

WEST WITTERING PARISH COUNCIL
MINUTES OF THE VIRTUAL MEETING OF THE PARISH COUNCIL

Held virtually on Thursday 2nd July 2020

**WEST WITTERING PARISH COUNCILLORS PRESENT: MR BOB HUTTON
(CHAIRMAN), MR K MARTIN, MRS B WRIGHT, MRS JEAN BARRETT (VICE-
CHAIRMAN), MRS N PIKE.**

**CHICHESTER DISTRICT COUNCILLORS PRESENT: MRS S TAYLOR, MRS E
HAMILTON, MR G BARRETT.**

WEST SUSSEX COUNTY COUNCILLOR PRESENT: MR P MONTYN.

105/20. APOLOGIES FOR ABSENCE: Mr R Lewis, Mr H Patel and Mr B Buckland gave their apologies.

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None.

**106/20. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED
BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – None raised.**

107/20. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Cllr Martin and seconded by Cllr Pike, the minutes of the meeting held on March 5th, 2020 were confirmed.

108/20. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –

Mr Pieter Montyn confirmed that his report had been circulated to Councillors. The main items to report were that the Minister for Local Government had confirmed that there would be an extra £500 million for Councils to help with the pressures associated with Covid-19 such as reduced income and extra expenditure. Mr Montyn also confirmed that the Secretary of State for Education was planning to open schools fully from September.

Cllr Taylor reported that the Chichester District Recovery Plan would be considered at the Cabinet meeting during the following week. As a Council CDC had been hit quite hard by events losing car parking income and some investments. As the Council holds healthy reserves the impact is lessened but as, by law, there must be a balanced budget over a five year period some efficiencies may be required.

Cllr Hamilton confirmed that funding had been made available to Councils. A percentage of the loss of income (5%) will be disregarded but this will still bring some significant relief and a reduction to the debt.

Cllr Barrett reported that his monthly report had been circulated to Councillors but he was keen to understand the Parish Council's view on whether the existing vision groups were working or whether a peninsula wide vision group was required as this had been suggested. Councillors confirmed that the existing arrangement whereby West Wittering were aligned with east Wittering and Bracklesham worked well.

Cllr Barrett expressed serious safety concerns about the recent parking situation in the village and the lack of Police presence during some very busy times. He will be raising this issue with the Overview and Scrutiny Committee as the Police precept has been increased by 20% in order to increase the number of officers available to communities. Hiring temporary Parking enforcement officers during busy times is also something that is being investigated by West Sussex County Council and Chichester District Council.

The Chairman opened the meeting for Councillors and members of the public to question their County and District Councillors.

Cllr Martin requested an update on the situation regarding the A27 following the motion that he proposed to the County Council which was seconded by Cllr Oakley. Mr Montyn confirmed that work was progressing and a report on what may be feasible is expected from Highways England. Mr Montyn is hoping that no route is withdrawn from the options at this stage. Mr Montyn also stated that a zoom meeting with the Police and Crime Commissioner (PCC) has been organised to discuss a number of topics including the strategy for parking.

Cllr Hutton reported on a Safety Action Group meeting recently hosted by West Wittering Estates (WWE). The agenda focussed on the Temporary Traffic Regulation Order which expires in October but because of the recent parking issues in the village this was also discussed.

The officer from WSCC who deals with Traffic Regulation Orders (TRO) is investigating potential alternatives to the TRO which may work better for the village. It is an events licensing system used for major events such as Goodwood Festival of Speed. It would also be difficult to change the current order before October for the current hot spots of Piggery Hall lane, Locksash Close and Elms lane. The events licensing approach may be a better option.

The parking issues were discussed in detail. The Police were of a view that this was a one-off event due to all leisure facilities other than beaches being closed at the time of the first relaxation of lockdown restrictions. Pre- booking for the WWE car park was likely to continue as it seems to have had a positive impact on queues on the highway. Cllr Hutton focused his input on the parking enforcement issues and was concerned that the amount of the fine was not a deterrent to some. Cllr Hutton offered the use of the Pavilion building for breaks for the enforcement officers and asked if there was any way that the Parish Council could help to secure more Parking Enforcement officers for West Wittering. Cllr martin also supported this idea and the parish Council, District Council and County Council will investigate this further.

All agreed that the lack of a Police presence throughout this period was a big issue for the village with parking Enforcement Officers and members of the public being threatened on occasion. It was acknowledged that the PCSO officers are spread very thinly covering West Wittering, East Wittering, Pagham and Selsey and further discussions will be had with senior officers in the Police Force and the PCC on this topic.

Cllr Martin expressed great concern that the obstruction caused by illegally parked vehicle prevented access for emergency vehicles and this could cause a threat to life. Removing or dealing with vehicles causing an obstruction did not seem to be a priority for the Police. Cllr martin requested that the Parish Council write to the Chief Constable raising these serious concerns. Subsequent to this meeting the Chairman has been invited to a meeting with the Police, CDC, WWE and WSCC.

Mr Montyn agreed with the various points raised and is continuing to work with all Councils to achieve a solution going forwards. A combination of measures will be required with all bodies working together on this complex matter.

109/20. PLANNING MINUTES

The draft minutes of the Planning Committee held on June 24TH 2020 were noted.

110/20. CHICHESTER DISTRICT COUNCIL DRAFT INTERIM POLICY FOR HOUSING DEVELOPMENT –

Councillors considered the draft response compiled from Councillors comments. The need to maintain individual Parish boundaries was important as was the need to provide housing that communities in Chichester needed as primary homes if possible although this is challenging in practice. Cllr Pike commented that the emerging Neighbourhood Plan would be the better route to influence primary residence issue. Cllr Pike also suggested that the sustainability and nature conservation issues required attention as there was little mention of these important issues in the draft policy. In the absence of a Local Plan reference should be made to the National Planning Policy Framework (NPPF) especially for infrastructure problems faced on the Peninsula. Cllr Taylor confirmed that the interim policy was not a statutory document and there had not been a requirement to consult but it was felt that it would be better to do so and may carry more weight as a result.

111/20. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** – due to lockdown the number of applicants for allotment plots have increased and there is now a small waiting list. Work on the trees on the western boundary has been commissioned.
- (b) **Footpaths, open spaces and village green** –The agreement with The Landing for placing two picnic type benches on the Village Green was shared. On a proposal by Cllr Pike and seconded by Cllr Martin and with all in favour the agreement was approved.

The Parish Council has received a number of complaints about the condition of the Public Conveniences. The Parish Council had already allocated £10k from the 2020/21 budget for an upgrade to two of the handwashing units. Further research found that all of the units could be replaced for £16,900 and with a donation of £6,900 it has been possible to replace all of the units so that they are up to date and safer regarding covid-19 as no buttons require pressing.

Cllr Martin negotiated with West Wittering Estates (WWE) the agreement for the opening and cleaning of the toilets and is proposing a contract be placed by WWE with Wettons to manage the toilets. WWE will continue to be financially responsible for this operation and the Parish Council remains responsible for any maintenance. The current agreement will be amended accordingly to reflect these changes. Wettons are also used by Chichester District Council and have a very good reputation. The opening hours would then return to normal being 8-7 during summer months and 8-6 during winter months. It had also been suggested that the toilet building could be replaced but it was felt that the priority at the moment was for the improvements above to be completed and embedded and that this idea can be re visited in the future.

The Chairman requested that the Open Spaces working party investigate the piece of land behind the bus stop and post box to see if this could be turned into a wildflower meadow. The land is owned by WSCC and a lease would be required. It was resolved that Cllr Wright and Cllr Barrett would look into the feasibility of this.

- (c) **Sportsfield management and Millenium Meadow** - The last Tree Hazard Survey indicated some work was required on the tress at the Millennium Meadow and the Cricket Club were keen for this to take place before play resumed. This has now been done and the hedge has also been cut.
- (d) **Snowhill** – The tree that was mentioned at a previous meeting on Snowhill has been dealt with by Cllr Hutton and Mr Taylor. The parish Council thanked Mr Taylor for his help. The Chairman is going to examine the defaced noticeboard at Snowhill. Cllr Martin felt

that it may need replacing and that it therefore seemed an appropriate time to review the bye-laws also. It was felt that they were not user friendly and there was too much small print. It was doubtful that the visitors to the village would stop and read them. Cllr Wright will ask Mr Wright if he would mind reviewing the byelaws as he was instrumental in their production previously.

(e) **Finance –**

- i) On a proposal by Cllr Martin and seconded by Cllr Barrett, the Annual Return - Annual Governance Statement was approved.
- ii) On a proposal by Cllr Barrett and seconded by Cllr Pike the Annual Return – Annual Accounting Statement was approved.
- iii) The dates for the Notice of Public Rights was agreed as Monday 6th July – Friday 14th August.
- iv) On a proposal by Cllr Pike and seconded by Cllr Wright the accounts for payments totalling £8,262.69 were approved and are recorded below as Appendix one.
- iv) The Budget Monitor for July 2020 was received.

It was agreed that in future the Finance Working Party would meet on a quarterly basis to consider risk, budget preparation and the annual accounts and make recommendations to the Parish Council. Possible dates had been identified by the Clerk as April, July, October, January. The Finance working party met twice last year to consider risk and budget preparation.

- (f) **Communications and Website** – A virtual working party had taken place and actions to improve the website identified. The Clerk will collate the list for action which either requires the support of Website Success or can be done in-house.
- (g) **Neighbourhood Plan** – The importance of the neighbourhood Plan was emphasised by Cllr Pike particularly in the absence of a Local Plan. A virtual Steering group will be arranged.
- (h) **Parish Assets/Footway lighting** – No items to report.
- (i) **East Head/CIAG** – Cllr Martin reported on the storm damage from a couple of months ago and how this was still visible. A meeting will take place after the Summer.
- (j) **Manhood Drainage Group** – Nothing to report.
- (k) **Peninsula forum** – The last meeting was held at The Pavilion and was very successful with two very interesting speakers.

112/20. CORRESPONDENCE – An email had been received from the new PCSO who will be invited to a future meeting. Emails of complaint regarding the condition of the toilets had also been received.

113/20. OPEN FORUM – Cllr Hutton confirmed that the play area would re-open on Saturday July 4th in line with government guidance. The play area had just had a safety audit completed and a deep clean was planned before opening. Notices reminding users of social distancing and hand cleaning had been produced. Councillors questioned if all had been done to ensure the safety of users of the area and the Clerk confirmed that the guidance had been followed. Councillors requested the need for further cleaning once open be investigated.

There being no further business for discussion the meeting closed at 9.20 pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held virtually on Thursday 3rd September 2020, 7pm.

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

Appendix 1

DESCRIPTON	PAYEE	AMOUNT £	
Health & Safety & maintenance.	A T Hickman	100.00	
Allotment hedge/trees	Arbtechnic	990.00	
Removal of deadwood from Oak trees on the cricket field		372.00	
Annual internal audit	Internal Auditor	350.00	
Emptying and rental of 1100 litre bin	CDC	62.60	

Contribution to the Manhood Peninsula Partnership	CDC	1074.00	
Pavilion Garden.	English Gardens	45.00	
Mirror for disabled toilet in the Pavilion.	Mr B Hutton	15.49	
	Home Clean Chichester		
Cycle path fencing (funded by Woodger Trust)	IGS Fencing	3355.20	
IT support.	JNR	199.68	
Fertilising and overseeding works on cricket field	Kestrel	3108.00	
Zoom license.	Mr K Martin	14.39	
External painting to West Wittering toilet walls.	Merritt Decorators	1680.00	
Repair faulty auto flush in public conveniences.	Paine Manwaring	611.26	
Clerk's salary and expenses.	Parish Council administration	1231.14	
Village green and play area x3	SWR Garden Services	480.00	
Footpaths x2		740.00	
Marine drive twitten Benches at Snowhill			
Professional services, advise and communications with third parties.	Surrey Hills Solicitors	960.00	

Street lighting maintenance 19/20	West Sussex County Council	2208.55	
Mow Pavilion sportsfield	Wicks Farm Holiday Park	196.50	
	BANK PAYMENTS		
Broadband and landline.	British Telecom	66.47	
Water services public conveniences	Business Stream	12.26	
Liabilities.	HMRC	518.42	
Parish administration.	Nest	112.32	
HR Services.	RAMAR	10.50	
Website support.	Website Success	126.00	
Clerk's license(monthly).	Zoom	14.39	
	TOTAL	8262.69	