

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday October 6th, 2023, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MR B HUTTON (CHAIRMAN), MR S DEBEGER, MRS PIKE, MRS HANDFORD, MR W BUCKLAND, MR K MARTIN, MR WESTERN AND ONE MEMBER OF THE PUBLIC.

CHICHESTER DISTRICT COUNCIL COUNCILLORS PRESENT: MRS E HAMILTON, MR M CHILTERN.

WEST SUSSEX COUNTY COUNCILLOR PRESENT: MR P MONTYN.

74/23 APOLOGIES FOR ABSENCE – Mr H Patel, Mrs B Wright

DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – Mrs Pike declared an interest in Agenda item 5 as a member of the Chichester Harbour Conservancy

75/23. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a nomination from Cllr Martin and seconded by Cllr Handford, the minutes of the meeting held on September 7th, 2023, were confirmed as a true and fair record by all.

76/23 The Chairman welcomed Jane Reeve from the Manhood Wildlife and Heritage Group to the meeting. Jane and her colleague Louise Barnetson have been funded by the F.G.Woodger Trust to improve biodiversity in West Wittering and surrounding parishes. Jane reviewed the work of the past year where that had been very successful with tree planting and wild flower beds created on the marine Drive Triangle and the Village Green. It was **RESOLVED** to increase the number of wildflower beds in the village where possible and to widen the range of flowers planted. It was also **RESOLVED** to review the management of the Village Green to ensure a balance of cutting and growth in order to improve biodiversity further and to purchase a wider range of wild flowers for existing and new flower beds.

77/23. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.

Mr Montyn reported that West Sussex County Council (WSCC) were currently preparing the budget for 2024/5. Mr Montyn confirmed that WSCC was not facing the difficulties experienced by some other local authorities however Mr Montyn had requested a review to ensure that WSCC was compliant with all of the CIPFA guidelines in order to ensure that a section 144 notice would not be issued. It was clear from the review that WSCC was in a strong position although budget challenges continue to be present, and Mr Montyn stated that clarity around value for money was required. A matrix for achieving this would be developed once the budget was set.

Mr Montyn had also examined the current consultation from CDC on the A27 mitigation plans. The A27 is a WSCC responsibility and an option is to concentrate more on achieving the improvements to the A27 as a whole rather than smaller mitigations and to insist that the A27 is returned to RIS 3 rather than RIS 4 where it is currently listed giving an implementation date of 2030-35.

Cllr Hamilton confirmed that the Leader of CDC will be meeting with National Highways shortly on this topic. A new exhibition is due to open at the Novium Museum shortly.

Cllr Chilton reported that he was aware of the concern felt by many local Parish Councillors concerning the lack of any Manhood Peninsula District Councillor representation on the CDC Planning Committee. Cllr Chilton has asked the Harbour

Villages District Councillor to take an interest in all planning applications on the Manhood Peninsula. Cllr Hamilton will also attend every Planning Committee meeting. Councillors were grateful for this but remained concerned that there were a lot of SDNP based Councillors on the Committee and this was not balanced as the areas are very different with different challenges.

78/23. PLANNING MINUTES – The minutes of the Planning Committee held on September 27th, 2023, were noted for approval at the next Planning Committee meeting.

79/23. To consider if WWPC wishes to contribute to the repair of the surface on Sheepwash Lane in partnership with the Chichester Harbour Conservancy - The Chairman introduced the item explaining that Councillors had previously discussed the condition of Salterns Way and that it was currently dangerous for cyclists. Salterns way is a very important part of the local cycle network and should be maintained accordingly. It was **RESOLVED** to investigate if WSCC would be making a contribution and to suggest that the cost is split three ways between WWPC, WSCC and CHC.

80/23. To consider the WWPC response to the current A27 consultation – Councillors agreed with Mr Montyn's views expressed in 77/23 above.. The approach suggested would create a lot of disruption over many years. It was agreed that the only long term solution is to tackle the A27 bypass for through traffic rather than a piecemeal approach. It was agreed that the Clerk would consider the relevant questions to be answered.

81/23. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(1) Environment and Green Spaces

On a proposal by Cllr Martin and seconded by Cllr Pike it was **RESOLVED** to move Agenda item 7.1 into private session at the end of the meeting.

Cllr Martin suggested that Snow Hill now requires a clear 'No Parking' sign. This will be progressed.

(2) Community Liaison – Further to the discussion at the previous meeting regarding the request for a bench at the bus stop at Malthouse Cottages, the Chairman and clerk met with the highways manager for the area who agreed that there was space for a bench to be installed there. He has subsequently forwarded a link for this to be progressed.

Cllr Pike reported that WWE had organised a leaflet drop in Pound Road regarding the double yellow lines proposals. WWE had still not had a response to their Planning application for a new Lifeguard station and toilet/shower facility. Subsequent to the meeting the CDC decision to permit the application was received.

Cllr Handford reported that the planned PPG meeting was cancelled due to Covid.

(3) Parish Projects – Further to the CDC Cabinet approval of the WWPC Neighbourhood Plan progressing to Referendum, November 22nd has been confirmed as the date for this to take place. Cllr Pike suggested that the Parish Council should plan the appropriate publicity to inform residents of the importance of voting. There are strict regulations on how Parish Council can publicise the Referendum and CDC suggested that the Clerk contact Westbourne Parish Council as they had already been

through this process. Cllr Pike agreed to draft some text for a newsletter to be delivered to all households.

(4) Parish Administration –

- (i) On a proposal by Cllr Buckland and seconded by Cllr Pike, payments of £50,970.97 were **APPROVED** and are listed below.
- (ii) The Budget Monitor for September 2023 was received.

(5) Communications and Website Working Party – The working party reviewed the situation with the current website and it covers all of our statutory and legal requirements however there are some functional issues that will be discussed with the website provider. On a proposal from Cllr Western and seconded by Cllr Debeger it was agreed that Website provision would be reviewed. The next newsletter would be prepared by Cllr Handford and Cllr Debeger.

(6) Representation on other bodies – Cllr Martin reported on the CDC All Parishes meeting where an update on the CDC Local Plan was given. It is hoped that the Local Plan will be ready for adoption by Spring next year. The five year land supply will be met when the lower housing figure target has been agreed.

The Parish Council had been asked by CDC for their views on the current relevance of the All Parishes meeting. Cllr Pike was very complimentary about the meetings as it was important for Parish Councillors to be aware of the services offered by CDC such as housing, waste and many more topics that have been inspiring. It is also a good opportunity to meet other Councillors in the District when the meeting is face to face but zoom is also very convenient for many.

82/23. OPEN FORUM – No items to report.

There being no further business for discussion the meeting closed at 9.10 pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday November 2nd, 2023, 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

Appendix 1 - Payments for approval September 2023.

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance.	100.00
	Public toilet meter reading. Collect and install onto the system the remaining details of Pavilion users needing a key fob.	50.00
	Litter picking.	75.00
Arbtechnic LTD	Removal of dead Elm trees on play park boundary.	618.00
CDC	Emptying and weekly rental of 1100 litre waste bin.	73.00
Castle water	Water supply to the allotments.	51.37
Coloured Courts	Interim payment on the construction of two new tennis courts inclusive of base and top coat macadam.	21600.00
	Interim payment on the construction of 2 tennis courts up to and including the temp lines.	19776.00
Elektromus	Removal of Digi lock and fitting of new door furniture at the back entrance of the Pavilion and repair cladding and installation of PIR. Repairs to external lighting controls.	271.50
	Replacement of faulty camera in the pavilion car park.	330.75
English Gardens	Pavilion garden.	50.00
Eradipest	Quarterly pest control.	415.80
JNR Computer services	IT support.	217.20
Moore	External auditors fee.	504.00
Mr B Napper	Trim brambles around 4 bus shelters.	100.00

PAYEE	DESCRIPTON	AMOUNT £
	Reglaze village green notice board with 4mm toughened glass.	122.38
	Trim brambles around benches.	60.00
Parish Council administration	Expenses.	92.31
SWR Garden services	Village Green and Play area x 2 Strim around tennis court perimeter.	370.00
Sussex Estate Care	Contracted grounds maintenance – Marine Drive Triangle.	108.00
Top Level Designs	Changes to NP following Examiners report.	60.00
Viking	Printer ink, paper, toilet paper,	286.68
Wallgate	Service plan for year 1 .	2163.18
	First service and repairs required.	1350.00
Bank payments		
British Telecom	Broadband and landline.	64.58
Century 21	CCTV service plan.	12.00
Mailchimp	Parish mailing list communications.	12.47
Nest	Parish administration.	223.24
Public Works Loan Board	Biannual repayment.	1586.61
RAMAR	HR Services.	11.29
Website Success	Website support.	186.30
Vodafone Ltd	Parish Council mobile.	13.72
Zoom	Clerk's license.	15.59
TOTAL		50,970.97

Actions from the meeting plus open actions.

Minute reference	Action	Responsibility	Status
27/23	Contact the Area Highways Engineer regarding the Rookwood Lane and Rookwood road junction	The Clerk.	Done – Residents being re consulted on the issues and possible solutions.

59/23	Bench policy to be updated and new draft circulated	Policy WP + Clerk,	In progress
60/23	Submit insurance claim for the damage to the public conveniences	The Clerk	Done – payment received
70/23	Confirm with MPP the cycle routes in West Wittering.	The Clerk	In progress
73/23	Check on the responsibility for the various defibrillators in the village.	The Clerk	In progress.
76/23	A wider range of wildflowers to be purchased for existing and new beds. New management of the Village Green to be communicated to the contractor.	The clerk with MWHG Cllr Hutton and Clerk.	In progress Done
79/23	Confirm with CHC and WSCC regarding the contributions to the project	The Clerk	Item on November agenda
80/23	Review relevant questions on the CDC A27 consultation	The Clerk	In progress
81/23 (i)	Erect a 'No Parking' sign on Snow Hill	Cllr Hutton	Done
81/23 (3)	Poster/newsletter on the referendum to be drafted	Cllr Pike	Done
81/23(5)	Parish Council newsletter to be drafted	Cllr Debeger, Cllr Handford and all	In progress