

WEST WITTERNG PARISH COUNCIL

MINUTES of the Meeting of the Parish Council
held on Thursday 7th June 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 R Lewis, Mrs J Barrett, Mrs N Pike, Mr H Patel and no members of the public. Cllr Barrett and Cllr Hamilton were also present.

16. APOLOGIES FOR ABSENCE – Mr K Martin

17. DECLARATIONS UNDER THE CODE OF CONDUCT – Mr Shrubb, personal planning Merston Cottage, and Mr Lewis, personal planning, 32 Marine Drive

18. URGENT ITEMS – Item on Emergency planning and 41 Marine Drive

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

List No	Reference	Application details
18/18	WW/18/01042/DOM	Mr & Mrs Howard and Toni Richards Honor Cottage Cakeham Road West Wittering PO20 8AA Demolition of existing single storey extension and erection of two storey extension, replacement windows and new front porch. OBJECTION Uneighbourly because of bulk, and balcony
19/18	WW/18/01066/DOM	Mr & Mrs Constable 27 Elmstead Park Road West Wittering PO20 8NQ Single storey rear and side extensions and alterations NO OBJECTION
20/18	WW/18/01143/DOM	Mr & Mrs Grant and Annabelle Williams Sundowner 32 Marine Drive West Wittering PO20 8HQ Single storey rear extension. COMMENT Not to be used as separate accommodation
21/18	WW/18/00945/DOM	Mr Jordan Swinscoe Merston Cottage Chichester Road West Wittering PO20 8QF Change of use of the garage and workshop into a 2 bedroom annexe. COMMENT Not to be used as separate accommodation
	WW/18/01193/DOM	Mr Roger Mavity Cymens Cottage Pound Road West Wittering Chichester Retrospective installation and retention of timber entrance gates OBJECTION Design not in keeping, illuminated key pad intrusive
	WW/18/01210/DOM	Mr & Mrs Alan and Somerville Ain Garth 53 The Crescent West Wittering PO20 8EE Proposed works include; garage conversion, flat roof over garage to be replaced with pitched roof, replace garage door with a window and apex glazing, demolition of existing conservatory and replace with single

		storey rear extension, removal of chimney stack COMMENT No objection providing parking is adequate
	WW/18/01214/DOM	Mr & Mrs P Raftery 4 Culimore Road West Wittering PO20 8HB Loft conversion with new dormer and gable windows with associated works and replacement porch.NO OBJECTION
22/18	WW/18/01139/DOM	Mr & Mrs Nicholas & Valerie Hall, Lapwings West Strand West Wittering PO20 8AU Proposed external lighting COMMENT Support condition restricting the times that lighting is to be used.

20. PLANNING AND ENFORCEMENT MATTERS – Noted that the obstruction on the footway outside 1 Watersedge Gdns had been reported to WSCC. Also noted that an Enforcement file had been raised for 12 Southcote Ave as additional dormers were being constructed and a mobile caravan sited at 43 Russell Rd.

21. CONFIRMATION OF MINUTES AND MATTERS ARISING – On a proposal by Mr Hutton and seconded by Mr. Lewis the minutes were approved and signed by the Chairman.

22. DISTRICT AND COUNTY COUNCIL UPDATE – Cllr Barrett referred to a special meeting of Chichester District Council regarding the BABA27 options to be held on 8th June 2018.

23. CLERKS REPORT

- a) Allotments – Agreed to fund new noticeboard post.
- b) Footpaths and Open Spaces – On a proposal by Mr Hutton, seconded by Mr Buckland it was agreed to discuss the Village Green in closed session.

Members noted an update from residents of Summerfield Rd regarding the fruit tree project. Mr Shrubb reported on the maintenance of Sheepwash Lane and that the Harbour Conservancy may consider some works.
- c) Sportsfield and Millennium Meadow – Mr Hutton reported that the new item of play equipment had been ordered and that a quote of £400 had been approved by the Chair and Vice Chair to re site the gate onto the Sportsfield. Mr Lewis reported that once the new equipment had been installed the Working Party would look at providing picnic tables. Members also noted that the CCTV was not working and Mr Hutton would contact the company that installed it.
- d) Snowhill – Mr Shrubb reported that the litter had been cleared.
- e) Finance – Annual Return - Annual Governance Statement 2017/18 – On a proposal by Mrs Pike and seconded by Mr Patel, the Annual Governance Statement was approved by the Council.
- f) Finance – Annual Return - Accounting Statements - 2017/18 – On a proposal by Mr Patel and seconded by Mr Lewis Members approved the Accounting Statement.
- g) On a proposal by Mr Hutton and seconded by Mrs Pike, accounts listed below and totalling £6209.71 were approved for payment.

Payee	Details	
Viking	Ink cartridges	77.33
Wicks Farm	Mowing Sportsfield	196.50
Home Clean	Pavilion and conveniences	238.00
Knight Fencing	Post for Allotment	20.81
SSE	Footway lighting	92.26
Wicks Farm	Mowing Sportsfield	196.50
Mrs J Brown	Clerks salary	1147.01
HMRC	Liabilities	193.60
Mr S Ruff	Mowing etc.	3130.00
Sussex Garden Care	Grounds maintenance Cycle path	582.00
WWCC	Hire of hall and refreshments	185.75
CDC	Paladin hire	59.20
Castle Water	Allotments	45.75
C Tranchant	Pavilion garden	45.00
TOTAL		6,209.71

h) Communication and web site – Mr Patel reported that he had attended a meeting with the web site provider. He reported that Clubs and groups can action their own dedicated pages using the contact form and items for publishing can be checked by the Chair, Vice Chair or Clerk before being uploaded. On a proposal by Mr Patel and seconded by Mrs Pike it was agreed that the Council could accept items for Club pages on the web site subject to approval before publishing by the Chair, Vice Chair or Clerk.

i) New Clerk Working Party – Noted that the advertisement for the Clerk vacancy was now live on the SSALC web site. The closing date was the end of July and the WP would consider any applicants after this date.

j) Parish Assets/Footway Lighting – No items

k) Memorial Hall – Mrs Barrett reported that she would continue to liaise with the Trustees regarding a New Homes Bonus grant.

l) Twinning – No items

m) East Head/CIAG/Flood Mapping/West Manhood Drainage Group – No items

n) Emergency Planning – Noted that Mr Lewis is the Local Coordinator. On a proposal by Mr Shrubbs and seconded by Mr Patel agreed to arrange a presentation on emergencies and resilience as provided by WSF&R

o) Parish Church – No items

p) Peninsula Forum – Noted that Mr Patel would attend the next STOMP meeting on behalf of the Parish Council

24. CORRESPONDENCE

- a) Traffic Congestion– Members noted correspondence following issues in Elms Lane at the beginning of May. Agreed that WWPC would continue to keep pressuring the principal stakeholders.
- b) Build a Better A27 – Noted the County Councils preferred option
- c) Chichester District Council - Replacement gabions Marine Drive – Noted the response from CDC and agreed that the Chairman would contact Cakeham Estates to discuss.
- d) Quiet Lanes – Noted the request to consider Quiet Lane designation and agreed to ask the NP Steering Group to consider.

25. OTHER ITEMS FOR DISCUSSION – A number of pot holes and highway issues were reported. Mr Lewis reported on the meeting with Planning Officers regarding the Local Plan review. It was agreed to ask the Football and Tennis Clubs if they would be interested in using the television however a Licence would be needed.

26. OPEN FORUM – No items

27. VILLAGE GREEN – Mr Hutton updated the Council on recent legal advice and a proposal to acquire some additional land. On a proposal by Mr Hutton and seconded by Mrs Pike it was agreed to pursue this option and obtain information about funding.

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 5th JULY 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

