

WEST WITTERNG PARISH COUNCIL

MINUTES of the Meeting of the Parish Council,
held on Thursday 5th April 2018 in the Sports Pavilion,
Rookwood Road, West Wittering, PO20 8LT

PRESENT: Mr R Shrubb (Chairman), Mr R Hutton (Vice Chairman), Mr W Buckland, Mr D Sadler, Mr K Martin, Mr R Lewis, Mrs J Barrett, Mrs N Pike, and 8 members of the public. Cllr Barrett and Cllr Montyn were also present.

43. APOLOGIES FOR ABSENCE –Mr H Patel

44. **DECLARATIONS UNDER THE CODE OF CONDUCT** – Mrs Pike, prejudicial interest – Planning Application WW/18/00612/FUL, The Harbour Café. Mrs Pike left the meeting whilst this item was being discussed. Mr Shrubb, Mr Martin, personal interest Planning Application WW/18/00612/FUL, The Harbour Café. Mr Martin, personal interest, item regarding Snowhill.

45. **URGENT ITEMS** – The Chairman agreed to provide a report on his recent meeting with West Wittering Estates regarding traffic management

46. **PLANNING** - Noted the decisions of the Council were as follows:

List No	Reference	Application details
	WW/18/00414/DOM	Mr Terry Scott 37 The Crescent West Wittering PO20 8EE Single storey rear extension NO OBJECTION
10/18	NONE	
11/18	WW/18/00498/FUL	Mr Keith Russell Nybhurst Cottage Snow Hill West Wittering PO20 8AT Replacement dwelling. OBJECTION Out of keeping with character of area, glazing to roof dormer considered out of keeping
12/18	WW/18/00612/FUL	The Harbour Chalet Pound Road West Wittering Demolition of existing and the construction of replacement cafe with associated shop and meeting room, standing area for mobile catering units, realignment of road and landscaping.NO OBJECTION Request for S106 to preserve tamarisk hedge no lower than present and green roof
	WW/18/00635/DOM	Mr & Mrs C Rigby Thetis House Cakeham Road West Wittering PO20 8AA Amendments to front elevation to rationalise the roadside elevation. New pitch roof at the rear of the property to replace flat roof.NO OBJECTION
13/18	WW/18/00689/PLD	Mr & Mrs Alan and Sue Somerville Ain Garth 53 The Crescent West Wittering PO20 8EE Replace flat roof over the existing garage conversion and store with a pitched roof. Replace garage door with a window and

47. CONFIRMATION OF MINUTES AND MATTERS ARISING – Subject to Item 37k being amended to read” East Wittering and Bracklesham Parish Council had elected to update and implement the Emergency Plan without reference to either West Wittering Parish Council or Earnley Parish Council even though this had been requested by Cllr Barrett.” On a proposal by Mr Hutton and seconded by Mr Buckland the minutes were approved and signed by the Chairman.

48. DISTRICT AND COUNTY COUNCIL UPDATE – Cllr Barrett reported that the new Youth and Community Centre would be completed in April 2018. It was noted that the facility would be run by the Guides. He also reported that he had asked Officers to re consider the planning application for Watersedge Gdns highlighting the street furniture which already obstructed the footway. He also provided an update on the Birdham Travellers site. He agreed to contact East Wittering and Bracklesham PC regarding arrangements for the Emergency Plan. Cllr Montyn also added that he had reported concerns to Highways Officers regarding Watersedge Gdns. He also referred to a joint presentation by Emergency services which may be of interest to the Parish. Mr Sadler asked why Piggery Hall Lane was still closed as it appeared no work was being carried out. It was noted that the verges in Piggery Hall Lane, Acre St and Chapel Lane would require reinstatement following completion and the Clerk was asked to report this to WSCC.

49. ADDITIONAL WORKING PARTIES – On a proposal by Mr Shrubb seconded by Mr Lewis it was agreed to set up a Working Party to deal with arrangements for a new Clerk and RFO appointment and to appoint SSALC as advisers. Working Party to consist of Mr Lewis, Mr Martin and Mrs Pike, Chair and Vice Chair. The Council also agreed to change the Communication and Web site Working Party to Information Technology and Communication to focus on implementation of Parish on line, and GDPR as well as the development of the web site. Members Mr Martin, Mr Sadler, Mr Patel and Mr Lewis. The Chairman and Vic Chair are ex officio members of all Working Parties.

50. CLERKS REPORT

- a) Allotments – No items
- b) Footpaths and Open Spaces – Mr Hutton reported that he had met with a Surveyor regarding the exact boundary of the Village Green with the existing track. He proposed that the Surveyor be engaged to provide a measured plan suitable for Land Registry purposes at a cost of up to £700. This was seconded by Mr Lewis and all agreed. Mr Sadler suggested that the Parish Council should investigate acquiring land belonging to Chichester District Council surrounding the public conveniences and designate this as Village Green.

The Council noted that Mr Shrubb had carried out the survey of public benches and had asked 4 contractors to quote for maintenance. The Council thanked Mr Shrubb for organising this work. He had also prepared a specification for cleaning of bus shelters.

Members considered the current state of land at the end of Shore Rd and what improvements could be made regarding surfacing, seating and improvements to pedestrian access. Mr Martin proposed that Councillors form a task and finish group to look at the area and form some proposals to discuss with East Wittering parish Council. This was seconded by Mr Sadler and Mr Buckland, Mr Sadler, Mr Hutton and Mrs Barrett agreed to be included in the Working

party.

On a proposal by Mr Hutton seconded by Mr Martin members approved the quote to cut the visibility splay at Sandpipers.

- c) Sportsfield Management – Mr Hutton referred to his report circulated regarding a further item of play equipment for the Sportsfield to serve ages 8-14. He circulated an illustrative design for information. He proposed that he be authorised to work up a project for consideration within budget and this was seconded by Mrs Pike and agreed to be considered at the next meeting. Mr Sadler supported the project for play equipment at the Sportsfield but further suggested that the Council should consider providing play equipment in the eastern part of West Wittering but noted that the Council did not own any land to site any play equipment on. It was agreed to write to the District Council to ask if a site could be made available at Marine Drive Car Park.

Members also noted that a new external door to the Pavilion was needed along with external painting and new guttering. And Mr Hutton agreed to prepare a specification for this work.

- d) Snowhill – Noted that a Working Party meeting had been arranged for 6th April 018.
- e) Finance – On a proposal by Mr Martin and seconded by Mr Lewis the budget profiles for 2018/19 were approved.

On a proposal by Mr Hutton and seconded by Mrs Pike, accounts listed below and totalling £9,469.36 were approved for payment

Payee	Details	
SWR Garden Services	Mowing	280.00
Bizcard	BABA27 consultation	52.00
CDC	Dog bin 2017/18	1576.86
British Gas DD	Pavilion	117.18
Sussex Estate Care Ltd	Cycle path clearance	360.00
Sussex Estate Care Ltd	Marine Drive cut x3	162.00
HMRC	Liabilities	219.26
Mrs J Brown	Clerks salary and mileage	1167.15
Mr J Watts	Shingle	199.50
CDC	Paladin hire	56.60
The Window Dr	Pavilion glass door	298.00
Mr B Napper	Clearing footpath Shore Rd	800.00
CDC	NNDR	389.47
IGS	Village Green fence	3431.34
C Tranchant	Pavilion Garden	45.00
Wannops	Legal fees	315.00
TOTAL		9,469.36

- f) Communication and web site – Agreed that the new Working Party would meet.
The Clerk presented a draft Action plan regarding compliance with GDP regulations.
Parish Assets/Footway Lighting – No items
- g) Memorial Hall – No items
- h) Twinning – Noted arrangements for forthcoming visit.
- i) East Head/CIAG/Flood Mapping/West Manhood Drainage Group – No items
- j) Emergency Planning – Noted that the Council would await Cllr Barrett's advice after contacting East Wittering and Bracklesham Parish Council.

- k) Parish Church – No items
- l) Peninsula Forum – Noted that West Wittering would host the meeting in December 2018

51. –CORRESPONDENCE –

- a) **Community Infrastructure Levy** – Noted the allocation for 2017/18 and that the Clerk would be attending a workshop at the end of April.
- b) **Rookwood Road Traffic Regulation Order** – Noted the consultation would expire on 16th April 2018.
- c) **Build a Better A27** – The Chairman reported the comments from the consultation held on 24th March 2018 and on a proposal by Mr Hutton and seconded by Mr Lewis it was agreed to forward the responses to WSCC.

52. OTHER ITEMS FOR DISCUSSION – The Chairman reported on the meeting with West Wittering Estates regarding additional measures to improve traffic flow at peak times as well as negotiations with Highways England regarding advance warnings of congestion on strategic routes.

Mr Sadler reported that the gabions between the end of Marine Drive and Cakeham estates were broken and dangerous. It was agreed to report this to Chichester District Council.

Mrs Pike asked the Clerk to check with the District Council that all planning enforcement matters at Rookwood House had been dealt with as the gates were still on the foreshore land within the curtilage of the property.

53. OPEN FORUM – No items

There being no further business for discussion the meeting closed at 9.15pm

Signed:.....

Chairman

Date:

The next meeting of the Parish Council will be held on THURSDAY 3rd May 2018 in the West Wittering Sports Pavilion, Rookwood Rd.

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