



WEST WITTERING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held on Thursday June 5th, 2025, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MRS N PIKE (CHAIR) MR B HUTTON, MR B BUCKLAND, MRS B WRIGHT, MR K MARTIN, MRS L HANDFORD AND MR H PATEL.

CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: CLLR E HAMILON

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

62/25 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received from Mr Ivan Western.

Apologies were also received from Cllr Chilton (CDC).

63/25 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

None given.

64/25 CONFIRMATION OF MINUTES AND MATTERS ARISING

On a proposal from Cllr Hutton and seconded by Cllr Buckland the minutes of the previous meeting held on May 1st, 2025, were agreed as a true and fair record and were approved by all.

65/25 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Cllr Hamilton reported that CDC were fully engaged in the current work being progressed on devolution and Diane Shepherd had recently given a presentation to members on the topic.

Cllr Montyn reported that an update on devolution had been given by the leader of WSSC. The Government response to the devolution consultation is expected shortly. Locally work continues and there will be a public consultation ensuring that the public voice is heard.

The Chair opened the meeting for questions and Cllr Martin asked when Parish Councils would receive a presentation on devolution. Subsequent to the meeting a presentation has been organised for by the West Sussex Association of Local Councils (WSALC) on July 4th at The Grange in Midhurst for all Chichester District Parish Councils. Cllr Wright asked if the current unitary councils will provide a template for the unitary councils. Cllr Montyn suggested that there may be four options given to Government and where Brighton and Hove sits is yet to be agreed. Someone with unitary experience is helping with the project.

Cllr Martin asked if the work will progress in a politically neutral manner. Cllr Montyn confirmed that they were hoping to avoid cross boundary changes but that this would be a matter for the Electoral Commission and would depend on population figures.

The Chair thanked Cllr Montyn for the repairs to the King Charles III footpath.

66/25 PLANNING MINUTES.

The minutes of the Planning Committee held on May 28th, 2025, were noted for approval at the next WWPC Planning Committee.

67/25 TERMS OF REFERENCE FOR THE WWPC PLANNING COMMITTEE.

The Terms of Reference for the WWPC Planning Committee were approved. The future dates for the Planning Committee were also agreed. Changes due to be made by Government and CDC will mean that the granting of extensions to the time allocated to respond to applications will no longer be possible. By having a Planning Committee every three weeks there will be no need to request an extension. It was also agreed that a Vice Chair of the Planning Committee will be elected at the next meeting.

68/25 Consultation response to the Chichester Harbour National Landscape Management Plan (CHNLMP) 2025-2030.

The current consultation on the CHNLMP is open until June 30th. Cllr Martin expressed concern about the change in priorities for the conservancy present in this plan. The Acts of Parliament upon which the Harbour Conservancy was created cover a balance of activities required including recreation and conservation. Cllr Martin felt that the document focuses on conservation and is explicit in its desire to have all of the hard sea defences removed in order to increase the saltmarsh. It was RESOLVED to proceed with the WWPC response based on Cllr Martin's draft responses that had been circulated. Cllr Martin was thanked and congratulated for his work on this important document.

69/25 GLaM WORKSHOP TO EXAMINE HOTSPOTS

Councillors and members of the public identified areas in the village where accidents happen or could easily happen. These will be fed into the workshop organised by the Manhood Peninsula Partnership who are working with WSCC Highways to find a strategic approach to mitigating the traffic risks in the Peninsula. Councillor Martin felt that a uniform speed limit of 20MPH across the Peninsula was not the solution.

70/25 PROVISION OF SOCIAL HOUSING

The Chair explained the current position with the provision of social housing on the Dandara development. Work is continuing with partners including the Housing Officer at Action in Rural Sussex, Registered Housing Providers, CDC, The F.G. Woodger Trust and the Chichester MP, Jess Brown-Fuller.

71/25 SALE OF LAND OFF CHURCH ROAD

The Chair confirmed that the sale of this land has been withdrawn.

72/25 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Environment and Green Spaces** – Cllr Hutton reported back on a meeting of the Sportsfield Charity working party where wind break options for the tennis courts were discussed. Research is being carried out into netting attached to reinforced posts. .

It was resolved to move Agenda item 13.1 into Private Session at the end of the meeting.

- (b) **Community Liaison** –The Chair reflected on a successful Annual Parish Assembly and thanked all involved in the evening. The Parish Grateful were very grateful for the Chichester MP, Jess Brown-Fuller for taking the time to attend and answer questions from residents as well as meeting all of the associations present. The Chair thanked all of the organisations for attending and there was a lot of interest shown in all of the tables. It was agreed that the same venue will be booked for 2026. Cllr Hutton and Cllr Buckland felt that the front door only should be used for entering the building in order to avoid overcrowding in the Jubilee room.

The Horticultural Society celebrates its 80th anniversary this year and has asked if a tree can be planted on the Village Green. The Chair explained that the village green is overrun by trees at present and work needs to take place on some of them. The Chair therefore suggested that a Community Garden be created at the front of the Memorial Hall. The Chair of the Memorial Hall committee has agreed with this idea and a meeting will be arranged involving Jane Reeve.

The details of the work being proposed to the sand dunes at Cakeham Manor will be presented at the Cakeham Manor Estate AGM taking place in June at The Pavilion.

- (c) **Parish Projects** – Cllr Hutton reported that the project to spend the S106 funds made available to the Parish Council recently had progressed well and would be considered at the next CDC Cabinet meeting. Cllr Hutton confirmed that, if the cabinet Report is approved, the full amount of S106 funding will have been used and none will need to be returned to the developer. The Parish Council thanked Cllr Hutton for all of his work in bringing this project to fruition within a very tight timescale.

Cllr Hutton also updated the Parish Council on the progress being made with replacing the children's playground. A visit is expected from the grant officer at CDC to discuss the grant application. Quotations are being sought and once all have been received a consultation day will take place at The Pavilion.

- (d) The Chair updated the Parish Council on the provision of social affordable housing at the Dandara site. The F.G. Woodger Trust are in touch with Dandara and the Parish Council are still liaising with CDC on options. A Registered Provider has now come forward, but they are not interested in the social rent aspect of the S106 agreement. The Parish council will be responding to the new application to change the current S106 Agreement.

(e) **Parish Administration –**

- (i) The Financial Report for 2024/25 was received.
- (ii) The Internal Audit report for 2024/25 was received.
- (iii) The Annual Governance Statement for 2024/25 was **APPROVED**.
- (iv) The Annual Accounting Statement for 2024/25 was **APPROVED**.
- (v) The dates for the Notice of Public Rights were **AGREED** as June 10th to July 21st 2025.
- (vi) Payments of £19023.73 were **APPROVED** and are listed below.

- (f) **Communication and website** – It was agreed at the previous WWPC meeting to produce a WWPC Newsletter in Spring and Autumn each year and to use the same designers and delivery company that will deliver to all properties. Items for the Autumn newsletter were discussed and will be progressed..
- (g) Cllr Handford reported on the recent Health Centre’s Patient Participation Group (PPG) meeting. More funding was to be made available for more GPs. A Clinical Pharmacist was still required. A nurse practitioner and a Health Care Assistant have joined the practice. The practice are concerned about their poor position in a recent survey on customer care. Cllr Handford also reported on the recent Town Twinning meeting where it was confirmed that the football tournament was unable to progress due to a shortage of players from West Wittering. Another wine evening is being planned as is another visit to Moutiers-Les-Mauxfais in 2026.

73/25 Correspondence received for action or comment – Information from WSCC on the current Devolution plans will be circulated.

74/25 OPEN FORUM – Cllr Martin asked if progress has been made with improving the Website. Cllr Hutton reported that a cricket ball had been hit over the hedge and had landed in the stable damaging the roof. A meeting will be arranged with all parties shortly.

There being no further business for discussion the meeting closed at 8.50pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday July 3rd 2025, 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

Appendix 1 - Payments for approval June 2025.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Public toilet meter reading, work at the Annual Parish Assembly Tidy pavilion car park and Gym	60.00

PAYEE	DESCRIPTON	AMOUNT £
Arbtechnic ltd	Safety audit – implement recommendations and attend t damaged willow tree on the village green	4134.00
B&M Plant Hire (Sussex) Ltd	Removal of shingle at the end of Jolliffe Road	696.00
CDC	Emptying of waste bin.	84.00
	Community Warden contribution	4867.00
Castle Water	Supply of water to the Allotments	10.14
Elektromos	Emergency lights remedial work following the inspection.	121.00
English Gardens	Pavilion Garden	55.00
Mr B Hutton	Keys cut for the gate between car park and the sports field.	9.00
ICO	Annual registration fee	47.00
JNR Computer services	IT Support	217.20
MD-Contracting	Mowing of the village green 14/3/25,25/3/25,4/4/25,17/4/25	192.00
Barry Napper	Water meter readings - May	20.00
Parish Council administration	Expenses	61.41
	25 extra hours worked during April and May.	553.50
Parish Online	Mapping software access and support	90.00
Scribe Support	Allotment and Accounts packages subscription.	124.80
Sussex Estate Care	Contracted grounds maintenance Marine Drive Triangle x2 months	226.80
	Cycle path	336.00
Uni Guard	Annual fire alarm and emergency lighting service	132.00
Zurich Insurance	Year 3 payment of a three year contract	2644.34
Viking	Printer ink + reserves	450.91

PAYEE	DESCRIPTON	AMOUNT £
Wallgate	Year 3 of the service plan	2163.18
West Wittering Cricket Club	Finger food at £7x75	525.00
	Drinks	384.35
	Service	45.00
Bank payments		
British Telecom	Broadband bundle.	75.76
Century 21	CCTV service plan	12.00
Mailchimp	Parish mailing list communications	11.82
RAMAR	HR Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	11.70
Zoom	Clerk's license	15.59
Total PC Payments		18703.73
Charities payments		
MD-Consulting	Mowing of the sports field 14/3/25,25/3/25,4/4/25,17/4/25	320.00
Total payments		19023.73