

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday June 13th, 2024, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MRS N PIKE (CHAIR), MR S DEBEGER (VICE-CHAIR), MR B HUTTON, MRS B WRIGHT, MRS L HANDFORD, MR W BUCKLAND, MR I WESTERN, AND NINE MEMBERS OF THE PUBLIC.

CHICHESTER DISTRICT COUNCIL COUNCILLORS PRESENT: MR M CHILTON.

WEST SUSSEX COUNTY COUNCILLOR PRESENT: MR P MONTYN.

53/24 APOLOGIES FOR ABSENCE – Mr K Martin and Mr H Patel

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given

54/24. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal from Cllr Hutton and seconded by Cllr Handford, subject to the change of the word visit to annual in minute reference 50/24, the minutes of the meeting held on May 9th, 2024, were confirmed as a true and fair record by all.

55/24. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Mr Montyn has circulated an email entitled Better Roads which outlines the WSCC commitment to highways improvements. Mr Shaw asked Mr Montyn if Chapel Lane and the corner of Rookwood Road were due to be repaired. Mr Montyn confirmed that they were and that the north and south of the village had been flagged as a high priority. Cakeham Road has already been re surfaced.

Cllr Chilton referred to the duplicate planning application received recently for the development at Stubcroft Farm despite a Public Inquiry for the Appeal on the previous application being due to take place on July 30th at Chichester College. The later application has a reduction in the number of houses in the areas that are more likely to flood. Cllr Chilton also reported that CDC had used some reserves to fund a Barrister for this Inquiry and any future ones. Expert Witnesses have also been engaged.

Cllr Chilton also reported that CDC were investing in security in their Car Parks with more gates and height barriers being installed around the District. Cllr Buckland asked if Marine Drive Car Park was included in thins and Cllr Chilton suggested that the parish Council write to CDC to suggest that marine Drive car Park be included.

56/24. PLANNING MINUTES – The minutes of the Planning Committee held on May 19th 2024 were noted for approval at the next Planning Committee meeting.

57/24. CONFIRMATION OF THE DATE OF THE July WWPC MEETING – The Chair confirmed that, due to the general Election taking place on July 4th and The Pavilion is being used as a Polling Station.

58/24. The Parish Council considered its response to the two applications received for Stubcroft Farm 24/01044/FULEIA Change use of agricultural land to public open space. Land At Stubcroft Farm, Stubcroft Lane, East Wittering Chichester West Sussex PO20 8PJ and 24/01004/OUTEIA Outline application (with all matters reserved except for Access) for the construction of sheltered living accommodation. Land At Stubcroft Farm Stubcroft Lane East Wittering Chichester West Sussex PO20 8PJ. The Parish Council RESOLVED to mirror their objection to the main development currently being dealt with via Public Inquiry and to support the excellent detailed response to the three applications submitted by Dr Carolyn Cobbold. The Parish Council also RESOLVED to delegate the WWPC response to the duplicate planning application for 268 houses at Stubcroft Farm, East Wittering (EWB/24/01005/FULEIA) to the WWPC Planning Committee due to be held on Wednesday June 19th, 2024, at 10.30am in The Pavilion.

59/24. To discuss and agree a response to the draft A27 Chichester Bypass Mitigation Supplementary Planning Document (SPD) – The Chair introduced the consultation on the CDC A27 Chichester Bypass Mitigation SPD which will require a significant increase in the contributions required from developers in the Chichester area. previously the amount paid was based on the number of bedrooms but this SPD considers where the development is and the impact that it will have on the A27. The Parish Council **RESOLVED** to support the CDC SPD and supports what it is trying to achieve.

60/24. To discuss and agree a response to the West Sussex County Council consultation letter for a street nameplate at Marine Close on the Marine Drive junction – The Parish Council expressed concern about the nameplate being placed at the entrance to a one-way street which may encourage traffic to enter the road from the exit end of the road. It was RESOLVED to inform WSCC that the parish Council do not support the nameplate's placement. The Parish Council also felt that the nameplate at the entrance to the road should be re-sited to be more visible to traffic entering the road,

61/24. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (1) Environment and Green Spaces** – On a proposal from Cllr Hutton and seconded by Cllr Buckland it was RESOLVED to move the Village Green update, the Snow Hill and Sports Field Charity decisions into private session at the end of the meeting.

The Clerk reported on a request to use Snow Hill as a venue for a BFI supported film which aims to portray the difficulties experienced by students who are deaf when at university. Fifty per cent of the crew are also deaf. The Parish Council were positive but required more information on timing and where vehicles may park. Cllr Western suggested that the West Wittering Sailing Club may be able to help with parking. The Clerk will contact the company and ask for more information.

The Parish Council was approached by the Chairman and Secretary of the Bracklesham Youth Football Club who play on the Sportsfield. There was a great need to purchase larger goal posts for the current oldest group to move onto the next teenage group where larger goals are used. The request was for the goals to be securely stored on the field where they would not cause any obstruction. On a proposal from Cllr Hutton and seconded by Cllr Debecker, this was agreed on the condition that the goals were not chained to the tennis courts.

The Chair reported on a very successful MWHG event in The Churchyard at St Peters Church. Adults and children enjoyed examining the wildlife in the churchyard and the organisers were very pleased. A similar event was also held in Birdham.

(2) Community Liaison –

To discuss and give feedback to WWE on their recent consultation on the potential WWE TRO for Elms Lane – The Chair explained that the purpose of this item was to feed back the Parish Council's views on the report circulated by WWE on the feedback so far to their consultation on their proposal for a TRO for Elms Lane. Cllr Hutton explained the background to the need for this intervention which goes back to the time when WWE had more cars entering the car park and the amount of traffic prevented emergency access to some homes, especially on Elms Lane. Councillors and residents discussed the various options and pros and cons of different potential solutions. It was felt that a holistic view of the situation in the village as a whole was required. The main concern was that the problem could be passed onto elsewhere in the village. Two Directors of WWE were present at the meeting and the views discussed at the meeting would be fed back to WWE. It was acknowledged that WWE have reduced the number of cars allowed to park in the car park and also that the bollards are very effective.

To discuss and agree a social media presence for West Wittering Parish Council- A free Social media course had recently been attended by the Clerk and the Chair and the slides had been circulated. Cllr Western volunteered to progress the use of Social Media in disseminating important information to residents.

(3) Parish Projects – WSCC have responded to the information provided regarding the request for a license to install a bench at the Malthouse Cottages bus stop and have suggested that it should be placed either side of the layby as the pavement is not wide enough at the bus stop itself. Also the bench purchased would need to have a back attached to it. It was agreed that residents either side of the bus stop would be consulted.

A project to grow a native hedge alongside the East West cycle path was discussed. This would increase the biodiversity in the village further and reduce the requirement for continued maintenance on the fence which was proving to be expensive. It was agreed that the project would be scoped further and that the parish council would work with the MWHG and the local landowners to consider grants and a project plan. A resident had spotted orchids on the cycle path and it was agreed to inform the contractor of this and to avoid cutting in these areas.

(4) Parish Administration –

- (i) The Annual financial Report for the year ending 2023/4 was approved.
- (ii) The Internal Audit Report was received.
- (iii) Annual Return 01/04/2023 – 31/03/24 – **Annual Governance Statement.**

The Council reviewed the Annual Governance Statement and agreed that the documentation met the necessary requirements. Proposed by the Chairman, Council **APPROVED** the Annual Governance Statement for signature by the Chairman and the RFO.

- (iv) Annual Return 01/04/2023 – 31/03/24 – **Accounting Statement**.

The Parish Council reviewed the Annual Accounting Statement and agreed that the documentation met the necessary requirements. Proposed by the Chairman, Council **APPROVED** the Annual Accounting Statement for signature by the Chairman and RFO.

- (v) The Parish Council **APPROVED** the date for the Notice of Public Rights for the Annual Return for 23/24 as June 17th 2024- July 26th 2024.

- (vi) On a proposal by Cllr Debege and seconded by Cllr Buckland, payments of £4996.63 were **APPROVED** and are listed below.

- (vii) The Budget Monitor for May 2024 was received.

The WWPC Memorial Bench Policy – was introduced by the Chair and was **AGREED**.

62/24. Representation on other bodies – Cllr Debege reported on a recent meeting of the joint Emergency Plan working group with East Wittering and Bracklesham PC and Earnley PC. it was agreed at the first meeting to also invite Birdham PC and it will meet again once this has been actioned.

63/24. CORRESPONDENCE – None to report as all items were on the Agenda.

64/24. OPEN FORUM – Concern was raised from the residents present that work was progressing on the Dandara site before permission had been granted. This would be reported to the enforcement team once photographic evidence was available.

Cllr Buckland emphasised the need to secure Marine Drive car park and it was agreed to contact CDC about this.

Cllr Debege requested an article from each Councillor for the next WWPC newsletter.

There being no further business for discussion the meeting closed at 9.30 pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council, which will be held on Thursday July 11th, 2024, 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 WEBSITE: www.westwitteringparishcouncil.gov.uk

Appendix 1 - Payments for approval June 2024.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Meter reading Graffiti removal Open barrier for town twinning Open barrier for person locked in.	52.50
	Litter picking.	75.00
B&M Plant Hire (Sussex) Ltd	Removal of the shingle at Joliffe Road.	696.00
CDC	Emptying of waste bin.	80.00
Castle Water	Water supply to the allotments - April and May	15.87
Rene Donaldson	Weekly cleaning of The Pavilion offices - May	189.00
English Gardens	Pavilion Garden	50.00
H3 solicitors	Legal advice re tennis agreement and charities (final invoice)	750.60
Mr B Hutton	Toilet brushes x3	14.97
JNR Computer services	IT support monthly	217.20
MD-Contracting	Village green and sportsfield mowing x3	432.00
Barry Napper	Tidy benches on Marine Drive Meter readings (water) Clean bus stop at Itchenor crossroads	85.00
Parish Council administration	Expenses	18.77
Parish Online	Annual subscription	90.00

PAYEE	DESCRIPTON	AMOUNT £
SSE Energy Solutions	Electricity supply to the Pavilion January - April	454.87
	Electricity supply to the public conveniences	131.25
Sussex Estate Care	Contracted grounds maintenance for Marine Drive Triangle May	113.40
Wicks Farm	Mowing of the Sports field	648.00
Bank payments		
British Telecom	Broadband and landline	70.62
Business Stream	Water supply and collection to the public conveniences	191.10
Century 21	CCTV service plan	12.00
Information Commissioner's office	Annual fee	35.00
Mailchimp	Parish mailing list communications	12.52
Nest	Parish administration.	237.28
RAMAR	HR Services	11.29
Website Success	Website support	186.30
Vodafone Ltd	Parish Council mobile	10.50
Zoom	Clerk's license	15.59
TOTAL		4996.63