

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

Held on Tuesday May 4th, 2021, at 7pm.

**WEST WITTERING PARISH COUNCILLORS PRESENT: MR BOB HUTTON (CHAIRMAN), MR B BUCKLAND, MR K MARTIN, MRS B WRIGHT, MRS JEAN BARRETT (VICE-CHAIRMAN), MRS N PIKE, MR H PATEL, MRS L HANDFORD, MR S DEBEGER AND EIGHT MEMBERS OF THE PUBLIC.**

**CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: MRS E HAMILTON, MRS S TAYLOR AND MR G BARRETT.**

**WEST SUSSEX COUNTY COUNCIL (WSCC) COUNCILLOR PRESENT: MR P MONTYN.**

- 196/21.** The Clerk opened the meeting and requested nominations for Chairman of West Wittering Parish Council (WWPC). On a proposal by Cllr Buckland and seconded by Cllr Pike, Cllr Hutton was elected as Chairman of WWPC for 2021/22. No other nominations were received.

The Chairman requested nomination for Vice Chairman and on a proposal from Cllr Hutton and seconded by Cllr Wright, Cllr Barrett was elected as Vice Chairman of WWPC for 2021/22. No other nominations were received.

The Chairman introduced the new groupings of working parties and suggested leaders for those groups. Membership of the new working parties and a change of leadership could be agreed at a later date. The list of suggested representations on other bodies was also proposed. The Parish Council agreed to the creation of the new groups of working parties and to the individual representation on external bodies as listed in Appendix 2. Councillors were also reminded that all Councillors were members of the Planning Committee and that the Chairman of the Planning Committee was proposed by that committee. All were in agreement.

**197/21 APOLOGIES FOR ABSENCE – None**

**DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None**

**198/21. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – No items raised.**

**199/21. CONFIRMATION OF MINUTES AND MATTERS ARISING –** On a proposal by Cllr Martin and seconded by Cllr Wright the minutes of the previous meeting held on April 1st, 2021 were approved.

**200/21. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –**

Mr Montyn requested that the Parish Council engage with West Wittering Estates on any actions planned to alleviate the potential parking issues in the summer. Subsequent to this meeting West Wittering Estates met with the Chairman and Vice Chairman to agree next steps. The Chairman confirmed that the use of The Pavilion would be offered again to Chichester District Council enforcement officers this year for their respite periods.

Cllr Taylor reported that the CDC Cabinet had recently discussed the Air Quality Action Plan which records an improvement in air quality in two of the Air Quality Management Areas using data from before the lockdown. The plan was about to be available for public consultation and Cllr Taylor encouraged anyone that was interested to respond.

Cllr Hamilton confirmed that she had been re-elected as Chairman of CDC for the coming year and was congratulated by all on this appointment.

Cllr Barrett reported that, following the recent meeting of the Overview and Scrutiny Committee, the Environment Agency have been asked them to review the data using the topography maps using Lidar maps rather than OS maps and to address the ditch network and outlet to the sea at the site where the pipework is below sea level at high tide, and this can cause tidal blocking. The Environment Agency agreed to look into this and confirmed that the figures could change again in the future.

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

Dr Collinson requested that more information be made available concerning the critical data that was used by the Environment Agency to re assess the HELAA and that transparency be improved. Subsequent to the meeting an email received previously from the Planning Department at CDC was circulated.

Tracey Savage expressed great concern about the state of the ditch nearby to her property which is a health risk.

Cllr Taylor explained the background to the changes and that inclusion in the HELAA is not a guarantee that a planning application will be approved.

**201/21. PLANNING MINUTES -**

It was agreed that the draft minutes of the Planning Meeting would be dealt with at the next meeting of the Planning Committee.

**202/21. Stubbcroft Farm** - Cllr Pike explained that the current document 21/01090/EIA is not a planning application but is suggesting that an Environmental Impact Assessment is not required for this development. The Parish Council is able to respond as a concerned neighbouring Parish as this would be a good time to establish the interest of the Parish Council in this application as it progresses. On a proposal from Cllr Martin and seconded by Cllr Debever it was agreed that the Parish Council would respond and request that an Environmental Impact Assessment was necessary.

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**203/21. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

- (a) **Allotments** – The Allotment Association are improving the sheds at the Allotments with a grant from the Woodger Trust.
- (b) **Footpaths, open spaces and village green** – Cllr Barrett explained the background to the application for notice of landowner deposit on Berry barn Lane. This was a process by which landowners can close an area for a time in order to re-establish their rights as landowners and avoid any requests for a Public Right of Way. Berry Barn Way is already a Public Bridleway and this is not affected by this notice.

- (c) **Sportsfield management and Millenium Meadow** – Both the Tennis Club and the Football Clubs have been informed that the Pavilion cannot be used on Thursday May 7<sup>th</sup> due to the elections taking place.
- (d) **Snowhill** – Nothing to report.
- (e) **Finance** –
- i) On a proposal by Cllr Buckland and seconded by Cllr Pike, the accounts for payments totalling £8863.53 were approved and are recorded below as Appendix one.
  - ii) The Budget Monitor for April 2021 was received.
  - iii) The Clerk informed Councillors that the orders for the shed improvements would be managed by the Parish Council as the landowners for the Allotments.
- (f) **Communications and Website** – Cllr Martin reported that he was concerned that the updates to the Parish Council website was taking so long. The Clerk agreed to check on the progress.
- (g) **Neighbourhood Plan** – Cllr Pike reported on the draft Neighbourhood Plan that had been circulated to Councillors. Covid-19 regulations in March 2020 curtailed the first consultation but many comments had already been received and have been incorporated where appropriate in this draft. The opportunity was also taken to carry out a Housing Needs Survey in the village over the winter. As a result of the survey and the comments from the original consultation that was cut short, new content has been added on the green gap, Airbnb properties and housing criteria. A further consultation period is now required once a Strategic Impact Assessment has been completed. Cllr Martin congratulated Cllr Pike on the draft Neighbourhood Plan which read as a very professional document and on a proposal from Cllr Martin and seconded by Cllr Buckland, the West Wittering Parish Council Draft Neighbourhood Plan was approved for public consultation, subject to any Strategic Impact Assessment changes.
- (h) **Parish Assets/Footway lighting** – Nothing to report.
- (i) **Memorial Hall** – Cllr Barrett reported that the Memorial Hall would be opening from May 17<sup>th</sup> to small groups but that some groups were waiting until the end of June before returning and the Players would not begin until September.
- (j) **Town Twinning** – Cllr Barrett reported that the Town Twinning Association had taken part in an online cookery event with our French Twinning Association and their German Twinning Association. The West Wittering Association is planning to hold an online cooking event for both Associations.
- (k) **East Head/CIAG** – Cllr Martin reported that a poster was being prepared to communicate what has been happening with the winter storms at East Head and also the plans for the Bund and the Car Park.
- (l) **Parish Church** – Cllr Martin has arranged for the official address for the Poor Sevens Charity to be The Parish Office address. The Parish Council has two places on the Board and Cllr Martin and Cllr Hanford are current trustees with the Clerk of the Parish council acting as secretary which will be reviewed if the workload is greater than expected. A Board meeting is being arranged to approve these appointments. Cllr Pike commented on how

helpful the Nigel Carter had been to the development of the Neighbourhood Plan and he would be a great loss to the Steering Group.

- (m) **Peninsula forum, MPP and CDALC** – Cllr Buckland and Cllr Debeger had attended a recent meeting of the Manhood Peninsula Action Group (MPAG) and Cllr Buckland reported that Joan Foster had been re-elected as Chairman of the group and Committee members were also agreed as was the constitution. Cllr Debeger reported that it had been an interesting meeting with all present in agreement about the challenges faced by the Peninsula. MPAG were interested in having champions from each of the Parish areas. There was a debate about the role of the Parish Councillor attending MPAG and the Clerk confirmed that this has been an issue since MPAG was formed. It is a complex issue that stills requires some clarification and the Clerk will research further into this.

Cllr Martin and Cllr Barrett had attended a recent meeting of the Chichester District Association of Local Councils (CDALC) which consists of Parish Councils across the whole of the Chichester District Council area. This results in there being a wide range of interesting issues and concerns being raised. Cllr Martin has helped to draft a constitution for the group which was accepted as an interim constitution and Cllr Martin had thanked the Councillor from Plaistow Parish Council for his input into producing the final version.

**204/21. CORRESPONDENCE** – The Clerk reported that the Community Speed Watch group was now established with Sussex Police. Online training had taken place and sites were being identified. Face to face training by Sussex Police on the use of the equipment to be used at the roadside would then be arranged.

The Clerk updated Councillors on the current position regarding face-to-face meetings given that the Government had not extended the legislation to allow for virtual meetings to lawfully continue. There were still some areas of confusion in terms of public participation and more details will follow.

**205/21. OPEN FORUM** – The Chairman reported that the unveiling of the plaque following the planting of a tree on the Village Green to recognise the 33 years of unbroken and exceptional service proffered by Richard Shrubbs, as a Councillor and then Chairman of the Parish Council, had been a great success. A small group assembled on the Village Green, with Richard, and the Chairman spoke of the many aspects of Richard's work over the years and his success in ensuring that the Parish Council fulfilled its role and duties for the benefit of residents of the village.

The Chairman thanked all for their attendance and contribution.

**There being no further business for discussion the meeting closed at 8.44pm.**

Signed: .....  
Chairman

Date: .....

The next meeting of the Parish Council will be held on Thursday June 3rd 2021, at 7pm in The Memorial Hall due to Covid regulations requiring more space for face to face meetings.

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 1 - Payments for approval May 2021**

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
Castle Water	Water supply to the allotments	283.39
CDC	Emptying the litter bins	62.60
Chichester District Council	Community Warden Contribution	3395.00
Covers	Materials for Allotment Association shed project (to be refunded by Woodger Trust).	1200.95
Eradipest	Playground and urban gym sanitised and cleaned.	144.00
Information Commissioners office	Data protection fee	40.00
JNR	IT support.	199.68
Mr K Martin	Zoom license.	14.39
Mulberry and Co	Councillor training	84.00

Parish Council administration	Clerk's salary and expenses.	1534.53
SWR Garden services	Village green and play area x2.	328.00
Sussex Estate Care Ltd	Contracted grounds maintenance-cycle path for March, Marine Drive Triangle for March and April. Planting o Village Green Reduce height of vegetation in front of the bench at Snowhill.	801.60
Wicks farm	Mowing the sportsfield.	196.50
<b>BANK PAYMENTS</b>		
British Telecom	Broadband and landline.	66.77
Business Stream	Public conveniences water supply and collection.	90.10
NEST	Clerk's pension	161.23
RAMAR	HR Services.	10.50
Website Success	Website support.	126.00
Vodafone ltd	Parish mobile.	9.90
Zoom	Clerk's license(monthly).	14.39
<b>TOTAL</b>		<b>8863.53</b>