

WEST WITTERNG PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday 7th February 2019 in the Sports Pavilion Rookwood Rd, West Wittering, PO20 8LT

PRESENT: Mr R Hutton (Vice Chairman), Mrs N Pike, Mr R Lewis, Mr K Martin, Mr W Buckland, and 12 members of the public. Cllr Hamilton, Cllr Taylor and Cllr Montyn were also present.

97. APOLOGIES FOR ABSENCE – Mr R Shrubb, Mrs J Barrett, Mr H Patel, Mr D Wright.

98. DECLARATIONS UNDER THE CODE OF CONDUCT – None declared.

99. URGENT ITEMS – None raised

100. PLANNING

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

List No	Reference	Application details
2/19	WW/18/03270/DOM	Mr John Hardy,Horseshoe Cottage Elms Ride West Wittering PO20 8LP Demolition of side extension and conservatory and construction of single storey rear extension and two storey side extension.WITHDRAWN SEE BELOW
	WW/18/03380/FUL	Mr Robertson,The Club House Millenium Field Elms Lane West Wittering Change use of roof space including dormer to create additional lounge area. Construction of balcony/decking areas and external staircase on front (south) elevation and associated works. NO OBJECTION.
	WW/18/03451/DOM	Mrs Anna Hardy,9 Coastguard Cottages Snow Hill West Wittering PO20 8AT Proposed two storey rear/side extension. NO OBJECTION.
	WW/18/03452/LBC	Mrs Anna Hardy, 9 Coastguard Cottages Snow Hill West Wittering PO20 8AT Proposed two storey rear/side extension. NO OBJECTION.
	WW/18/03458/DOM	Mr Mark Caddy,Little Mead Wellsfield West Wittering PO20 8LH Single storey rear extension, extension to rear dormer, garage conversion and infilling of existing carport to form garage. NO OBJECTION.

	WW/18/03459/DOM	Mr & Mrs Gilbey,Eversley Royce Way West Wittering PO20 8LN Remodelling of existing dwelling, new windows, enlarged/altered extensions. New garage. NO OBJECTION ON CONDITION THAT GARAGE IS MOVED TO ALLOW FOR MAINTENANCE OF BOUNDARY.
	WW/19/00041/DOM	Mrs Judith Wheeler,Buckleberries 11 Cakeham Road West Wittering PO20 8AA Side extension to replace existing garage, garden room and porch. NO OBJECTION
3/19	WW/19/00072/DOM	Mr Richman,8 Oxford Close West Wittering PO20 8EW Single storey rear extension. OBJECTION ON THE GROUNDS OF UNNEIGHBOURLY DEVELOPMENT.
4/19	WW/19/00123/FUL	Mr & Mrs A Gallagher,Pellew Seaward Drive West Wittering PO20 8LL Demolition of 1 no. existing dwelling and erection of 1 no. replacement dwelling and associated works. NO OBJECTION.
5/19	WW/18/03457/FUL -	Mr & Mrs R and J Bridge,Oak Trees Meadow Lane West Wittering PO20 8LR Demolition of existing 1 no. two-storey dwelling and construction of 1 no. two-storey dwelling. NO OBJECTION SUBJECT TO TREES BEING PROTECTED DURING CONSTRUCTION.
	WW/19/00201/DOM -	Mr John Hardy, Horseshoe Cottage Elms Ride West Wittering PO20 8LP Demolition of converted garage and conservatory. Construction of single storey rear extension and two storey side extension.NO OBJECTION.

(b)Neighbourhood Plan Update - Mr Lewis reported on the latest situation regarding the Neighbourhood Plan. The Council are still waiting for comments from Chichester District Council (CDC) on the screening report previously submitted to them. In anticipation of the next stage, an application has been made for technical support for the Council. The update to the Village Design Statement (VDS) is almost complete and Mr Lewis thanked Cllr Pike for her hard work on this project. Mr Lewis confirmed that the changes included in the update were only focussed on national planning policy changes and the impact that these had had on the current VDS.

(c) Update on Section 106 monies (Sandpiper Walk and Sportsfield) -The Clerk gave an update on the latest position regarding the Section 106 funds from the Sandpiper Walk development. St Peters Hall now has a viable project and Trustees are in discussion with CDC to progress this. There is still a balance of monies for improvements to the Sportsfield but not enough to make any meaningful improvements for managing the playing surface. It was therefore decided to save the amount until more funds may be able to be added and also to enquire with CDC to see if the funds could be spent on the play area or picnic seating instead.

101 CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Mr Martin and seconded by Mrs Pike, the minutes were approved and signed by the Chairman.

102. DISTRICT AND COUNTY COUNCIL UPDATE –Councillor Hamilton introduced Councillor Susan Taylor who is the District Councillor for East Wittering and Bracklesham. Cllr Hamilton reported on the changes to electoral wards which will mean that Chichester District will have fewer wards and fewer Councillors. The Witterings ward would have three District Councillors and this will become clear at election time. The three Councillors will divide the patch sensibly between them. Cllr Hamilton also reported that this was the last day to comment on the Local Plan. She also reported that PPP Taking Care are taking over the management of the Careline service from March 1st 2019. This will allow for greater investment in technology and equipment and build on the current excellent service. Cllr Taylor added that East Wittering shops have been allocated as a local centre which will ensure a presence for retail is preserved. Money has also been allocated for developing an East Wittering and Bracklesham Vision and a group will be set up to improve facilities in the area and this will also benefit residents in adjoining Parishes.

Cllr Montyn reported that the County Council were coming to the end of the budget process and the budget would be received at full Council on February 15th 2019. It had been reviewed at Select Committee and some changes had been made. This will be the first year without the Rate Support grant (RSG) which has been replaced with specific grants. It is not yet known when the grants will be received throughout the year. The Council Tax will rise this year by 4.99% and the County Council has also undergone a Peer Review which reported that finances were sound and reserves had not been used.

Mr Martin reported that he had attended the South Chichester County Local Committee and heard about the work being done on the Chichester vision and road space projections and requested that the Peninsula Parishes and organisations be included in any consultations as there is often an impact locally.

103. Reports and Recommendations from Working Parties

a) **Allotments** - No items to report

b) **Footpaths and Open Spaces** – The Clerk reported an update on the purchase of land involving legal advice. On a proposal by Mr Martin, seconded by Mr Buckland

Members agreed to deal with this item in closed session.

A report has been received and circulated from CBA Trees on the condition and maintenance plan for the trees on Parish land. On a proposal by Mr Lewis and seconded by Mr Martin the report was noted and Members agreed to obtain quotes for the urgent work required.

- c) **Sportsfield and Millennium Meadow** – The report circulated by Mr Hutton on the current arrangements for health and safety checks and maintenance of the Pavilion and Sportsfield was discussed. Workload has increased in recent years due to the urban gym and the children's area but the arrangement has not been reviewed for three years. On a proposal by Mrs Pike seconded by Mr Lewis it was agreed by a majority to pay the current contractor £100.00 per month from 1st March 2019. Mr Hutton reported that the Woodger Trust were now using the Pavilion as their main registered office.
- d) **Snowhill** – There has been a request for a memorial bench on Snowhill. The Working Party agreed to look at the current situation and see if this was possible.

On a proposal by Mr Martin and seconded by Mr Buckland a contribution towards the shingle for maintenance of the beach at Snowhill was approved.

e) **Finance** –

- (i) Noted Budget Monitoring for January 2019 had been circulated.
- (ii) On a proposal by Mr Buckland and seconded by Mr Lewis, accounts listed below and totalling £8177.77 were approved for payment.

Payee	Details	£
BT	Pavilion telephone	112.90
Bell Cornwell	Policy update for VDS	1,581.00
Keith Martin	Expenses for attendance at planning committee	13.65
CDC	Waste and recycling	59.20
Ramar Accounting Services Ltd	Payroll	10.50
Arbtechnic Ltd	Reduction of Weeping Willow	470.00
WW Allotment Association	Subscriptions	15.00
Kestrel	Maintenance to cricket field	900.00
CBA Trees	Health and safety Audit-Trees 4 sites	1098.00
Joanne Brown	Clerk's salary and expenses	1133.01
Susan Hawker	Clerk's salary and expenses	1240.84
HRMC	Liabilities	710.47
Moore Stephens	Audit fee	516.00
Sussex Estate Care	Clearing ivy	90.00
CDC	Paladin	59.20
MJ Rose	Boiler Service	168.00

Total **£8177.77**

- f) **Communication and web site** – The Clerk presented a further report on IT detailing the costs associated with the developments reported at last month's meeting. Cllr Martin asked what research had been carried out into the company providing the service level agreement to maintain the Councils IT services. Following discussion and on a proposal by Mr Martin and seconded by Mr Lewis it was agreed to progress the purchase of hardware for the Office and the Clerk to

arrange a meeting with the supplier and interested Members to discuss the other recommendations in the specification.

- g) **Parish Assets/Footway Lighting** – No items to report
- h) **Memorial Hall** – No items to report
- i) **Twinning Association** – No items to report.
- j) **East head CIAG/Manhood Drainage Group** – The Clerk reported that she had referred a query from Defra to Mr Martin as they were reviewing the effectiveness of Flood Action Groups and would then produce a report on the matter.
- k) **Parish Church** – No items to report.
- l) **Peninsula Forum** – No items to report

104. CORRESPONDENCE –No items to report

105. OPEN FORUM – Mr Buckland raised the issue of floodlighting for the tennis courts which would be subject to a future planning application. He agreed to provide the Council with a report to consider in due course.

Mr Martin attended the South Chichester County Local Committee and the Chichester District Association of Local Councils meetings on behalf of the Parish Council where a presentation was given by Inspector Lyons on Operation Milly and crime figures generally which are rising. The effectiveness of ringing 101 was also covered and it was felt to be more effective to report crime online.

Mr Lewis reported that the gate into the footpath at the Thatched Tavern is broken and needs replacing.

Mr Hutton reported that the Medical Centre had recently had the lead stolen from its roof.

The Council then excluded the press and the public in order to discuss the following item

106. PURCHASE OF ADDITIONAL LAND –

Recommendations of the Village Green working party were circulated and discussed. It was noted that the land to be disposed of would be surveyed and a professional valuation sought. It was further agreed that Kate Jackson of Surrey Hills Solicitors would act for the Council in this matter as a specialist firm recommended by SSALC.

The Clerk also reported on the application for a PWLB loan to cover the cost of the land. As the criteria for the loan regarding public consultation had not been met the PWLB were not inclined to approve. It was agreed to go back to the Board and explain in more detail the reasons behind the acquisition of the land.

There being no further business for discussion the meeting closed at 10.00pm

Signed:

Chairman

Date:

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

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