authority on completion.

6. Community involvement

The Parish Council would like to highlight that although the Design and Access Statement refers in paragraph five to a Statement of Community Involvement, it is not available as part of the application.

Although the applicant may have carried out a pre-application process with Chichester District Council, this can not be described as community involvement. There has been no consultation on these proposals with the Parish Council or the wider community of Westbourne. Paragraph 41 of the NPPF states: 'They (local authorities) should also, where they think this would be beneficial, encourage any applicants who are not already required to do so by law to engage with the local community.'

Local residents nearest to the site were only aware of the scheme after the planning application was submitted. This does not allow for the community to influence the shape of the scheme in any way or for the applicant to be aware of points of concern that could be addressed prior to the submission of the application.

7. Landscape plan

The landscape master plan seems inaccurate in certain respects.

- No hedge is shown between Foxbury Lane and Cemetery Road and the development site (though one is shown partially on the site plan).
- It is assumed that the new hedging referred to in the planning statement is to run alongside the entrance driveway. This is not indicated clearly. The legend has an item "Proposed Mixed-species Hedgerow Planting to Infill Gaps", but there are no areas to match that.

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- A large tree, T02, is missing. It is indicated on the site plan, the tree retention and protection plan, and the tree constraints plan.
- The fence running the length of the site, at the back of the private gardens, is shown in the legend as 1.8 m height closeboard fencing. The site plan, and the description in the planning statement, has this as '1.2 m height post and rail fencing'.
- The Cemetery Cottage is not shown on the map of the local area.
- Plot number 1 on the current proposal is along a long line of sycamore trees at Chantry Hall which have a tree preservation order. It is important that the trees are protected and their roots are not compromised. The spread of the trees is considerable and they will overshadow the property at plot number one which should be considered.

The Council considers this is important because of its siting in the rural landscape, and in a wildlife corridor, the design and the ecology of the development is of paramount importance.

8. Flooding and drainage

The existing field was once the original route of the River Ems before it was diverted. It is prone to flooding and absorbs a lot of rain water. There is often excessive rain water running along Foxbury Lane during the winter months and the existing drains are blocked up and need to be cleared.

Southern Water is at capacity and the development of further homes will put more pressure on the existing infrastructure.

9. Sustainability and renewable energy

The detailed submission for the development and its accompanying documents make it clear that to address energy efficiency and renewable energy requirements it is intended to include both PV generating units and Air Source Heat Pumps. Whilst this is to be welcomed, there is no clarity on how many PV units will be installed and where they will be positioned. There is also no indication of where the ASHPs will be located. None of the elevational drawings of the house types provide this information and it is not clear from the accompanying documents how this will be dealt with. Further information on these details should be provided now as part of the application proposal.

10. Ecological impact and biodiversity net gain

A comprehensive ecological impact assessment and a biodiversity net gain report accompany the application. The Parish Council strongly requests for the measures set out in these reports to be policed in order to ensure their adherence.

11. A sustainable village

The Parish Council would like to note that Westbourne has recently lost its doctors' surgery and there is also no public transport. The village is therefore becoming less sustainable to meet the needs of new developments.