



WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday 2 April 2026, at 7pm in the Pavilion, Rookwood Road, West Wittering
[Local Government Act 1972, Sch 12, para 15]

WEST WITTERING PARISH COUNCILLORS PRESENT -

**CLLR N PIKE (CHAIR), CLLR L HANDFORD, CLLR A HICKMAN, CLLR B HUTTON,
CLLR K MARTIN, CLLR H PATEL, CLLR I WESTERN, CLLR B WRIGHT, CLLR B BUCKLAND**

IN ATTENDANCE -

CDC COUNCILLORS PRESENT: CLLR E HAMILTON, CLLR I BALLANTYNE

SUE HAWKER (CLERK), PASHA DELAHUNTY (DEPUTY CLERK) / MEMBERS OF THE PUBLIC: 6

169/26 ACCEPTANCE OF APOLOGIES FOR ABSENCE – Cllr P Montyn (WSCC) and Cllr M Chilton (CDC) sent their apologies.

170/26 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT –

Cllr Hickman declared a pecuniary interest in Agenda Item 8.

173/26 - REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Cllrs Hamilton and Ballantyne shared that the final decision on local government reorganisation has been deferred. The unitary grouping proposed by government has been unpopular locally as the Chichester would join Horsham and Crawley and not the coastal areas of Arun, Worthing and Adur which had been one option supported by WSCC. By contrast, a proposal by Brighton and Hove, who did not consult with other councils, has been accepted by government. Consultations will take place at some time after the elections.

The Councillors were asked about the Stubcroft Farm development application considering the new Town and Country Planning Order requiring that the Secretary of State be notified when a council refuses a major housing scheme. Cllr Ballantyne confirmed that the Stubcroft Farm application was not listed for review at the next LPA committee meeting. Members of the public asked if there was a provision to request an emergency planning meeting given that the development could be allowed on a technicality. Cllr Ballantyne agreed to enquire about the application. The Parish Council was also encouraged to write to the LPA to raise their concerns.

177/26 – PUBLIC SESSION & QUESTIONS – The Chair noted that the public session had been brought forward on the agenda. The following comments were made:

- The potholes on Pound Road have recently been filled however a new pothole has since emerged, and the quality of the work was questioned.

- Noting that seating at the Cathedral bus stops had been funded via the Chichester City Council, a question was posed about the possibility of having seating at the bus depot. There are elderly people who use the bus and there is no seating at the depot. It was suggested that the building belongs to Stagecoach and it would be for them to address. The Clerks agreed to raise the suggestion with Chichester City Council on behalf of the resident.

171/26 - CONFIRMATION OF MINUTES –

RESOLVED - That the minutes of the previous meeting held on 5 March 2026, were agreed as a true and fair record and were approved by all. They were signed by the Chair.

175/26 – REPORTS

i. Chair’s Report

The Chair’s report was circulated to the Council prior to the meeting. Questions about the condition of the grass at Snowhill were raised and several Councillors suggested that damage, if any, could be the result of recent footpath works and not the annual spreading of shingle on the hard. The Chair confirmed that a local resident had raised the concerns with her and that the timing corresponded with the work to spread the shingle by the sailing club volunteers. Deep ruts in the grass caused by turning vehicles were also noted as damage. As a public space, the condition of the area should be visually attractive and maintained, for all to enjoy.

The offer of help from CDC in setting up the Community Land Trust was gratefully received. One Councillor questioned the use of the Parish bank account to hold the grant funding until the CLT corporation is established. It was confirmed that this approach has been taken in other parishes and was suggested by CDC. Another option would be for the Parish to fund the initial establishment of the CLT. Two members of the CLT Working Group confirmed that holding the funding would be temporary and that some of the funding options were subject to deadlines which is why it was important to start the process now. Cllr Hamilton confirmed that the next round of the Grants and Concessions Committee would take place on 24 June.

ii. Clerk’s Report

The Clerk’s report was circulated prior to the meeting. While it had been hoped the playground would be installed in time for Easter, this has been delayed for another week linked to the need to substitute a safety feature on the zip line. The entire playground will be opened after the zip line is complete and the facility has been inspected and certified.

Work on moving to the Scribe finances system is ongoing and training on the allotment package will take place next month. Jim Lines was thanked for his help with work on the allotment allocations.

Responses to the Annual Parish Assembly scheduled for 22 May 2026 has been positive. The spring newsletter is also in development and will be delivered after the election, from 8 May 2026.

Councillors were encouraged to look out for invitations in the coming weeks as several working party meetings will be scheduled. This includes the Highways Working Party who have a number of projects to discuss. There is no timeline for the Piggery Hall Lane TRO, but it is being processed. The Clerk shared that the proposed roundabout at Pound Road

was not likely but uncontrolled crossings would still be possible. A Staffing Committee meeting will also be scheduled but the Clerk shared that from 1 April 2026, her working hours have been reduced to 20 per week (with Wednesday a non-working day) with the Deputy Clerk remaining on 25 hours per week (with Monday the usual non-working day). An officer will be working from the Pavillion on Wednesdays and Thursdays, subject to outside meetings and leave. A notice has been put on the front door to publicise these timings and shared other contact options for the public.

iii. Working Group Updates

There were no working group updates to share.

iv. Outside Body Representation Reports

Reports on Green Links across the Manhood (GLaM) and East Head Coastal Issues Advisory Group (EHCIAG) were circulated prior to the meeting. Cllrs asked why the hotspots mapping shared by GLaM did not identify the traffic detour down Elms Lane. This has been raised with the group, and a full response has not yet been received.

The Council also noted that the Chair's update on EHCIAG included details which took place after the group meeting had ended and was therefore not reflected in the minutes. The suggestion to widen the scope of the advisory group to include neighbouring beach owners was resisted by some. The drifting of sand across the field at West Wittering Estate car park adjacent to gaping in the tamarisk has been identified as a concern. Natural England is monitoring the shifting of sand in the area but there was a consensus that this is part of nature. The group is not expected to meet again until 2027.

Committee Reports

174/26 - PLANNING MINUTES – The Planning Minutes for 25 February 2026 were noted. The Deputy Clerk confirmed that an error in listed attendees would be remedied at the next committee meeting.

A discussion took place around the suggestion that the terms of reference for the planning committee should be reviewed considering the withdrawing the previous objections to the Lapwing beach project. If the committee were mindful to deviate from the development policies set out in the Neighbourhood Plan (NP), the application should be referred to full council. There were serious concerns that if planning committee decisions were contrary to policy, such as with the destruction of the coast (WW10), it would be a demotion of parish policies and could be seen to be irrational in law. It is critical that the NP policies are of weight and merit and the starting point when considering planning applications. The recent letter submitted to the LPA regarding the Lapwings application does set out strongly the need for outstanding matters raised by Natural England to be resolved. It also lists several conditions designed to address the footpath and public access to the area both during and for years after while the vegetation.

The terms of reference for the planning committee will be presented for review at the Parish Council Annual meeting in May.

Finance Reports

- i. **Payment List – for April 2026** – Payments of £3,311.28 were **APPROVED** and are listed below as Appendix 1. [*Local Government Act 1972, s. 111*]

ii. **Budget Monitoring Report – March 2026** – The report was noted by the Parish Council.

iii. **Bank Reconciliation – March 2026** – The report was noted by the Parish Council.

Policies

i. **Pension Discretions Policy** – It was confirmed that the policy was a Hampshire Pensions model and the contents have been updated in line with the wording used by neighbouring parishes. The Clerk reminded the council that this policy was a requirement of joining the Local Government Pensions Scheme. There are no adverse financial implications for the council.

ii. **Emergency Plan** – The front sheet of contact details was not circulated with the plan as it contains confidential information not in the public domain but will be supplied with the hard copies given to key people identified in the plan. The suggestion was to publicise the plan at the Annual Parish Assembly and include a reference to the plan in the spring newsletter. Thanks was given to Mr Barratt as an earlier version of his plan was used as a model for the current version. The Deputy Clerk was also thanked for her work in compiling the plan which will be regularly reviewed.

Action Point – Minor amendments have been suggested and include adding The Witterings Pub as a warm hub location and including postcodes for key places. Church Rooms contact details should not be distributed.

RESOLVED – That, subject to the amendments noted above, the Pension Discretions Policy and Emergency Plan were approved by the Council.

175/26 – DATE OF NEXT MEETING – The next meeting of the Parish Council will be held on Thursday 14 May 2026, at 7pm in The Pavilion, Rookwood Road, West Wittering, PO20 8LT. The Annual Parish Assembly will take place on 22 May 2026 at 7pm at the Memorial Hall, West Wittering, PO20 8LW.

Cllr Martin asked to address the council to announce that after 20 years, he was stepping down from his role as parish councillor. He shared that a key focus of his time on the council has been linked to communications and he had contributed much during his tenure. He did express some unease about the current direction of the parish council and suggested that there was a danger that the important work of the parish could be hampered and that opposing views is at the core of public service. Other Councillors concurred that healthy debate done with a foundation of mutual respect was important.

Cllr Martin referenced the new agenda format and suggested that moving the public session to the start of the meeting may not allow the public to reflect on what councillors say during the meeting. He also suggested that decisions should feature earlier in the meeting as member of the public may not chose to stay for the entire meeting. He stressed that public engagement was an important part of the parish council.

The councillors were surprised that Cllr Martin was stepping down and thanked him for his years of service and numerous contributions to the council. He will be missed. Cllr Martin acknowledged that he has very much appreciated the camaraderie of the group over the years. He resolved to meet with the Deputy Clerk next week to discuss any outstanding matters.

PART 2 - PRIVATE SESSION – The ongoing delays with the legal work to stop illegal parking within the village green were discussed.

Action Point – The Clerk agreed to continue to press for closure on this matter and will ask the council solicitor about serving a ‘Notice to Complete’.

There being no further business for discussion the meeting closed at 8:18pm.

Signed:
Chair

Date:

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, AGENDAS AND MORE INFORMATION ABOUT WEST WITTERING PARISH COUNCIL CAN BE FOUND ON THE PARISH COUNCIL’S WEB SITE: www.westwitteringparishcouncil.gov.uk

Appendix 1 - Payments for approval April 2026

PAYMENTS FOR APPROVAL

APRIL WWPC MEETING 2026

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
	Litter picking	75.00
	Extra duties Clearing glass from the back of the Pavilion Opening the car park for the playground contractors early in the morning	30.00
CDC	Weekly emptying of the 1100 litre bin	84.00
	National non domestic rates	413.92
Castle Water	Water supply to the Allotments	57.01
Rene Donaldson	Cleaning of the Pavilion December - March	756.00
Elektromos	Replace the PIR light in the ladies toilet and check heating controls at the Pavilion	90.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for October	249.12
Barry Napper	Remove and dispose of bench on Marine Bank	120.00
	Replace cycle path post and re instate rails	90.00
SSE	Electricity supply to the Pavilion	87.57
	Street lighting/furniture various locations	314.20
Scribe Support	Allotment and Accounts packages subscription	124.80
Travis Perkins	Materials for the cycle path fence repairs	29.60
Wicks Farm	Mowing the sports pavilion	216.00

PAYEE	DESCRIPTON	AMOUNT £
	Roll football pitch and playing field	60.00
Bank payments		
Business stream	Water supply and collection - Pavilion	81.10
Mailchimp	Parish mailing list communications	18.20
RAMAR	Payroll Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	16.94
Zoom	WWPC license	15.59
Total payments		3,311.28