

## WEST WITTERING PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on Thursday 5<sup>th</sup> September 2019, 7pm, in the Sports Pavilion,  
Rookwood Road, West Wittering, PO20 8LT

**PRESENT: MR R HUTTON (CHAIRMAN) MRS J BARRETT (VICE CHAIRMAN), MR K MARTIN, MRS B WRIGHT, MRS N PIKE, MR PATEL, MR B BUCKLAND.**

**MR G BARRETT AND MRS S TAYLOR WERE ALSO PRESENT PLUS 12 MEMBERS OF THE PUBLIC.**

**34/19. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT** - Mr P Clementson gave his apologies as did Mr Montyn and Cllr Hamilton. Mr Lewes has been granted a leave of absence.

**35/19. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – None.**

**36/19. PLANNING -**

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

List No	Reference	Application details
31/19	WW/19/01835/DOM - Case Officer: James Gellini	Mr & Mrs R Goffee. Mon Reve 5 Marine Close West Wittering PO20 8HG.  Change use of existing garage to habitable ancillary accommodation (bedroom and ensuite shower room) with associated alterations and additions.  <b>NO OBJECTION</b>
	WW/19/01837/DOM - Case Officer: Vicki Baker	Mr T Codlin. Villa Maria 35 Church Road East Wittering PO20 8PS.  Single storey front and rear extension with various alterations and additions.  <b>NO OBJECTION</b>
	WW/19/01879/TPA - Case Officer: Henry Whitby	Miss Pendleton. St Peter And St Paul Church Pound Road West Wittering PO20 8AJ.  Remove 1 no. limb on east sector with a diameter of 190mm at 2.3m (above ground level) on 1 no. Sycamore tree (quoted as T229, TPO'd no. T7) subject to WW/02/01145/TPO.  <b>NO OBJECTION</b>
32/19	WW/19/01928/DOM - Case Officer: Maria Tomlinson	Mr Robertson. Rowans The Byeway West Wittering PO20 8LJ.  Erection of two bay car port.

List No	Reference	Application details
		<b>NO OBJECTION</b>
	WW/19/01940/DOM - Case Officer: Maria Tomlinson	Mr And Mrs James. 33 Marine Drive West Wittering PO20 8HQ. Erection of two storey side extension, alterations to existing roof and provision of false pitch roof over existing rear extension. Proposed widening of existing drop kerb.  <b>OBJECTION ON THE GROUNDS OF OVER DEVELOPMENT OF THE SITTE AND OUT OF CHARACTER WITH THE STREET SCENE.</b>
33/19	WW/19/01886/DOM - Case Officer: Maria Tomlinson	Mr & Mrs Mark Bonar. Rodford 14 Russell Road West Wittering PO20 8EF.  New solid roof to existing rear conservatory with changes to fenestration.  <b>PERMITTED DEVELOPMENT</b>
	WW/19/01932/OUT - Case Officer: Maria Tomlinson	Mr Tony Salmon. Lerryn West Strand West Wittering PO20 8AU.  Outline application for some matters reserved, access - for demolition of dwelling and replacement dwelling.  <b>NO OBJECTION FOR REPLACEMENT BUILDING BUT WE NOTE THAT ALL BUT THE POSITION OF THE ENTRANCE IS LISTED AS RESERVE MATTER.</b>
	WW/19/01933/DOM - Case Officer: James Gellini	Mr And Mrs Barnard. 21 Cakeham Way West Wittering PO20 8EQ .  1 no. single storey detached outbuilding for ancillary use as a garden room and/or annexe.  <b>NO OBJECTION SUBJECT TO ONLY BEING USED AS ANCILLARY BUILDING TO THE MAIN DWELLING.</b>
34/19	WW/19/01929/DOM - Case Officer: Maria Tomlinson	Mr M Bonning-Snook. Hestia (formerly April Cottage) Roman Landing West Wittering Chichester.  Construction of an oak framed single bay glazed garage.  <b>OBJECTION ON THE GROUNDS THAT IS AN OVER DEVELOPMENT OF THE SITE, HARMFUL TO THE CHARACTER AND STREETSCENE OF ROMAN LANDING WHERE HOUSES ARE ALL SET BACK FROM</b>

List No	Reference	Application details
		<b>THE ROAD AND THAT IT SETS A HARMFUL PRECEDENT.</b>
	WW/19/02054/FUL - Case Officer: Calum Thomas	Junnell Homes. West Cottages Cakeham Road West Wittering PO20 8LQ.  Demolition of existing pair of semi-detached houses and replacement with 2 no. detached houses, amendments to planning permission WW/19/00243/FUL and to include garages (Variation of condition 2 of permission WW/19/01399/FUL - alterations to fenestration and inclusion of balconies to existing flat roofs).  <b>NO OBJECTION</b>
35/19	WW/19/02021/DOM - Case Officer: James Gellini	Mr Dominic Firmstone. Alehan 4 Middlefield West Wittering PO20 8AP.  Rear facing dormer, garage conversion and glazed link.  <b>NO OBJECTION</b>
	WW/19/02035/DOM - Case Officer: William Price	Mr D Jones. Broadway 8 Marine Drive West Wittering Chichester.  Erection of glazed end to north elevation. Various roof works and alterations including change from hip to gable roof, installation of replacement west dormer, 1 no. Juliet balcony and 3 no. rooflights.  <b>NO OBJECTION</b>

**b) DOLPHINS WW/02708 UPDATE** – Cllr Pike updated the Parish Council on the current position. Further information has been forwarded to Chichester District Councils (CDC) including Statutory Declarations. It was not yet clear when the application would be returning to the CDC Planning Committee. Cllr Martin congratulated Cllr Pike on her work on this item on behalf of the Parish Council and all agreed.

**37/19. CONFIRMATION OF MINUTES AND MATTERS ARISING** – The Clerk explained that the item on Allotments discussed at the previous meeting under urgent items will be raised against the agenda item on Allotments under Reports from working Parties and will then be referred to the next meeting to allow for a full agenda item to be added to the agenda for the next meeting. This was agreed and the Parish Council approved the minutes of the meeting held on August 1<sup>st</sup>, 2019.

**38/19. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS -**

Cllr Barrett reported that he had already circulated the Members Bulletin and requested that any comments be fed back to him. A Post Office was due to open in the NISA store in Bracklesham in October or November. Visit Chichester are interested in having business representatives join the group in order to sell the Peninsula better and requested that Parish Councillors contact any businesses that they felt may be interested.

Cllr Taylor reported that the Local Development Scheme was discussed at the CDC Cabinet meeting and that a revised timetable for all the development documents was agreed. It was expected that this would go to the examiner in June 2020. The reasons for the slippage are the results of the consultation have raised issues that need more work such as nitrates in the harbour and also the number of new Councillors that need to be brought up to date with all the work so far. The revised Local Plan following the successful consultation is likely to be published in March/April with the intention of it going to the examiner in June 2020. The Cabinet also discussed the latest Integrated Business Plan (IBP) which has now gone through all of its stages. The retail sector is suffering a lot and a resolution was passed at cabinet to set up appropriate pop up shops to enable innovation in the retail sector.

Cllr Hutton asked if there is any progress in the response to the parish Council's draft Neighbourhood Plan and Cllr Taylor agreed to check on the current position. The planner involved in Neighbourhood Planning was also heavily involved in the work on the Local Plan and it was important to get the plan right.

- 39/19** The Parish Council received a report from the Clerk on the arrangements for adopting a Standing Committee to consider planning applications and other appropriate matters associated with planning. Councillors discussed the draft Terms of Reference and were content with the principles but delegated the fine tuning to Cllr Martin and the Clerk to be re-presented at the first meeting of the Planning Committee and then formally approved the next full Parish Council meeting. It was agreed that the meeting of the Planning Committee would take place at 11am on the Wednesday in the full week prior to the Parish Council meeting in order to allow for reporting back and referring contentious items to the full Parish Council meeting.

#### **40/19. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

- (a) **Allotments** – The Parish Council agreed to defer the item on Allotments, mentioned under the confirmation of the minutes, to the next meeting of the Parish Council on Thursday October 3<sup>rd</sup> 2019.
- (b) **Footpaths, open spaces and village green** – Cllr Hutton reported that a meeting had taken place with the Manhood Wildlife and Heritage Group (MWHG) who were supportive of the plan to create a wildflower meadow behind the Public conveniences. It was also possible to keep some of the important nettles and brambles in a managed way. The Clerk agreed to circulate the note of the meeting and it was agreed to move forward and await the result of the New Homes Bonus bid for funding.
- (c) **Sportsfield management and Millenium Meadow** – Cllr Hutton reported that an Elm tree on the Sportsfield with Dutch Elm Disease must be removed including its roots. The quotation for this work is £480.00. It was agreed to proceed with this work. The Croquet Lawn has now been re-laid as previously agreed. The surface has been removed and levelled and new specialist soil has been put down and the area reseeded.
- (d) **Snowhill** – The gatepost is being replaced on September 18th. Cllr Pike commented that Snowhill would also be a good site for wildflowers and a less severe grass cutting routine, especially in summer when the sun makes the grass go brown. It may also be worth the MWHG looking at Snowhill. Cllr Hutton agreed to discuss this with West Wittering Estates who currently manage the grass cutting in this area.
- (e) **Finance** – (i) On a proposal by Cllr Martin and seconded by Cllr Patel, payments attached to the value of £8,596.10 and the Budget Monitor for August were approved.

- (f) **Communications and Website** – Further to the comments at the last meeting on the website, the Clerk will arrange a meeting of the Communications and Website working party to consider website improvements.
- (g) **Neighbourhood Plan** - Cllr Pike reported that a meeting of the Steering Group has been arranged for Tuesday September 10<sup>th</sup> and a further update will be brought to the October meeting of the Parish Council.
- (h) **Parish Assets/Footway lighting** – No items to report.
- (i) **Memorial Hall** – No items to report
- (j) **Twinning Association** – Cllr J Barrett reported that Moutiers-Les-Mauxfaits have been celebrating the anniversary of the Town Twinning and four people from West Wittering visited for the celebrations. The next visit will be in 2020. There will also be a wine tasting event at the Cricket Club on October 26<sup>th</sup> 2019.
- (k) **East Head/CIAG/Manhood Drainage Group** – No items to report
- (l) **Parish Church** – No items to report.
- (m) **Peninsula forum** - No items to report.

**41/19. CORRESPONDENCE** – The Clerk had circulated some correspondence from West Sussex County Council (WSCC) regarding their Electric Car Strategy. The Parish Council are asked to let WSCC know if there would be places for charging points in the village. Cllr Martin suggested that the neighbourhood plan group would be best placed to consider this.

Correspondence has been received requesting support for speed restrictions on the Bracklesham Lane. A wide-ranging discussion ensued. The Clerk will contact the Highways officer for this area about this issue.

**42/19. Open Forum** – Cllr J Barrett reported that she had attended the East Wittering and Bracklesham Vision meeting on the previous Monday 2<sup>nd</sup> September. The areas of interest for WWPC are Shore Road and the Village Centre. Consultants have been appointed and CDC are leading the work. It is hoped that funds will be available to carry out a full feasibility study.

Cllr Buckland remarked, on the previous topic of Traffic Calming, that measures were only part of the solution and it was very difficult to make them work when policing has been reduced. A speed camera may help.

Cllr Pike reported on the effective operation of the Traffic Regulation Order (TRO) over the holiday weekend and has written to Mr Crespi commending West Wittering Estates (WWE) for how well it had worked and how hard the staff had worked to get the traffic off the car park. It was very well done, and staff went beyond expectations. Cllr Martin agreed that they did an exceptional job. Cllr Patel requested that feedback on what worked and what did not be given to WWE and the Chairman confirmed that this would be done. There were still issues but all options for change have consequences elsewhere in the village.

A resident also raised the issue of parking and wondered if farmers had been contacted about using their fields along Cakeham Road. The availability of cycle racks in East Wittering was also raised.

There is a dangerous tree that needs attention on Snowhill. Subsequent to the meeting this has been dealt with.

There being no further business for discussion the meeting closed at 9.45 pm

Signed: .....  
Chairman

Date: .....

The next meeting of the Parish Council will be held on Thursday 3<sup>rd</sup> October 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](http://www.westwitteringparishcouncil.gov.uk)

**APPENDIX A – PAYMENTS APPROVED FOR PAYMENT- 5<sup>th</sup> September 2019**

PAYEE	DETAILS	AMOUNT £
A T Hickman	H&S and maintenance	100.00
Action in Rural Sussex	Support for Neighbourhood Plan	2,656.80
Bersted Parish Council	Planning training – 2 places	20.00
Castle Water	Water Services -Allotments	14.99
Chichester District Council	Emptying and weekly hire of Waste 1100 litre bin x4	61.00
English Gardens	Pavilion Garden July and August	90.00
Eradipest	Quarterly invoice for pest control	360.00
JNR Computer Services	IT support for August	196.08
PaineManwaring	Replace faulty PIR at rear exit of The Pavilion	153.08
Parish Council administration	Clerk's salary and expenses	1240.76
SWR Garden Services	Village green and play area x2 +extra strim x2.	300.00
	Hedges on village green and disposal of rubbish	300.00
Scouts 1 <sup>st</sup> Birdham & Witterings Scout Group	Contribution to repair of flat roof.S 137.	250.00
Ssalc	Budget Setting workshop	84.00

Sussex Estate Care Ltd – July and August	Marine Drive open spacex2  Cycle path + removal of overhang.  Marine Drive Trianglex5	1026.00
Uni -Guard Fire protection Ltd	Annual service of fire extinguishers.  Service fire alarm and emergency lighting.	61.80  108.00
Wicks Farm Holiday Park	Mow and strim Pavilion sports field.	337.50
Witterings Medical Centre	Contribution to Dementia activities. S 137	250.00
<b>DIRECT DEBITS</b>		
Barclays Commercial	Laptop covers	139.80
British Telecom	Broadband and landline	67.62
HMRC	Liabilities	528.98
NEST	Clerk's pension	113.19
Ramar	HR Services	10.50
Website Success	Website support	126.00
<b>TOTAL</b>		8596.10