



## **WEST WITTERING PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE PARISH COUNCIL**

Held on Thursday 5 February 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**

#### **IN ATTENDANCE -**

**CDC COUNCILLORS PRESENT: CLLR E HAMILTON**

**SUE HAWKER (CLERK), PASHA DELAHUNTY (DEPUTY CLERK) / MEMBERS OF THE PUBLIC: 5**

**156/26 ACCEPTANCE OF APOLOGIES FOR ABSENCE** – Cllr B Buckland. The Council sent best wishes to Cllr Buckland. Cllr P Montyn (WSSC) and Cllr M Chilton (CDC) were unable to attend the meeting.

#### **157/26 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT –**

Cllr Martin declared a personal interest in Agenda Item 10 due to location of his house which may be affected by the tennis court lighting. Cllr Hickman declared a pecuniary interest in Agenda Item 8 and Agenda Item 10 as he is the manager of the Rookwood Lawn Tennis Club.

#### **158/26 - CONFIRMATION OF MINUTES AND MATTERS ARISING –**

**RESOLVED** - That the minutes of the previous meeting held on 15 January 2026, were agreed as a true and fair record and were approved by all. They were signed by the Chair.

**159/26 - REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Cllr Hamilton shared that she had recently attended the All-Parishes Meeting where the local government reform and changes to renters' legislation were discussed. The new food waste collection service was highlighted and a member of the public explained that the initiative hopes to reduce residual waste while promoting sustainable waste management practices. Cllr Hamilton also confirmed that potential names for the new district had been circulated to local councillors for voting.

**160/26 - PLANNING MINUTES** – The Planning Minutes for 28 January 2026 were noted.

**161/26 – TO ADOPT REVISED TRAINING AND DEVELOPMENT POLICY** – The Clerk confirmed that while this policy had already been adopted by the Council, however following advice from the qualification body training for volunteers and councillors have been added. It will be reviewed annually and will be published on the Council website.

**162/26 – TO AGREE REPAIRS TO PUBLIC CONVENIENCES ROOF** – Cllr Hutton highlighted the details of the report and drew attention to the differing timescales of each quote, confirming both options were

based on the same product (tile). Sample tiles will be available to view and consider before the order is placed to ensure that the colour is in keeping with the surrounding conservation area.

It was **RESOLVED** that Contractor B should be approached to carry out the work on the public conveniences roof. [*Public Health Act 1936, s.87*]

**163/26 – AFFORDABLE HOUSING COMMUNICATION FROM CDC** – Details of the report and update were circulated before the meeting. The Council were delighted that from April 2026 affordable homes would be available to people in West Wittering. A great deal of work has gone into ensuring that this came to fruition at the Church Road development.

The Council discussed that there was an urgency to communicate with the local community as on only those who are eligible and on the housing register with CDC can be considered for the housing. People with a local connection (in Bands A, B or C) may have first preference. A flyer will be drafted and a distribution list of locations in the village will be produced to help publicise the information. The homes are not modified but were built in line with the Lifetime Home Standards and should be suitable for some individuals with mobility issues.

**164/26 – TO APPROVE PAYMENTS FOR JANUARY 2026** – Payments of £2121.40 were **APPROVED** and are listed below as Appendix 1. An additional payment of £450.00 for CiLCA training for the Deputy Clerk was also **APPROVED**. [*Local Government Act 1972, s. 111*]

**ACTION POINT** – The Clerk agreed to bring a tally of the footpath project costs to the next meeting.

The trees being planted along the footpath have been funded by Defra via CDC and need to be planted by mid-February. The Council thanked Jane Reeve for her work on this project.

**165/26 – AGREE ACTIONS TO STOP ILLEGAL PARKING WITHIN THE VILLAGE GREEN** – It was **RESOLVED**, to move this matter to Part 2 to consider legal advice. [*Public Bodies (Admissions to Meetings) Act 1960*]

**166/26 – TO CONSIDER REQUEST FROM ROOKWOOD LAWN TENNIS CLUB TO INSTALL LIGHTS ON THE TENNIS COURTS** – The Rookwood Lawn Tennis Club compiled a report on their proposal which was circulation prior to the meeting. There will be no cost to the Parish Council for the installation of the lights as The F.G. Woodger Trust have agreed to fund the project, should the project be supported of the Council.

Children and working people would benefits from the lights as play could continue in the late afternoon/evenings during the winter months. Control of the lights would be via an App and the restrictions on hours and days would align with the football club. New modern lights are more tailored which results in less of a flood of lights in the area.

While the suggestion was made to widen the usage hours, it has not yet been confirmed if planning permission is required and the group agreed that the light timing constraints could be revisited if demand was high and permissions allowed. Some time ago, an electrical fault did result in a complaint about the football lights from the neighbouring cottages, but this was a technical issue and promptly resolved.

Representative from the Club agreed to work closely with the Council on the project and a separate electric supply and meter was suggested. The terms of use for the lighting would be set out in an agreement with the Club.

It was **RESOLVED** to approve the tennis court lighting project in principle. Confirmation of permissions and a formal agreement would be needed before works could proceed. Cllr Martin abstained with other Councillors in agreement. [*Local Government (Miscellaneous Provisions) Act 1975, s19. Parish Councils Act 1957, s 3*]

**167/26 – CONSIDER COMMUNITY GOVERNANCE REVIEW APPLICATION TO CDC** – Details of the proposal were set out in the report circulated with the meeting agenda. It was noted that the contribution of people outside of the council to working parties was beneficial. The Clerk raised that there may be a need to delegate some tasks formally which could only be done through a committee or sub-committees and in the past there had been issues with being quorate. The group agreed that the figures presented in the report did little to support or dissuade the argument for one new councillor. The Council agreed to postpone the matter until after May 2026. The Clerk can informally investigate the process.

## **168/26 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

### **(1) Environment and Green Spaces –**

*West Wittering Cricket Club* – Cllr Hutton was thanked for meeting with the fencing companies on site at the Cricket Club to help progress this matter. One quote had been received with a further expected. The CC has indicated that as the fence belongs to the Council, they should be responsible for the repairs however the nuisance of the wayward balls stems from the CC activity. There is an urgency to resolve this matter, and under the terms of their agreement with the Council the CC must not cause a nuisance.

Councillors expressed concerns over the logistics of extending the fence with additional panels and questioned if further extensions would be needed subsequent years. Other netting options should be explored and this matter will need to be revisited by the Council.

### **(2) Community Liaison –**

*Stockbridge Gas Main Works Update* - There are regular online updates on these works which the Clerk will circulate to Councillors.

*Ellanore Lane and The Pavillion entrance resurfacing* – Details of late quotes have been received for fixing the potholes along the lane outside of the allotments as well as the tarmac at the entrance The Pavillion car park were shared with Councillors. Communications have also been taking place with the owner of Ellanore Farm about the condition of Ellanore Lane given the increase in lorry traffic relating to the building work taking place at the farmhouse.

It was noted that the owner of Ellanore Farm paid for the previous repairs of the road including the area adjacent to the allotments which are part of Council land. Councillors expressed concerns about investing funds for repairs as the building work is ongoing. The suggestion was that the minimum level of work should take place now to ensure the area was safe to drive and walk. Cllr Hutton warned that the quote may be subject to change if work to both areas did not coincide.

Cllr Martin proposed that the Council should approach the owner of Ellanore Farm to share equally in the costs to repair the potholes identified alongside the allotments (£2795 which be at a cost of £1397 to the Council). The motion was seconded by Cllr Western. The Council **RESOLVED** to spend £1397 to repair Ellanore Lane potholes if the owner of Ellanore Farm were amenable to sharing the costs of the repairs. [*Highways Act 1980, s. 41*]

### (3) Parish Projects –

*Replacement playground update* – The work is scheduled to start on 27 April 2026.

*Solar panels project update* – Waiting for revised quotations however the cost of panels has decreased.

*Snowhill Chains* – Cllr Wright was thanked for conducting an audit of the vessels on the parish chains with an update to the report circulated to Councillors at the meeting. Five kayaks were identified as being non-compliant with the conditions of use for the site. The poor condition of one vessel was noted and a previously identified boat was no longer on the chains. The current terms do not reference the condition of vessels on the chains, only the need for a current CHC plaque to be displayed.

A discussion with most of the Councillors in support of regularising the use of chains which could include maintaining a register of users, charging a fee, and strengthening the conditions of use.

Councillors opposed to a formal management approach raised concerns about the time and costs that would be needed to manage the site as a commercial venture and suggested that as the sailing club is often involved with maintaining the site it would be prudent to discuss change with them.

Cllr Western, declared an interest as a user of the public chains but was in support of a more formal management system and fee for the use of the chains.

**Action Point** – The Clerks agreed to investigate options and would look at drafting a policy for the public chains to present at the April 2026 meeting.

It was **RESOLVED** that a formal notice should be attached to the vessels who are not in compliance with the conditions of Snowhill chains. [*Open Spaces Act 1906, s 15*]

### (4) Parish Administration –

(i) The Budget Monitor for December 2025 was received and noted.

(5) **Communication and Engagement** – It was **RESOLVED** that the next edition of the Parish Council newsletter should be in advance of the Annual Meeting in May. A deadline for articles submission was set for the end of March, with an April publication date. [*Local Government Act 1972, s 142*]

(6) **Representation on other bodies** – Cllr Handford shared that she had attended a twinning meeting and that 20 more people had expressed an interest in the trip planned for June 2026. Cllr Patel attended the All-Parish Meeting with updates already given by Cllr Hamilton. Cllr Martin attended the National Planning Policy Framework (NPPF) briefing which highlighted the need to review the Neighbourhood Plan (NP) to ensure it remains effective. The Clerk confirmed that a review of the NP is already planned to coincide with the 6-month mark since the adoption of the Local Plan in late 2025. The West Wittering NP sets out housing criteria instead of allocations which puts the parish in an advantageous position. The Deputy Clerk shared that part of the local government reform could result in a 5-year term at the next parish elections to allow the process to realign with the county.

(7) **169/26 OPEN FORUM** – A member of the public suggested that the Birdham housing development adjacent to the shop may not proceed as numerous issues have been identified with the site. Cllr Hamilton who sits on the Birdham Parish Council was not aware of this potential development.

A letter had been received from Cllr Barrett which raised concerns about the sewage at Pound Road. It had been previously suggested that the school could escalate action via the Department of Education (DfE) as children were needing to walk through sewage to get to school.

**Action Point** – The Clerk will contact the Headteacher at West Wittering School to encourage them to log a formal complaint to the DfE about the sewage problem at Pound Lane and how it is affecting pupils. The Chair will respond to Cllr Barrett.

**170/26 Private session (Agenda Item 8)**

**AGREE ACTIONS TO STOP ILLEGAL PARKING WITHIN THE VILLAGE GREEN** – It was **RESOLVED** to proceed with direct action against the illegal parking on private land via a third-party enforcement provider.

**There being no further business for discussion the meeting closed at 9:00pm.**

Signed: .....  
Chair

Date: .....

**The next meeting of the Parish Council will be held on Thursday 5 March 2026, at 7pm in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.**

**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 January 2026**

**PAYMENTS FOR APPROVAL**

**January 2026**

<b>PAYEE</b>	<b>DESCRIPTON</b>	<b>AMOUNT £</b>
A T Hickman	Health & Safety & maintenance	100.00
	Public toilet meter reading.  Let the twinning association in for meeting on a Friday evening and show them the locking up procedure and hand over the keys.  Remove an awful lot of firework debris from the sports field after new years eve.  Remove all the ivy which was covering the sign in the pavilion carpark	45.00
	Litter picking	75.00
Arbtechnic Ltd	Delivery of woodchip for the East West Cycle path hedge project	210.00
CDC	Weekly emptying of the 1100 litre bin	84.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for October	217.20
MD Contracting	Village Green maintenance contract	156.00
Barry Napper	Further repairs to posts and rails on the cycle path fence prior to planting of trees.	90.00
Scribe Support	Allotment and Accounts packages subscription	124.80
Travis Perkins	Materials for the cycle path fence repairs	15.32
Office supplies ltd	Printer ink and paper	161.32
WSALC	New Clerks training and planning training	£138.00
Wicks Farm	Hedge cut and leaf blow cycle path ditch	382.80
<b>Bank payments</b>		
Mailchimp	Parish mailing list communications	11.67
RAMAR	Payroll Services	12.98
Website Success	Website support	214.25

<b>PAYEE</b>	<b>DESCRIPTON</b>	<b>AMOUNT £</b>
Vodafone Ltd	Parish Council mobile	12.47
Zoom	WWPC license	15.59
<b>Total payments</b>		<b>2121.40</b>
<b>Additional Payment agreed by Council:</b>		
Celia Price Consultancy	Deputy Clerk CiLCA training	450.00
<b>Total payments</b>		<b>2571.40</b>