

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on Thursday 4th April 2019 in the Sports Pavilion,
Rookwood Road, West Wittering, PO20 8LT

PRESENT: MR R HUTTON (VICE CHAIRMAN), MRS N PIKE, MR B BUCKLAND, MR K MARTIN, MR H PATEL, MRS J BARRETT, MR R LEWIS. MR P MONTYN, MRS E HAMILTON AND MRS S TAYLOR WERE ALSO PRESENT PLUS 10 MEMBERS OF THE PUBLIC.

1/19. APOLOGIES FOR ABSENCE – Mr R Shrubbs

DECLARATIONS UNDER THE CODE OF CONDUCT –Cllr Martin declared a personal interest in planning application 19/00653.

2/19. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) -None raised.

3/19. PLANNING -

a) Noted the decisions of the Council were as follows: -

List No	Reference	Application details
10/19	WW/19/00508/TCA	Mr Davis Bagley Smugglers Pound Road West Wittering Chichester. Notification of intention to fell 11 no. Leyland Cypress trees (L1, L2a(x6), L2b(x4), 3 no. Apple trees (A1-A3), 1 no. Cherry tree (C) and 3 no. Unknown trees (?1-?3). ALREADY AGREED AND NO OBJECTION.
11/19	WW/19/00653/TCA	Mrs Catharine Melville The Old Bakery Pound Road West Wittering PO20 8AJ. Notification of intention to fell 1 no. Arizona Cypress tree (Cupressus arizonica) ALTERNATIVES TO BE CONSIDERED, WILL BE GUIDED BY CDC TREE OFFICER.
12/19	WW/19/00618/FUL	Mr And Mrs Boughton Meadow Farm Piggery Hall Lane West Wittering West Sussex. Erection of 1 no. open fronted farm building. NO OBJECTION SUBJECT TO FOOTBATH BEING MAINTAINED THROUGHOUT WORKS.
	WW/19/00739/DOM	Mr M Caddy Little Mead Wellsfield West Wittering PO20 8LH. Erection of single storey rear extension, change of use of garage to habitable accommodation, alterations and additions to fenestration and infilling of existing carport to form garage.NO OBJECTION

List No	Reference	Application details
13/19	WW/19/00683/FUL	Mr Thomas Elliott Land East of Brook House Pound Road West Wittering PO20 8AJ. Construction of a boat house with ground floor storage ancillary to first floor self-contained residential unit. OBJECTION ON THE GROUNDS OF VDS POLICIES AND NEED OF APPROPRIATE HABITAT REGULATION ASSESSMENT.
	WW/19/00748/DOM	Mr & Mrs Peter Nattrass 9 Ella Close West Wittering Chichester West Sussex. Dormer, gable end windows and replacement of roof to existing single storey side extension .NO OBJECTION
	WW/19/00762/DOM	Ms Maureen Cronk Elis Lodge Cakeham Road West Wittering Chichester. 1no. ancillary dwelling. NO OBJECTION SUBJECT TO USE AS AN ANCILLARY BUILDING.
	WW/19/00783/PLD	Mr & Mrs Bonar Rodford 14 Russell Road West Wittering PO20 8EF. New roof to existing rear conservatory with new velux roof window in existing rear pitched roof. NO OBJECTION

- b) **DOLPHINS WW/02708 UPDATE** – This application has been deferred to a future CDC Planning Committee.

- 4/19. CONFIRMATION OF MINUTES AND MATTERS ARISING** – Cllr Martin requested a re- wording of part of Minute 116 to read as follows- A member of the public expressed concern about graffiti on the Southern Water Pumping Station on Beach Road and Cllr Martin offered to send details of this onto Southern Water’s Stakeholder Engagement Manager.

Under matters arising, the Chairman requested comments on the draft letter to Mrs Keegan MP, written on behalf of all the Peninsula Parishes by Hunston Parish Council. Members approved the draft letter in general with any small amendments to be sent to the Clerk for onward transmission to Hunston Parish Council by the 11th April.

On a proposal by Cllr Pike and seconded by Cllr Martin the minutes were approved and signed by the Chairman.

- 5/19. REPORTS FROM COUNTY AND DISICT COUNCILLORS** – Mr Montyn reported that the Experimental Traffic Regulation order had been signed off and would be published on April 11th 2019. This would be valid for eighteen months and will therefore cover two summer seasons. It is possible for members of the public to comment during this period which will then inform the future decision. This decision on when to implement will be jointly made by West Sussex County Council and West Wittering Estates.

Cllr Barrett asked if all Parish Councillors had received the Members Bulletin that he circulated, and Councillors confirmed that they had. Cllr Barrett also referred to the meeting of the Peninsula Parishes at Hunston and reported that he will be speaking with the Clerk of the Peninsula Forum to discuss taking this work on the Local Plan and infrastructure issues forward. Some funding may be requested from Parish Councils in order to move this work forward. Cllr Barrett is also hoping to get a speaker from Primary Care to speak at the next Peninsula Forum and intends to bring topics of interest to everyone to these Forum meetings.

Cllr Hamilton reported that the Southern Gateway Development had been offered £5 million from the Local Enterprise Partnership (LEP) and that this money had to be spent by March 31st 2019 or be given back. A building on Terminus Road has therefore been purchased and the money will also be used to dismantle the old school.

6/19. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – A large pothole is causing concern on the road outside the gate opposite the Swallows. The Clerk will write to Mr Kump as he agreed to contribute to the upkeep of the road following the building works.
- (b) **Footpaths, open spaces and village green** - On a proposal from Cllr Martin and seconded by Cllr Buckland the Council agreed to deal with legal matters arising under 6(i and ii) in closed session at the end of the meeting. The Clerk reported that there had been a very successful meeting with the West Sussex County Council footpaths officer. Cllr Buckland was also present. Up to date maps showing the planned maintenance were now available in the Parish office.
- (c) **Sportsfield management and Millenium Meadow** - Cllr Hutton reported that the sportsfield had been rolled and mowed as is usual at this time of year. The repair to the Gym equipment is progressing, a new part has been ordered and has arrived in the Country. There will be a five-year warranty. Cllr Buckland reported that in the previous month, a house bordering the sportsfield had bonfires on two occasions and the smoke was a hindrance to users of the tennis courts and play areas. On a proposal by Cllr Buckland and seconded by Cllr Martin it was resolved that the Clerk would write a letter to the property owners. Cllr Lewis reported on progress with finding a supplier of benches and outdoor furniture for the sportsfield and has found one provider that uses re-cycled materials. The Clerk will check on the S106 procurement rules.
- (d) **Snowhill** – Further to the last meeting when options to repair the track at Snowhill were discussed, Cllr Hutton has had a further conversation with the contractors who are not prepared to just fill the potholes as these repairs alone will not last very long. On a proposal by Cllr Lewis and seconded by Cllr Patel it was resolved to proceed with the full repair to the track.
- (e) **Finance** - On a proposal by Cllr Martin and seconded by Cllr Barrett, the accounts listed below, totalling £20,026.70, were approved for payment. The Budget Monitor for March 2019 was circulated. On a proposal by Cllr Martin and seconded by Cllr Buckland the Internal Audit Report was received and approved. Accounts for payment listed below: -

Payee	Details	£
JNR Computer Services	IT Equipment and support	£4161.12
HMRC	Liabilities	£698.95
Castle water	Water provision	£8.70
Chichester District Council	Contribution to Community Warden Service	£3,264.00
Chichester District Council	Emptying waste bins	£59.20
Chichester District Council	Emptying dog bins and 1 litter bin. Annual payment.	£1,642.38
Chichester District Council	Non-domestic rates bill	£398.16
Luna Testing Ltd	PAT electrical testing	£36.00
A T Hickman	Health and Safety Pavilion maintenance	£100.00
WSALC and NALC	Subscriptions 2019/20	£905.36
Paine Manwaring	Electrical work	£605.56
SWR Garden Services	Play area and Village Green	£300.00
Action in Rural Sussex	Membership 19/20	£50.00
Dennison Doors	Shutter repair	£114.00
SSE	Various locations	£334.29
Home Clean Chichester	Cleaning the Pavilion	£178.00
Wicks Farm	Various	£325.40
WWSC	Shingle	£206.50
West Wittering Parish School	S137 Grant for School reading programme.	£1,250.00
Kestrel	Millennium Meadow outfield mowing	£2,070.00
Sussex Estate Care Ltd	Contracted grounds maintenance Marine Drive, Car park and triangle.	£882.00
Mrs J Brown	Clerk's salary and mileage	£1,122.90
Mrs S Hawker	Clerk's salary and mileage	£1,314.18
TOTAL		£20,026.70

- (f) **Communications and Website** – The date of the Parish Annual Assembly was discussed and subsequent to the meeting has been agreed as Thursday May 30th, 2019 at 7.00pm in the Cricket Club. The topic will be East Head and its management. Cllr Martin is arranging the speaker.
- (g) **Neighbourhood Plan** – A meeting was held on March 28th with Aecom, the organisation who were awarded the contract to do the SEA assessment with the grant money awarded to the Council. They were given copies of the scoping report and the Village Design Statement. The Village Design Statement is nearly ready for reprinting with updated policies where appropriate. The Clerk will investigate the costs of this. Cllr Lewis queried that the Council had not heard back from CDC on the status of the Council's scoping document. Subsequent to the meeting, Cllr Taylor from CDC confirmed that the delays had been caused by pressure of work but that work on the scoping documents had now been resumed.
- (h) **Parish assets/Footway lighting** – no items to report.
- (i) **Memorial Hall** – The next meeting will be on May 16th.
- (j) **Twinning Association** – The next meeting is due to take place shortly.

(k) **East Head/CIAG/Manhood Drainage Group** – Cllr Martin reported that there is a lot of concern locally about the condition of East Head and the erosion that has taken place over the winter months. The East Head group are keen to explain the measures being taken to manage the situation and it is being monitored very closely.

(l) **Parish Church** – A meeting is due to take place shortly.

(m) **Peninsula forum** – No items to report.

7/19. CORRESPONDENCE – The Clerk reported on several thank you letters that had been received from recipients of the Section 137 grants.

8/19. OPEN FORUM - Cllr Martin congratulated Councillors on their re-election to the Parish Council and Mr Clementson on his election to the Council. The Councillors expressed sadness that Cllr Pike had decided not to stand for re-election this time. The Vice-Chairman thanked Cllr Pike, on behalf of the Council, for all her hard work and commitment to the Council. A lot had been achieved during this time and the Vice Chairman was pleased that Cllr Pike would still be involved in work associated with the Neighbourhood Plan. All Councillors wished Cllr Pike well for the future.

Cllr Martin raised the issue of the status of the report that he had prepared on Snowhill. Post this meeting the report has been located and quotations for the work are being sought.

Cllr Barret expressed concern at the erection of a dog free picnic area on East Head. Cllr Pike confirmed that the Harbour Conservancy were involved and plans had been altered accordingly.

Mr Shoosmith expressed concern about the increasing number of signs and poster stuck to lampposts in the area.

9/19. PURCHASE OF ADDITIONAL LAND –

Progress is being made regarding the above and solicitors' letters have been sent to those residents impacted.

Cllr Hutton introduced a legal issue concerning the sportsfield and the Council were content for the Clerk to respond positively to the request that has been made.

There being no further business for discussion the meeting closed at 9.30pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on THURSDAY 16th May 2019, 7pm, in the West Wittering Sports Pavilion, Rookwood Rd, West Wittering.

THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE COUNCIL AT THE NEXT MEETING, AND MAY BE AMENDED BY RESOLUTION. COPIES OF ALL UNAPPROVED MINUTES, AND AGENDA AND MORE INFORMATION ABOUT WEST WITTERING PARISH COUNCIL CAN BE FOUND ON THE PARISH COUNCIL'S WEB SITE: www.westwitteringparishcouncil.gov.uk