

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on Thursday 4th July 2019, 7pm, in the Sports Pavilion,
Rookwood Road, West Wittering, P020 8LT

PRESENT: MR R HUTTON (CHAIRMAN), MRS J BARRETT (VICE CHAIRMAN), MR K MARTIN, MRS B WRIGHT, MRS N PIKE, MR B BUCKLAND, MR P CLEMENTSON

**MR P MONTYN, MRS E HAMILTON AND MR G BARRETT WERE ALSO PRESENT
PLUS 7 MEMBERS OF THE PUBLIC.**

27/19. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT - Mr H Patel gave his apologies. Mr Lewes has been granted a leave of absence. Mrs Pike declared a pecuniary interest in planning application number WW/19/01447/DOM.

28/19. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) – None

29/19. PLANNING -

a) Noted the decisions of the Council were as follows: -

List No	Reference	Application details
23/19	WW/19/01165/DOM - Case Officer: Oliver Naish	Mr Joe Jeffers. 2 Culimore Road West Wittering PO20 8HB Demolition of existing conservatory and erection of new conservatory. NO OBJECTION
	WW/19/01411/LBC - Case Officer: William Price	Mr & Mrs Julian Hall. Nore House Snow Hill West Wittering Chichester Internal alterations at ground and first floor level including, relocation of stairs, proposed steel beams in family room, proposed stove to connect to existing chimney and alterations to bathroom. Replace cement render on front elevation with lime render, replace metal framed window on ground floor east elevation with timber framed window, replace PVCu framed windows on first floor front elevation with timber framed windows. Repairs and re tiling of roof and associated alterations. NO OBJECTION
24/19	WW/19/01299/DOM - Case Officer: Maria Tomlinson	Mr J Baker, Westgate. Ellanore Lane West Wittering West Sussex. Erection of 2 no. links from existing garage to house and garden room, erection of new garage and various alterations and additions. NO OBJECTION - on condition that there is one metre between the new building and the neighbours wall

List No	Reference	Application details
		and that steps are taken to protect the foundations of that wall.
	WW/19/01447/DOM - Case Officer: Maria Tomlinson	Mr R Peacock. Weathervane. Cottage 19 Seaward Drive West Wittering PO20 8LL. Demolition of existing side and rear extension and erection of replacement two storey rear extension and single storey rear extension. Erection of replacement detached garage. Associated alterations and additions. COMMENT – the siting of the garage destroys the view of the house from the road.
25/19	WW/19/01399/FUL - Case Officer: Vicki Baker	Junnell Homes. 1 And 2 West Cottages Cakeham Road West Wittering Chichester. Demolition of existing pair of semi-detached houses and replacement with 2 no. detached houses, amendments to planning permission WW/19/00243/FUL and to include garages. COMMENT - as this is outside the settlement area, steps should be taken to minimise the light pollution from the skylight windows as stated in the VDS.
	WW/19/01459/DOM - Case Officer: Maria Tomlinson	Mr And Mrs Meldrum. Meadow End Wellsfield West Wittering PO20 8LH Demolition of existing conservatory and erection of single storey rear extension. Installation of 3 no. dormer windows and 4 no. rooflights. Alterations and additions to fenestration. NO OBJECTION
	WW/19/01463/TCA - Case Officer: Henry Whitby	Mrs S Jane Sanderson. Bards Cottage Cakeham Road West Wittering Chichester. Notification of intention to fell 7 no. Leyland Cypress trees (T1-T6 and T16), 1 no. Lawson Cypress tree (T7) and 4 no. Monterey Cypress trees (T12-T15). Crown reduce by 1m (all round) on 1 no. Silver Birch tree (T8) and 1 no. Oak tree (T10). Remove 2 no. lowest limbs towards the west on 1 no. Oak tree (T9). Reduce height by 3-4m on 1 no. Bay tree (T11). Lighten crown by reducing branches by 1-2m on 1 no. Cherry tree (T17). NO OBJECTION however this is within the conservation area and therefore should be assessed by the CDC Tree officer and no unnecessary work to be carried out on the Oak tree.
26/19	WW/19/00718/FUL - Case Officer: William Price	Mr Jake Cobden. Land North Of White Barn Elms Lane West Wittering West Sussex. Hardstanding to be placed at entranceway to field made out of crushed concrete and road planings. COMMENT – i) there is uncertainty on whether this is an authorised access point to the road. ii) No damage to be done to the trees during the work. iii) Ensure culvert is sufficient diameter and level for drainage.

b) **DOLPHINS WW/02708 UPDATE** – Cllr G Barrett suggested that a meeting take place between the Parish Council, the Harbour Conservancy and senior officers in Chichester District Council (CDC) to discuss the recent correspondence between the organisations. It was felt that this would be useful to all parties and Cllr Barrett will write to the Chief Executive and request such a meeting.

30/19. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Cllr Martin and seconded by Cllr Barrett, the Minutes of the meeting held on 6th June 2019 were approved. There were no matters arising.

31/19. REPORTS FROM COUNTY AND DISICT COUNCILLORS -

Mr Montyn reported on the current financial pressures being faced by West Sussex County Council (WSCC) and all Councils in the next budget round. For many years Central Government has reduced the funding for statutory and non-statutory services. The Local Government Association (LGA) conference has just taken place and pressure was put on both candidates for Prime Minister to alleviate the situation but as it stands at the moment the budget shortfall is between £20 and £29 million out of the £550 million budget. Options for delivering this saving are being considered having examined all services however some services will find it difficult to reduce what they do. Children's services for example must budget for over 700 children who are in care in West Sussex and Adult Social Care currently spends 36% of the total WSCC budget on statutory services. However currently all options are being examined and there will be more information available as the work progresses. Services likely to be impacted in West Witterings are the mobile waste serves in Marine Drive and the Library Service. A small rise in Council tax would obviously help in contributing £9 million towards the shortfall. Cllr Martin expressed concern that, with an ever-increasing population, much valued services were potentially being closed. For the Peninsula this would then involve costs of travel and increased queues at the Household Waste Recycling Centre at Westhampnett. A member of the public asked if the Parish Council and local organisations could contribute to the shortfall in order to retain the local valued services that may be impacted, and Mr Montyn confirmed that any ideas for a partnership approach would be well received.

Cllr G Barrett reported that he had circulated the CDC members bulletin and Councillors confirmed that this had been received and thanked Cllr Barrett. Cllr Barrett also reported that Birdham Parish Council is also represented on the Medical Centre Patient Participation Group (PPG) and other parish Councils were being approached.

Cllr Hamilton reported that the two priorities for CDC at this time were the Local Plan and the Southern Gateway although the latter will be delayed slightly.

32/19. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(a) **Allotments** – work has started on clearing the four allotments mentioned at the last meeting. They are very overgrown with a lot of things hidden beneath the undergrowth. Cllr Pike asked if there were plans to prevent this from happening in future and the Chairman confirmed that there were.

(b) **Footpaths, open spaces and village green** –Some fencing has collapsed on the footpath at Wellsfield. This will be investigated. Cllr Pike requested that the Parish Council reduce the frequency or depth of mowing on the village green in order to allow wildflowers to grow thereby encouraging bees and insects to thrive. The Chairman commented that there was a seed mix for this purpose and Cllr Pike reported that West Wittering Estates have been successful in seeding areas and will share their experience. Cllr Hamilton reported that this was done on Birdham Village Green five years ago and that it is a slow process

but effective. It was agreed that the Footpaths and Open Spaces Working party would meet to develop the idea, consider areas for mowing and for growing and report back to a future meeting.

- (c) **Sportsfield Management and Millenium Meadow** – Cllr Buckland reported that the children's seat in the play area has been removed as it was dangerous. The ROSPA health and safety report on the playground also highlighted the need for lines to be painted on the ground near the tennis courts and the Chairman confirmed that the company that installed the play equipment were dealing with this and also that the seat would be replaced along with extra seating for around the field. Cllr Martin raised an issue with the banner used to advertise when cricket was being played at the Cricket Club in that it was much bigger than the Parish Council had believed it would be and may in fact need planning permission. The Chairman agreed to look into this.
- (d) **Snowhill** – Cllr Martin has produced a map of Snowhill showing assets using Parish Online. This map is being used to scope the work required on the benches in the area. One bench is being maintained and repaired by a resident and this will be left alone.
- (e) **Finance** – (i) Online banking is progressing well. Cllr Barrett will be added to the bank mandate for authorisation of accounts as a member of the finance working party. (ii) On a proposal by Cllr Martin and seconded by Cllr Pike, the attached accounts for payments totalling £9147.03 were approved and, (iii), the Budget Monitor was received.
- (f) **Communications and Website** – Cllr Martin requested that a letter be sought from JNR Computer Services concerning GDPR compliance. Cllr Martin also raised that the website is not as dynamic as he would wish for the Parish Council. Subsequent to the meeting the Chairman has asked that the Communications and Website Working Party look into what can be done about this issue.
- (g) **Neighbourhood Plan** - Cllr Pike reported that there was no change in terms of feedback from CDC on the Neighbourhood plan. Subsequent to the meeting an initial response to the management of strategic gaps has been produced by CDC and circulated to Members of the Parish Council by the Clerk.
- (h) **Parish Assets/Footway lighting** – No items to report.
- (i) **Memorial Hall** – The Memorial Hall is doing very well
- (j) **Twinning Association** – Cllr Barrett reported that there will be a meeting next week.
- (k) **East Head/CIAG/Manhood Drainage Group** – The Chairman reported that Mr Robertson had confirmed that there were two outstanding drainage issues in the Parish, namely Wellsfield and Redlands Lane and there is an issue at Itchenor that, if dealt with, could increase the water flow at Redlands lane with the risk of flooding. There is an ongoing investigation into the problem which may result in the need to divert the water course and realign Salterns Way. The Chairman asked the meeting to confirm Mr Robertson's representation on the Drainage Group as we have not been represented since June 2018. Members agreed and thanked Mr Robertson for his kind offer.
- (l) **Parish Church** – No items to report.
- (m) **Peninsula forum** – Councillors discussed the similarities between the membership of the Peninsula Forum and the Manhood Parish Action Group. The Clerk agreed to circulate emails regarding both to all Members.

- 33/19. CORRESPONDENCE** – Replies have been received from Mr Matthews, Rear Admiral Rymer and Mr Crespi to the Chairman’s letter of thanks regarding the D Day ceremony and all were very complimentary regarding the event. The Chairman reported on events planned at the Cricket Club to celebrate its centenary and also West Wittering Peace day and encouraged all to attend. The details will also be added to the website.

The Chairman had also received an email from West Wittering Estates reporting that the previous Saturday had seen more cars at West Wittering beach than ever before (6250 cars in total). The Temporary Traffic Order had worked well and looks promising. Acre Street and Chapel street worked well apart from people turning around and there will be a sign on the main road next time.

- 34/19. Parish Council Planning Committee** – The Chairman outlined a proposal to delegate the assessment of all planning applications to a Planning Committee that would meet during the day in the week before the Parish Council meeting. Any planning application felt to be particularly contentious could be deferred until the full Parish Council meeting should any member request that to happen. A report on how this will work in practice will be brought to the August meeting under the Planning item.

- 35/19. Open Forum** – Councillors felt that it would be a good time to review the order of the items appearing on the agenda in order to allow for a more detailed discussion earlier in the meeting.

There being no further business for discussion the meeting closed at 9.48 pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on Thursday 1st August 2019, 7pm, in the West Wittering Sports Pavilion, Rookwood Rd, West Wittering.

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 A – PAYMENTS APPROVED FOR PAYMENT- 4th July 2019

Payee	Details	Amount £
A T Hickman	H&S and maintenance	100.00
B&M Plant Hire	Work on Gabions	384.00
Castle Water	Water Services – The Pavilion	115.82

Castle Water	Water Services – Public Conveniences	295.51
Chichester District Council	Election Costs	337.00
Chichester District Council	Emptying and weekly hire of waste 1100 litre bin x4	61.00
English Gardens	Pavilion Garden	45.00
Eradipest	Quarterly payment	360.00
Home Clean Chichester	Pavilion cleaning for June	178.00
JNR Computer Services	IT support for June	196.08
Parish Council Administration Costs	Administration of the Council	1250.92
Rospa Play safety	Annual inspection	128.40
Ssalc	The Practical Clerk Course	144.00
SSE Southern Electric	Street lighting 26 th March-26 th June 2019	331.23
SWR Garden Services	Clearance to three footpaths. Village Green + play area x2 plus extra strim	1030.00
Sussex Estate Care	Marine Drive Triangle	108.00
Viking	Printer ink, paper and staples	190.64
West Sussex County Council	Annual street lighting maintenance	2154.46
Wicks farm Holiday park	Mowing Pavilion Sportsfield may and June	589.50
Witterings Medical Centre	Storage boxes x 12 from SOS	77.38
DIRECT DEBITS		
British Gas	Pavilion	200.46
BT Group plc	Pavilion landline	90.96
HMRC	Liabilities	528.98
NEST	Pension	113.19
Ramar Accounting	HR Services	10.50
Website Success	Website services	126.00
TOTAL		9147.03