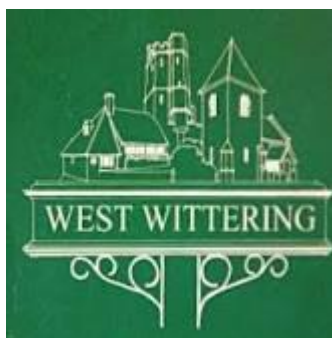




WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday October 2nd, 2025, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR H PATEL (CHAIR), MR B HUTTON, MR B BUCKLAND, MRS B WRIGHT, MRS L HANDFORD AND 7 MEMBERS OF THE PUBLIC.

CHICHESTER DISTRICT COUNCIL (CDC) COUNCILLORS PRESENT: CLLR M CHILTON AND CLLR E HAMILTON

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

98/25 ACCEPTANCE OF APOLOGIES FOR ABSENCE – Mr K Martin, Mrs N Pike, Mr I Western.

99/25 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given

100/25 CHANGE TO THE ORDER OF THE AGENDA - At the Chair's discretion the order of the agenda was changed and the first correspondence item under agenda item 9, will be dealt with after Agenda item 4.

101/25 - CONFIRMATION OF MINUTES AND MATTERS ARISING - On a proposal from Cllr Hutton and seconded by Cllr Wright, the minutes of the previous meeting held on September 4th, 2025, were agreed, subject to the two changes proposed, as a true and fair record and were approved by all.

102/25 - REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Cllr Montyn reported on the recent extraordinary meeting of the County Council where 38 out of 59 Councillors voted for one unitary authority in West Sussex. One of the main drivers for this is costs as two unitary authorities would need two Directors of Adult Services and two Directors of Children's Services. Both services have recently been rated as good. All Councils had worked well together on this task. Cllr Montyn then explained that Southern Gas Networks were about to embark on gas main replacement work on Stockbridge Road in Donnington, immediately south of its junction with the A27. Work will begin on January 5th and will last for seven weeks. Diversions will be in place and access at either end of the closure will be possible for emergency vehicles, residents and authorised individuals. Further phased work will follow during February further up Stockbridge Rd and Birdham Rd, south of Grosvenor Road. More information will be forthcoming by the middle of October and WSCC will produce some frequently asked questions. Cllr Montyn confirmed that Operation Watershed funding was still available with £400k available across the County which parish councils can apply for.

Cllr Chilton reported that the District Councils in West Sussex had agreed to put forward to Government their support for two unitary councils across West Sussex. It was felt by the District Councils that this would be better for democracy as it would increase local councillor representation on the Mayoral Authority. Cllr Chilton confirmed that all of the authorities in West Sussex, County and District had worked in partnership on this task and at pace. Cllr Chilton also confirmed that the Enforcement Team were looking into a number of queries raised regarding the Church Road development and that plans for the affordable housing was progressing well with Legal and General working with Dandara on a package for a number of sites. A new free tree scheme has been launched and WWPC will be applying for some trees for the cycle path project. Grants were available to support the evening and nighttime

economy and progress is also being made on green energy with new vans due to be powered by hydrogenated vegetable oil.

Cllr Hamilton reported that food waste collections will begin in March/April and the van would be fuelled as Cllr Chilton explained. The future Community Warden funding was about to be agreed with 50% of the costs funded by CDC and the remainder shared between Parish Councils and Housing Providers.

The Chair opened the meeting for questions from the public to the District and County Councillors. A resident asked how the finances for the new authorities would be agreed and what would happen to the budgets currently held by CDC. Cllr Montyn confirmed budgets would be amalgamated accordingly depending on the structure that will be in place.

103/25 MARINE DRIVE CAR PARK SECURITY – The Chair welcomed the residents present who has written to the Parish Council to raise concerns about the security in Marine Drive Car Park. Although some improvements have been made the residents feel that more could be done. In particular residents requested that a suitable entrance barrier to the car park was required and an Earth Berm around the car park also be included around the car park exterior to improve security further.

Cllr Chilton confirmed that he had escalated this issue to cabinet level within CDC and he will report back progress in due course. The Chair thanked residents for their attendance and for raising these issues and asked for any photographs of suitable locks used elsewhere.

104/25 PLANNING MINUTES – The Planning Minutes for September 17th, 2025, were noted.

105/25 SEA DEFENCE RESERVE – The Parish Council received a proposal to utilise some of the Sea Defence earmarked reserve for stabilising footpath number one on the Ella Nore Spit to Ellanore Lane section of the path. The Clerk reported that both Chichester Harbour Conservancy (CHC) and WSCC officers were content with the proposal subject to the appropriate permissions and licenses being sought. It was **RESOLVED** to contribute £3k from the earmarked Sea Defence reserve funds. in support of the stabilising of the number one footpath from Ella Nore Spit to Ellanore Lane in partnership with CHC and other stakeholders subject to the appropriate permissions and licenses being given.

106/25 PARISH COUNCIL VACANCIES – The Clerk reported that the parish Council were now able to advertise the vacancy for a Parish Councillor locally as CDC has informed the Clerk that a By-Election has not been requested by enough residents. The Advert would be displayed locally, on the website and on Facebook. The Clerk also confirmed that the interviews for the Deputy Clerk will take place on Monday October 6th, 2025. On a proposal by Cllr Hutton and seconded by Cllr Buckland it was **RESOLVED** that Cllr Patel, Cllr Pike and Cllr Handford would be on the interview panel and that the authority to appoint to the post was delegated to them.

107/25 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(1) Environment and Green Spaces –On a proposal by Cllr Hutton and seconded by Cllr Buckland, it was **resolved** to move Agenda item 8.1 into Private Session at the end of the meeting.

(2) Community Liaison – The Highways programme of work plan was received and an extra column detailing a timeframe will be added.

The recent newsletter from CDC on Devolution and Local government Reorganisation was received and discussed.

Cllr Nicolette Pike has progressed the WWPC Emergency Plan and has contacted a number of local key individuals and organisations that would have a role to play should there be an emergency in the village. All have agreed to be involved with this work. East Wittering and Bracklesham Parish Council are also still interested in working together as both villages are likely to be impacted by an emergency situation arising.

(3) Parish Projects – Cllr Hutton reported that the plans for solar panels on Council buildings were in progress, but the roof of the public conveniences has suffered tile damage and there was concern about the state of the roof generally. This requires further investigation as a new roof may be required. An application for funding has been submitted to CDC and to the F.G. Woodger Trust for funding to replace the children’s playground in the Rookwood Recreation Centre.

(4) Parish Administration –

(i) The Budget Monitor for September was received.

(ii) Payments of £4590.34 were **APPROVED** and are listed below as Appendix 1.

(iii) It was **RESOLVED** to delegate the consolidation of allotment rents to the Allotment Working Party in liaison with the Allotment Association Chairman

(iv) The quotation for implementing the emergency tree work was received and **accepted**.

(5) Communication and website – The Clerk reported that the next newsletter would be distributed in November with articles to be received by the Clerk by October 17th. Most articles have been received from contributors with one or two to follow. It was **agreed** to post the newsletters to houses that were inaccessible for the delivery company and local volunteers such as the main Chichester Road and the gated properties with no external post box.

(6) Representation on other bodies – Reports from Cllr Pike on the meetings of GLaM, MPP and WSALC were received. Slides will be circulated.

108/25 Correspondence received for action or comment – It was agreed to respond to the consultation on Neighbourhood Governance.

109/25 OPEN FORUM – Cllr Buckland asked if Highways had been involved in removing the flags from the side of roads. It was felt that it could be a combination of residents and highways as the Highways Department will only remove objects when they are causing a distraction and therefore impacting on safety on the highway.

Cllr Hutton felt that the time was right to consider having more Councillors on the Parish Council. The size of the village has increased with recent developments as has the work. It was agreed that the Clerk would contact the District Council to clarify the process for this to be considered. There would need to be a Community Governance Review and a public consultation on the proposal. This will be an Agenda item at the next meeting of the Parish Council.

The Chair opened the meeting to members of the public present. Mr Barrett raised the issues of drainage and flooding in the village, especially at the school. Mr Barrett has been engaging with senior staff at Southern Water and has asked for an engineer to visit the village. Mr Barrett also offered his help with the Emergency Plan as he had written the previous version. This offer was kindly accepted.

110/25 Private session (Agenda item 8.1)

Village Green - The Council discussed the latest situation and the recent correspondence with the Council’s solicitor. It was resolved that the actions agreed between the Council and their solicitor would be actioned with immediate effect with a 14 day window for a response which will be reported back to the next meeting on November 6th.

Snow Hill - It was agreed that the existing Snow Hill (Charity) Working Party would ask any interested Councillors to meet to agree the implementation of the Snow Hill Management Plan agreed at the previous Parish Council meeting. The Clerk reported that quotations had been sought for the mowing of Snow Hill and the smaller quotation was agreed.

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

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday November 6th, 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 October 2025.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
	Opening the car park gates and barriers to the tree surgeon early morning and removing a large broken branch from the playground. Meter readings	30.00
	Litter picking	75.00
Applecarte Distribution	Delivery of the Spring newsletter	153.00
Arbtechnic Ltd	Emergency storm damage: - Clear storm damaged branches from the Willow Tree on the village Green.	456.00
CDC	Weekly emptying of the 1100 litre bin	84.00
	Footpath clearance – six footpaths in total	1296.00
Rene Donaldson	Weekly cleaning of The Pavilion August	189.00

PAYEE	DESCRIPTON	AMOUNT £
English Gardens	Pavilion Garden	55.00
Mr Bob Hutton	Purchase of toilet rolls for The Pavilion	5.45
JNR Computer services	IT Support for September	217.20
D.A Light	Replace and repair tiles on the Public Conveniences roof	190.00
Parish Council administration	Expenses – mileage and refreshments	80.55
Scribe Support	Allotment and Accounts packages subscription	124.80
Charity payments		
Arbtechnic Ltd	Emergency tree work as follows:- clear failed poplar tree pollard remaining poplar Pollard adjacent maple tree. All waste removed	732.00
MD-Consulting	Mowing of the Sports Fieldx2	192.00
Bank payments		
Business Stream	Water supply and collection at the Public Conveniences.	170.83
	Water supply	87.10
BT	Landline and broadband package	85.36
Mailchimp	Parish mailing list communications	11.76
RAMAR	HR Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	12.47
Zoom	Clerk's license	15.59
Total payments		4590.34