



## **WEST WITTERING PARISH COUNCIL**

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

Held on Thursday October 3rd, 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, MR B BUCKLAND, MR H PATEL, MR K MARTIN AND TWO MEMBERS OF THE PUBLIC.

**CHICHESTER DISTRICT COUNCIL COUNCILLORS PRESENT:** MRS E HAMILTON AND MR M CHILTON.

**87/24. APOLOGIES FOR ABSENCE** – Mrs L Handford, Mr I Western and Mr P Montyn (WSCC)

**DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT** – None given.

**88/24. CONFIRMATION OF MINUTES AND MATTERS ARISING** – On a proposal from Cllr Martin and seconded by Cllr Wright the minutes of the meeting held on September 5<sup>th</sup> were confirmed as a true and fair record by all.

**89/24. UPDATE ON THE WORK OF YOUTH DREAM AND THEIR SWIMMING PROJECT** - Robbie Kahn, the senior Youth Worker (West) for Youth Dreams, updated the Parish Council on the 2024 Wittering Swim project. All of the children taking part in the swim programme attend the schools in West and East Wittering. Parents are communicated with via the schools and any children interested in attending are then enrolled. Robbie explained that he is the Youth Worker for West Wittering with the activities taking place at Downview. Robbie also provides counselling and mentoring services.

**90/24. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Cllr Chilton reported on the Cabinet and Council meetings that have been held this week. The first stage of the Southern Gateway project has been approved and a regeneration officer has been appointed. The CDC Regeneration Strategy was also approved. This focuses on the land that the Council owns in Chichester. The council tax rebate reductions scheme has also been approved and the 200% charge for second homes will be implemented next spring. Nick Bennett is leaving CDC next week to go to South Oxfordshire. A replacement has been found, and an interim officer will be starting shortly to cover the gap until the permanent replacement can begin at CDC. Cllr Martin also mentioned the Public Inquiry currently being held at Bracklesham Barn and Councillors thanked Cllr Chilton for his presentation to the Inquiry earlier that day, in particular his inclusion of photographic evidence which was very useful. The Church Road development had also been discussed at the CDC Planning Committee. The examination of the Local plan is going well.

Cllr Hamilton reported on a motion to ask the leader to write to two MPs to restore the winter fuel allowance. The Supporting You department continues help with the completion of the form for Pension Credit. Cllr Hamilton also thanked Cllr Chilton for speaking at the Public Inquiry.

The Chair asked Cllr Chiltern if CDC were progressing their investigation into properties claiming small business tax relief for short lets and avoiding Council Tax. Properties have to be let for a minimum of 70 days per year to be eligible and this situation results in a significant loss of revenue for CDC. Cllr Chilton confirmed he would look into it and report back.

Cllr Martin asked about the impact of the proposed changes to the National Planning Policy Framework (NPPF) may have on the status of the Local Plan. Cllr Chilton confirmed that the examination is progressing and is being tested against the current NPPF. Once adopted the CDC Local Plan would need to be revised accordingly against the revised NPPF in order to incorporate the new housing numbers and this would require new evidence to be gathered. Any new consultation will be extensive. The Chair confirmed that due to the high number of responses to the proposed NPPF changes, it was likely to take longer than had been originally planned for the Government to adopt the revised NPPF.

**91/24. PLANNING MINUTES** – The minutes of the WWPC Extraordinary Meeting of the Planning Committee held on September 23rd and the WWPC Planning Committee held on September 25th 2024 were noted for approval at the next Planning Committee meeting.

**92/24 Outcomes from the Meeting with the WWPC Highways Department** – Councillors discussed the recent meeting with the Highways department. to progress all of the agreed priorities and the Clerk will invite Miles Davy to visit the village to consider what may be done to help the current parking issues and to take a holistic approach to the It was agreed village as a whole. Mr Dare, a Highways Engineer present at the meeting agreed to check the traffic regulations in order to be consider which signs could be used on Elms Lane in order to reduce traffic at busy times and potentially influence what appears on Satnavs.

**93/24. Manhood Peninsula Partnership (MPP) and All Parishes Meeting- actions to be agreed** – The Chair reported back on the recent MPP meeting where Mike Nicholls, the Youth Dream Director reported on the work being carried out currently to create a Hub at Bracklesham Barn. Chair of MWHG, Lesley Bromley, gave an excellent presentation on the Selsey Tram exhibition including information about the children who were sent to Selsey having escaped from the holocaust. Lesley also described the other activities carried out by the MWHG including their projects Hedging Our Future and Pond Power. Mike Nicholls, the Director of Youth Dream provided an overview of the Selsey Community Forum and it was hoped to also have a Community Hub at Bracklesham Barn shortly.

The Chair and Cllr Western had attended the recent CDC All Parishes Meeting held in person at the CDC offices on September 23<sup>rd</sup>. Sussex Police gave an update on Neighbourhood Policing and Debbie Kimpton, the recently appointed Gypsy and Traveller Liaison officer, was introduced to the Parish Councils present. There was then a presentation from Tom Day, the CDC Environmental Strategy Manager. Mr Day gave a very interesting presentation covering current projects such as the Strategic Wildlife Corridor Project, the Tree Chichester Project and the Three Harbour Strategy. There will be a new strategic approach to this work with a lot of partnerships, projects and opportunities for Parish Councils to be involved.

**94/24. To discuss the formation of a WWPC Personnel Committee as recommended by WSALC** – The Clerk introduced the item explaining that it was best practice for Parish Councils to form a Personnel Committee which would consider all staffing matters and recommend actions to the full Parish Council. Often such a Committee would also organise Members training. After some discussion it was agreed to research this matter further as the Finance Working Party currently fulfils this function which works well.

## 95/24. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (1) **Environment and Green Spaces** – Feedback has not yet been received from the Planning Agent for South Nore.

The Chair reported on the recent meeting held with residents organised by CDC and hosted by the Parish Council at The Pavilion concerning the unauthorised encampments that have taken place at Marine Drive Car Park during the summer months. CDC, Sussex Police and WSCC each explained their respective roles when dealing with these situations. It was agreed that a review of the security measures at the Car Park would be carried out with better security in place hopefully before next summer.

- (2) **Community Liaison** – Councillors congratulated Cllr Debeger on the production of the recent newsletter. It was agreed to revert to the usual A4 size for future publications. Cllr Debeger was grateful for all of the articles that he had been sent and asked that there is a continuous submission of articles that Councillors feel will be of interest to residents so that there is always enough copy for the timely production of future newsletters. Cllr Martin requested an electronic copy of the newsletter so that it could be uploaded onto the website.

- (3) **Parish Projects** -The hedge project is progressing with a license required from WSCC applied for and, if successful, a grant can then be sought from CDC for the purchase of the trees.

(4) **Parish Administration**

- (i) Payments for approval to the sum of £5548.62 for October were **APPROVED** and are listed below.
- (ii) The Budget Monitor for September 2024 was received.

**96/24. Representation on other bodies** – CDALC were very saddened by death of Cllr Richard Hitchcock, the Chairman of Westbourne Parish Council. Richard worked tirelessly supporting the interests of Westbourne for over twenty years and he will be sorely missed. Sussex Police stressed the importance of reporting any issues of concern no matter how small they may seem. Unless the Police receive reports, they do not know what the issues are and a full picture of activity is not available to them. This is important as the Police focus their resources where there are reported crimes. The state of the Highways signs around the district is confusing at present with road closure signs often present with no other supporting information. CDALC have asked to meet with WSCC at Midhurst to discuss these and similar issues. The Chair reported on the Chichester Harbour Conservancy Agenda item. A number of the coastal Parish Councils had concerns about the state of the footpaths with some footpaths collapsing, letting the sea through and causing the footpath to collapse. Natural England are unlikely to give consent to rebuild hard edges unless it is protecting buildings. The footpath between Ellanore Lane and the bird hide is also in a poor condition and this could also impact badly on the Saltmarsh behind it. CHC has a responsibility to maintain a recreational area within the National Landscape. It was **RESOLVED** that the Parish Council would write formally to CHC to ask what is happening to the footpaths in the area. Subsequent to the meeting a meeting with CHC has been arranged.

Cllr Martin reported on the recent meeting with Website Success. A number of issues were raised regarding the uploading of items and the need for coding. The purpose of this dialogue is the need to make it easier for any councillor to add a page to the website. Website Success were positive about being able to help in most areas and the Clerk will write to ask for a clear plan of when the improvements will be made.

The Clerk reported on the drainage meeting held recently with Sue Furlong from WSCC and Jane Reeve where the two latest reports on drainage problems in the area were reviewed and actions agreed. Sue Furlong explained that if flooding is linked to a Highways issue then an Operation Watershed grant may help to fund the solution. This winter it will be important to note where local flooding occurs and inform Sue accordingly. The Riparian responsibility for ditches was also discussed and a letter will be sent from the Parish Council to residents where their ditches are blocked or polluted.

**97/24. CORRESPONDENCE** – It was **AGREED** that the Chair, Cllr Nicolette Pike the Clerk will attend the AGM of the West Sussex Association of Local Councils and attend the conference afterwards. It was also agreed that the Clerk would be nominated to have voting rights at that meeting in the absence of a second Councillor.

The email from MPP regarding the Medmerry shingle recycling was noted.

**98/24. OPEN FORUM** – Cllr Montyn could not be present at this meeting but has offered further support if required when considering the traffic issues in the village following the meeting that he helped to arrange with the WSCC Highways Department (see 91/24 above). Cllr Montyn also confirmed that WSCC were progressing with their budget preparation with the first Member meeting due to be held in the following week, although the annual pay rise for staff is not yet known. Cllr Montyn was also pleased to report that the use made of the Mobile Household Waste service has increased.

Cllr Hutton asked the Parish Council if they felt that there were enough Parish Chains for local residents to use in the harbour at Snow Hill. At the moment it was felt that there were enough but the situation needs to be monitored and abandoned boats dealt with.

A resident shared his experience of the traffic issues in Ems Lane on busy summer days and agreed with some of the actions being considered for alleviating the pressures at these times. As a resident of Meadow Lane, he saw first-hand the issues that can arise including the fact that the fine for illegal parking is no longer acting as a deterrent. The points raised will be fed into the future conversations with the WSCC Highways department and West Wittering Estate Ltd.

**There being no further business for discussion the meeting closed at 9.25 pm.**

Signed: .....  
Chairman

Date: .....

The next meeting of the Parish Council, which will be held on Thursday **November 7th, 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](http://www.westwitteringparishcouncil.gov.uk).

### **Appendix 1 - Payments for approval October 2024.**

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Drain clearage in pavilion car park	15.00
	Litter picking.	75.00
CDC	Emptying of waste bin.	80.00
Castle Water	Water supply to the Allotments	15.22
Rene Donaldson	Weekly cleaning of The Pavilion July August and September,	567.00
English Gardens	Pavilion Garden	50.00
JNR Computer services	IT Support	217.20
B&M Plant Hire	Restore shingle to the beach at the end of Joliffe Road.	696.00
MD-Contracting	Maintenance of the village green	80.00
Mulberry Local Authority Services	Delivery of business plan training session plus travel expenses.	484.80
Barry Napper	Clean bus shelters x 4, Trim hedge cycle path and Village Green cut hedges and clear rubbish.	80.00 80.00 360.00
Parish Council administration	Expenses – petrol, refreshments and printer ink.	181.90

PAYEE	DESCRIPTON	AMOUNT £
	Extra hours worked April, May and June – 14 hours. September – 9 hours	226.90
Playsafety Ltd	Annual Inspection - Playground & Outdoor Gym	264.00
SSE Energy solutions.	Unmetered street lighting	842.94
<b>Bank payments</b>		
Business stream	Water supply and collection	199.54
British Telecom	Broadband and landline	70.62
Century 21	CCTV service plan	12.00
Mailchimp	Parish mailing list communications	12.34
Nest	Parish administration.	237.28
RAMAR	HR Services	11.29
Website Success	Website support	186.30
Vodafone Ltd	Parish Council mobile	11.70
Zoom	Clerk's license	15.59
<b>TOTAL Parish Council payments</b>		<b>5172.62</b>
<b>Charity Invoices</b>		
MD-Contracting	Maintenance of the Sports Field	160.00
Wicks Farm	Mowing of the Sports field	216.00
<b>TOTAL Sports Field Charity payments</b>		<b>376.00</b>
<b>Total payments</b>		<b>5548.62</b>