



WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday September 4th, 2025, at 7pm in the Pavilion, Rookwood Road, West Wittering.

WEST WITTERING PARISH COUNCILLORS PRESENT: MRS N PIKE (CHAIR) MR I WESTERN (VICE CHAIR) MR B HUTTON, MR B BUCKLAND, MR H PATEL, MRS B WRIGHT, MR K MARTIN. MRS L HANDFORD AND 35 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

86/25 ACCEPTANCE OF APOLOGIES FOR ABSENCE - None

87/25 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT – None given

88/25 CONFIRMATION OF MINUTES AND MATTERS ARISING - On a proposal from Cllr Hutton and seconded by Cllr Martin, the minutes of the previous meeting held on June 5th, 2025, were agreed, subject to the two changes proposed, as a true and fair record and were approved by all.

89/25 PRESENTATION BY CANON HOLBEN ON OUTSIDE THE BOX – Outside the Box is an opportunity for elderly residents to meet for lunch games and trips out every Wednesday either in The St James Centre Birdham or once a month in The Church Room, West Wittering. It is free but booking is required by phoning Bruce on 01243 514129. Transport can be provided. More volunteers are needed.

90/25 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Cllr Hamilton reported that the Chichester District Local Plan has now been formally adopted. Most of the development sites in the plan are in Chichester area. There are none for West Wittering.

Cllr Chilton stated that adoption of the Local Plan was an achievement. Many councils were struggling to get to this point. It is a critical month for devolution and local government reform with District Councils all preparing their letters to Government outlining their preferred options. Cllr Chilton reported that the CDC website which has a list of community assets available to be transferred to Parish Councils.

Cllr Montyn reported that the business case for local government reorganisation in the County was being finalised. This would be debated at the County Council meeting on September 22nd with the Cabinet meeting on September 23rd confirming the response to be sent to the Government.

Cllr Hutton asked about the current housing numbers in the Local Plan. The number ranges from 595 to 1100 a year. Concern was expressed about the poor landscaping at the Church Road development and the height of finished floor levels not complying with the Inspectors requirement. A number of residents

from Sandpiper Walk attended and raised concerns about noise and early morning disturbances from the builders and excessive dust. Cllr Chilton agreed to take these issues to the CDC enforcement team.

91/25 DRAFT MANAGEMENT FOR SNOW HILL – The Chair thanked residents for attending and she also thanked Jane Reeve for producing a very thorough report. The Chair then outlined the background to this draft report which arose from Council policy adopted in 2022.

Cllr Handford stated that the plan was very clear, comprehensive and well written. It was also very relevant to the Neighbourhood Plan and was a project in progress, not the finished result. Cllr Handford proposed that the plan be approved. The proposal was seconded by Cllr Hutton subject to an amendment to make the proposal subject to the costs being sought and agreed. Cllr Wright proposed a second amendment to add ‘ensuring flexibility regarding the weather, walkers, visitors and the use by the Sailing Club’. Both amendments were accepted by Cllr Handford

The Proposal put was “That the Management Plan be accepted subject to costs being acceptable and with flexibility included to take account of future conditions”

Councillors supported the plan and residents were permitted to speak and were encouraged to participate in the future management. All residents that spoke were in favour of the twice-yearly mowing regime contained in the plan. Some were in favour of what had already been done to help biodiversity some less keen. There was criticism about the lack of communication between concerned residents and the Council.

One resident pointed out some errors in the plan and offered to help research suitable equipment. As a result of residents comments it was also **agreed** to improve signage on Snow Hill including dog fouling signs and updated Bye Laws. Unauthorised mowing and the cutting of trees and hedges would also need to stop. It was **agreed** to install a dog bag dispenser at the Roman Landing entrance. Letters will be sent to Snowhill residents informing them of the Management Plan.

Cllr Martin stated he could not support the plan as its adoption was too hasty.

The resolution proposed earlier by Cllr Handford and amended by Cllr Hutton and Cllr Wright, **to approve the draft management plan for Snow Hill and to set up a working party to recommend an implementation plan to the Snow Hill Charity Board that will also consider the financial and practical implications, including the flexibility of use by different parts of the community** was put to the vote. The Parish Council **RESOLVED** in favour of the resolution by six votes to one with Cllr Martin voting against the proposal.

92/25 PLANNING MINUTES – The Clerk apologised for not circulating the WWPC planning minutes and they will be circulated as soon as possible.

93/25 SOCIAL HOUSING UPDATE - Cllr Western reported that he had been informed by CDC that Legal and General, a Registered Housing Provider, were in discussions with Dandara to provide the affordable and social housing on the Dandara site on Church Road. This is now with the Local Planning Authority. The Chair stated that this was very positive and worth all of the hard work and she hoped that other developments on the peninsula would also benefit from this experience. The Chair asked Cllr Western to monitor the situation and report any developments back to the Council and Cllr Western agreed.

94/25 HIGHWAYS INTERVENTIONS UPDATE – The Clerk updated the meeting on progress over the summer with WSCC highways to improve safety and traffic flow. Large temporary signs at the end of Piggery Hall Lane and Chapel Street asking traffic to remain on the B2179 are in use and making a difference. Removing Elms Lane from Satnavs would be another good solution for easing traffic but this is not possible at present because of WSCC policy. The MP has agreed to write to WSCC asking them to review this policy. WSCC officers suggested that a mini roundabout at the Pound Road junction would

ease the traffic congestion further in Elms Lane as well as slowing the traffic in Rookwood Road. The WSCC Highways agreed to carry out a feasibility study on these options and report back to the Council.

On the advice of WSCC, in July the Parish submitted a Community Highways Scheme for the installation of three uncontrolled dropped kerb crossings at the junction of Pound Road and Rookwood Road to help school children cross the road safely with another crossing outside Sayas shop.

95/25 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Environment and Green Spaces** – The Chair updated the Council on the progress being made with developing a community garden at the Memorial Hall. Cllr Montyn gave the background to the closure of the railway crossing on Southgate. The work will take place between September 22nd and November 7th. The northbound part of Southgate will also be resurfaced.

It was **resolved** to move Agenda item 8.1 into Private Session at the end of the meeting.

- (b) **Community Liaison** – A new vicar has been appointed. Revd Sam Parker is from Mary Magdalane, Wandsworth Common which has a silver eco award 2024.
- (c) **Parish Projects** – Cllr Hutton reported that work would begin shortly to install the new toilets at the Memorial Hall and the plans for solar panels on Council buildings were in progress. An application for funding has been submitted to CDC and to the F.G. Woodger Trust for funding the replacement children's playground in the Rookwood Recreation Centre.
- (d) **Parish Administration** –
 - (i) Payments of £4139.58 were **APPROVED** and are listed below as Appendix 1.
 - (ii) The Budget Monitor for August was received.
 - (iii) The external audit report for 2024/25 was received. The Parish Council has received a clean audit report, and the Auditor acknowledged the work done to clarify the position with the charities.
 - (iv) It was **agreed** that an alternative payroll provider would be researched before the appointment of a Deputy Clerk.
- (e) **Communication and website** – The Clerk reported that the next newsletter would be distributed in November. Possible articles were discussed and noted by the Clerk.
- (f) **Representation on other bodies** – The Chair and Cllr Martin attended the All-Parishes Meeting on August 5th on devolution, and the slides have been circulated. Cllr Wright attended the meeting of the Memorial Hall Committee and confirmed that work would start on the new toilets on September 22nd. Cllr Western will circulate his report from the recent Chichester Harbour Conservancy Advisory Committee meeting. Cllr Hanford reported on the recent Witterings Medical Centre Patient Participation Group where the proposed increase in the use of AI in the new NHS 10-year plan was discussed with potential implications for elderly patients who do not have smart phones and may not therefore be able to book appointments and check test results. The surgery confirmed that front end access via the phone and the website is still an issue.

96/25 Correspondence received for action or comment – The Clerk confirmed the process for filling the casual vacancy on the Parish Council. The vacancy will be advertised by CDC for four weeks and if

an election is not requested then the Parish Council can proceed with an advert and appointment locally. The next CDC All Parishes Meeting will take place on October 13th at 5pm in East Pallant House, Chichester. Nominations were sought and the Chair confirmed her wish to attend. Two spaces in total are available. An email from the District Commander for Chichester and Arun has been received concerning how to report Anti-Social Behaviours and other crimes. This was in response to complaints about E-Scooters.

97/25 OPEN FORUM – Cllr Hutton raised the issue of Highways signs being left behind once the work has been completed. Cllr Buckland was very concerned about the buses from West Wittering to Chichester no longer stopping at the Cross in Chichester. Cllr Montyn has investigated this, and the Clerk will circulate the information. Serious concerns were raised about the sewage overflows in the village noting that the school has recently been flooded. Southern Water had not been able to help.

There being no further business for discussion the meeting closed at 9.50pm.

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday October 2nd, 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 September 2025.

PAYEE	DESCRIPTION	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
	Weeding the outdoor gym, clear rubbish from car park and liaising with footballers	30.00
	Litter picking	75.00
CDC	Weekly emptying of the 1100 litre bin	84.00
Rene Donaldson	Weekly cleaning of The Pavilion March-July	945.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for July	217.20
M.J. Rose	Repairs to the pipes and water main in the public conveniences to avoid further leaks.	734.00
	Test and service the two boilers at the Pavilion	192.00

PAYEE	DESCRIPTON	AMOUNT £
Moore	External Auditor's limited assurance review	504.00
Barry Napper	Trim and tidy benches and footpath on the village green	40.00
	Trim hedge at the Pavilion car park as impacting the pavement and rove cuttings.	180.00
Parish Council administration	Expenses – mileage and folders	94.19
SSE Energy Solutions	Street lighting various locations	401.17
Scribe Support	Allotment and Accounts packages subscription	124.80
Wicks Farm	Supply and lay 1 bag of Mot Type 1	96.00
Bank payments		
Mailchimp	Parish mailing list communications	11.93
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		4139.58