



## **WEST WITTERING PARISH COUNCIL**

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

Held on Thursday December 4th, 2025, at 7pm in the Pavilion, Rookwood Road, West Wittering.

**WEST WITTERING PARISH COUNCILLORS PRESENT: MRS N PIKE (CHAIR), MR I WESTERN (VICE- CHAIR), MR B HUTTON, MRS L HANDFORD, MR B BUCKLAND, MR K MARTIN AND 10 MEMBERS OF THE PUBLIC.**

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

**CDC COUNCILLOR PRESENT (CDC): CLLR M CHILTON AND CLLR E HAMILTON**

**125/25 ACCEPTANCE OF APOLOGIES FOR ABSENCE** – Mrs B Wright and Mr H Patel

**126/25 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT** – Cllr Martin declared a personal interest as a member of the West Wittering Cricket Club and West Wittering Sailing Club. Cllr Western declared a personal interest as Commodore of the West Wittering Sailing Club and as a member of the Cricket Club.

**127/25 - CONFIRMATION OF MINUTES AND MATTERS ARISING** - The minutes of the previous meeting held on November 6th, 2025, were agreed as a true and fair record and were approved by all.

**128/25 – CONFIRMATION OF APPOINTMENT TO THE WWPC CASUAL VACANCY** – It was **RESOLVED**, to appoint Aidan Hickman to the role of Councillor following a recommendation from the interview panel. The Chair welcomed Cllr Hickman to the parish council and asked if he had any declarations of interest for any items on the agenda. Cllr Hickman confirmed that he had a personal interest in agenda item 7 and a pecuniary interest in agenda item 11.4(i).

**129/25 - REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** - Cllr Montyn confirmed that the mayoral elections have been postponed for two years to allow for the review of the structures below to be agreed and authorities established.

Cllr Chilton reported that the work on Local Government Review continues for CDC as does work on the final stages of a new leisure contract for the district.

Cllr Hamilton confirmed that the tax base for the coming year had been agreed. Funding for improvements to the sea wall at Selsey and West Beach were also discussed with Coastal Partners.

**130/25 - PLANNING MINUTES** – The Planning Minutes for November 26th, 2025, were noted.

**131/25 – Snow Hill Shingle** – It was agreed to investigate further the need for permissions to spread shingle on the foreshore at Snow Hill Creek. The Clerk will contact West Wittering Estate (WWE) and any action required will be progressed jointly between WWE and WWPC.

**132/25 – GRANT APPLICATIONS** – The Grant applications received for for 2025 were discussed **and under the powers available to the Parish Council the following grants were AGREED :**

Organisation	Purpose	Amount agreed for 2024
Parish Church of St Peter and St Paul	Contribution to the maintenance of the burial ground in 2021	£1600.00
	Contribution to the cost of repairing a footpath in the burial ground	£1305.00
Home-Start	Contribution towards the cost of supporting families in West Wittering	£700.00
St Wilfrid's Hospice	Contribution to the costs of the Community Team	£3,000.00
Outside the Box	Contribution to the costs of activities	£400.00
Chichester and District Foodbank	Contribution to the costs of local service	£500.00

**133/25 Community Land Trust, Community Aspiration 3 WWPC Neighbourhood Plan**– The Chair and Vice-Chair outlined to the Council the advantages of developing a Community Land Trust for the village. A Community Land Trust is a vehicle for holding housing that is not subject to a Right to Buy. The recent issues experienced with the provision of social rented housing on the Church Road development site has highlighted this issue. The first step is to establish the evidence of local need via a robust housing needs assessment. It was **RESOLVED** that WWPC would establish a CLT and will invite CDC officers and other experts and interested parties to meet and agree the programme of work. This work can then be presented at the next Annual Parish Assembly for wider communication and engagement.

**134/25 Community Leisure Facility** – Further to the correspondence item discussed at the previous meeting, a representative of 500 residents keen to facilitate the provision of a community leisure facility in the village presented the ideas being discusses and requested parish council support. It was explained by the Chair that the parish council could be involved in initial discussion but could not commit to supporting the idea fully as this would eventually become a planning application and, as a statutory consultee, the parish council could not predetermine its response as a corporate body to any planning

application. It could however be involved in the initial stages, and three councillors may be involved in this phase with the Clerk in attendance should it be required. The parish council stressed that the facility should always be a community facility rather than a private sports club.

**135/25 Highways update** - The Clerk reported on progress with highways interventions in the village. The Community Traffic Regulation Order has progressed through the first phase of the process which involves evaluating the project further against criteria. Regarding the blocked traffic at Elms Lane, negotiations were underway to place the sign indication a narrow road in a more useful position at the end of Chapel Lane, a Highways officer will be visiting the parish council on January 13<sup>th</sup> 2026 to discuss a range of street parking and street lining concerns and this will be reported back to the January meeting of the parish council on January 15<sup>th</sup> 2026.

### **136/25 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

- (1) **Environment and Green Spaces** – It was noted that the Snow Hill working party meeting would take place on December 5<sup>th</sup>. The area had now been mowed but had faced some difficulties due to the weather.

On a proposal from Cllr Hutton and seconded by Cllr Buckland it was **RESOLVED** to move the Village Green update into private session at the end of the meeting.

- (2) **Community Liaison** – Carols on the Green will be taking place on Friday December 19<sup>th</sup> at 6pm on the Village Green with carols commencing at 6.30pm. The Witterings Pub has offered to make the mince pies and there will also be mulled wine. The parish council has been thanked for the village green Christmas tree.

The Chair reported on a meeting that was held with Southern Water and East Wittering and Bracklesham Parish Council which she attended. It was a positive meeting with two officers from Southern water who confirmed that more funds were being invested in the area. The Southern Water complaint procedure should be used for informing Southern Water of an ingress of sewerage.

- (3) **Parish Projects** – The Chair updated the parish council on the progress being made with the emergency plan. The Chair circulated the emergency plan cover sheet with contact details of key roles in the village in case of an emergency. The full emergency plan will now be populated.

Cllr Hutton updated the parish council on the east west cycle path hedge project. The cycle path has been prepared for planting the free trees from CDC which need to be planted by February 15<sup>th</sup> 2026. This will be phase one with phase two next winter. The solar panel project will commence now that the Memorial Hall toilet improvements are complete. The panels will be put on the Pavilion only as the public conveniences roof requires attention and quotations have been sought.

#### **(4) Parish Administration –**

(i) The Budget Monitor for November was received.

(ii) Payments of **£4339.27** were **APPROVED** and are listed below as Appendix 1.

- (5) **Representation on other bodies** – Cllr Pike had previously circulated a short report on the recent CDALC meeting and Cllr Western had circulated the CHC report.

The Chair reported on the recent meeting of SWiSH where there was a very useful talk from the Environment Agency (EA) officer, Mr Woody Wilcox, on community resilience to flooding. Mr Wilcox will be invited to speak to the parish council.

The Chair reported on the recent meeting of Green Links across the Manhood (GLaM) where progress was reported on the hotspots map of the peninsula to aid highways with the identification of safety hotspots and subsequent actions.

The Chair also reported on the recent meeting of CHASM where Southampton University gave a talk about the improvements to the stand alone equipment that measure the pollutants in the sediments of the sea bed providing information on the earth's history through sediment deposits.

**137/25 Correspondence received for action or comment** – The Local Government Reorganisation consultation from government was discussed and it was agreed that councillors will respond individually.

**138/25 OPEN FORUM** – A resident asked about the road markings outside the Wad and this will be considered when the highways officer visits in January.

The removal of trees within the village continues to be a concern. A project to place Tree Preservation Orders on important trees will be scoped.

The situation regarding union jack flags in the village was discussed. It is the role of Highways to remove them and they have been reported.

A new rowing club is now active in the area and this will be publicised.

**139/25 Private session (Agenda item 11.1)**

**Village Green** - It was **RESOLVED** to investigate parking enforcement further on the village green.

**There being no further business for discussion the meeting closed at 9.45pm.**

Signed: .....

Chairman

Date: .....

The next meeting of the Parish Council will be held on Thursday January 15th, 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 November 2025.**

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00

PAYEE	DESCRIPTON	AMOUNT £
	Removal of broken tree in car park entrance, clearing leaves from the car park as blocking drains, opening car park for someone locked in.	30.00
	Litter picking	75.00
CDC	Weekly emptying of the 1100 litre bin	84.00
Rene Donaldson	Cleaning of The Pavilion - November	189.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for October	217.20
M.J. Rose	Repair to leak in the female toilet.	81.60
Barry Napper	Repairs to posts and rails on the cycle path fence prior to planting of trees.	200.00
	Annual trim of hedges and bushes on the edges of the village green when impacting on the neighbours' houses.	180.00
Parish Council administration	Expenses – mileage and recorded postage	111.45
SLCC	Office textbooks for the clerk & deputy office	281.63
SSE	Electricity supply to The Pavilion August – October 2025	872.19
Sussex Estate Care	Prepare cycle path for whip planting	786.00
	Tidy up of flower meadow	102.78
Scribe Support	Allotment and Accounts packages subscription	124.80
Travis Perkins	Materials for the cycle path fence repairs	161.69
Viking	Printer ink, paper and office visitor refreshments.	334.32
<b>Bank payments</b>		
BT	Landline and broadband package	85.36
Mailchimp	Parish mailing list communications	11.96
RAMAR	HR 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	Clerk's license	15.59
<b>Total payments</b>		<b>4339.27</b>