

WEST WITTERNG PARISH COUNCIL

MINUTES of the Annual Meeting of the Parish Council
held on Thursday 3rd May 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 K Martin, Mr R Lewis, Mrs J Barrett, Mrs N Pike, Mr H Patel and 6 members of the public. Cllr Barrett, Cllr Hamilton and Cllr Montyn were also present.

1. **APOLOGIES FOR ABSENCE** – None
2. **ELECTION OF CHAIRMAN** - On a proposal by Mr Martin and seconded by Mr Hutton Mr Shrubb was duly elected Chairman.
3. **ELECTION OF VICE CHAIRMAN** – On a proposal by Mr Lewis and seconded by Mrs Pike Mr Hutton was duly elected Vice Chairman.
4. **APPOINTMENT OF WORKING PARTIES AND REPRESENTATION ON OTHER BODIES** – On a proposal by Mr Shrubb and seconded by Mr Hutton the appointments were made and agreed as per the schedule attached to these Minutes.
5. **DECLARATIONS UNDER THE CODE OF CONDUCT** – Mr Martin, personal, Snowhill, Mr Shrubb and Mr Buckland, personal Nunnington Farm.
6. **URGENT ITEMS** – None
7. **PLANNING** - Noted the decisions of the Council were as follows:

List No	Reference	Application details
14/18	WW/18/00561/FUL	Mr & Mrs Shaw Orizaba 37 Marine Drive West West Wittering PO20 8HH Demolition of existing property and construction of replacement dwelling. OBJECTION Spiral staircase uneighbourly roof not to be used as a terrace
	WW/18/00641/FUL	Keeble and Grant Queen Min 62 Howard Avenue West Wittering Chichester Demolition of existing dwelling and erection of 2 no. detached dwellings, 2 no. new vehicular accesses, cycle stores and parking. COMMENT Rear flat roof not to be used as a terrace to prevent overlooking
	WW/18/00721/LBC	Mr And Mrs J Hall Nore House Snow Hill West Wittering Chichester Demolition of detached garage and outbuilding, erection of garage/outbuilding. Revision to WW/15/02439/LBC COMMENT Re condition that no separate unit of accommodation be permitted
15/18	WW/18/00683/DOM	Mr Christopher Quinton 68 Howard Avenue West Wittering Chichester West Sussex Loft conversion with dormers and roof lights, porch, front extension, refurbishment and

		new fenestration - Variation of Condition 2 of planning permission WW/17/02375/DOM - Addition of small windowless dormer on south facing roof slope and small roof light on east facing roof slope of proposed garage/store extension. OBJECTION Dormer window overbearing and bulky roof line condition requested re glazing to prevent overlooking.
	WW/18/00781/FUL	Mr & Mrs J Buckland Nunnington Farm Camping Site Rookwood Road West Wittering PO20 8LZ Erection of machinery store, workshop and staff rest room.NO OBJECTION
	WW/18/00786/DOM	Mr & Mrs Ed & Charlotte Keen Mae Cottage 24 Joliffe Road West Wittering PO20 8ET Rear Extension, front extension including roof alteration, reconfiguration and garden room. OBJECTION re parking, height mass and bulk constitutes overdevelopment condition re garden room not to be used as separate unit of accommodation
16/18	WW/18/00686/DOM	Mr Derek Jones 23 Malthouse Cottages Rookwood Road West Wittering Chichester Rear single store flat roof granny annexe extension. Comment flat roof not to be used as terrace
	WW/18/00647/DOM	Mr Greg Hall 52 Shore Road East Wittering PO20 8DZ Proposed outbuilding at rear garden. COMMENT Not to be used as a separate unit of accommodation
	WW/18/00708/TCA	Mr Ian Lodder Suted 1 Elms Lane West Wittering PO20 8LW Notification of intention to crown reduce by 2-3m and crown thin by 15% on 2 no. Maple trees (T1 and T2) COMMENT No reduction below previous pruning points.
17/18	WW/18/00766/FUL -	Mr Anthony Rutland Larkfield 31 The Crescent West Wittering PO20 8EE Demolition of existing bungalow and replace with a two storey dwelling. OBJECTION Height mass and bulk constitutes overdevelopment and out of character
	WW/18/00804/FUL -	Mr & Mrs Simon & Therese Price Four Walls 51 Marine Drive West West Wittering PO20 8HH Replacement dwelling and proposed garage and fence. OBJECTION flat roof out of keeping
	WW/18/00905/DOM	Mr Kenneth Jackson 7 Holmwood Close West Wittering PO20 8AR Part change use

		of garage to habitable accommodation to include single storey front extension. OBJECTION Out of character with development
	WW/18/00984/DOM	Jennie Shellard Berberis 25 The Crescent West Wittering Chichester Single storey front extension and demolition of single storey outbuilding. OBJECTION Overdevelopment of plot and loss of parking

8. NEIGHBOURHOOD PLAN UPDATE AND NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION

– Mr Lewis reported that the Steering Group were waiting on the CDC Housing numbers which were being reviewed as part of the Local Plan Review. It was noted the work to update the VDS would be completed by the end of May and all Focus Groups would submit their final task sheets as well. Mr Martin briefed members on the current consultation and the notes he had circulated. On a proposal by Mr Martin seconded by Mr Hutton it was agreed to respond to the consultation with the relevant points that Mr Martin included.

9. CONFIRMATION OF MINUTES AND MATTERS ARISING

– On a proposal by Mr Hutton and seconded by Mrs Pike the minutes were approved and signed by the Chairman.

10. DISTRICT AND COUNTY COUNCIL UPDATE

– Cllr Montyn reported that the next BABA27 meeting would be held on 18th May 2018. He also suggested asking Highways England if the left hand lane from the A27 at Stockbridge could be opened for the next Bank Holiday. He reported additional funds to repair potholes following the bad spring weather. Mr Shrubb reported the damage to the verges in Acre St following the Piggery Hall Lane road works. Cllr Barrett referred to his Members bulletin which had been circulated. Noted that Gillian Keegan MP would be attending a surgery at Bracklesham barn on 24th May 2018. Cllr Hamilton referred to new social housing in Chichester which would be managed by Worthing Homes.

11. ANNUAL PARISH ASSEMBLY

– Agreed date would be 31st May 2018 at the Cricket Club Pavilion, Elms Lane.

12. CLERKS REPORT

- a) Allotments – Agreed to fund new noticeboard post.
- b) Footpaths and Open Spaces – On a proposal by Mr Shrubb, seconded by Mr Martin, it was agreed to consider legal advice in closed session. Members considered the quote for re painting and repairing the memorial seats. Only 1 quote had been returned for £2990 and on a proposal by Mr Hutton seconded by Mr Martin this was approved. Mr Hutton asked if a map showing land ownership could be produced for the end of Shore Rd. It was also agreed to ask EW&B Parish Council if they had any details. Members also considered quotes as follows for repair and maintenance to the bus shelters.

Quote A - £425

Quote B - £240

Quote C - £355

On a proposal by Mr Hutton and seconded by Mr Martin Quote B was approved.

c) Mr Hutton reported on the progress of the TRO and it was noted that the consultation had ended. Members noted that 3 companies had been invited to quote for the signing and lining but only 1 had been returned. On a proposal by Mr Hutton, seconded by Mr Buckland, it was agreed to proceed with this quote at a cost of £4847. Mr Shrubb referred to the gabions at the end of Marine Drive West and the poor condition. Members noted the view from CDC that they were considering moving the footpath back. On a proposal by Mr Martin seconded by Mr Hutton it was agreed that the gabions should be repaired in order to hold the line.

d) Sportsfield Management – Mr Hutton referred to his previously circulated report regarding a further item of play equipment for the Sportsfield to serve ages 8-14. Members noted that an approach had been made regarding a possible site on marine Drive Car Park and that further feasibility was required for this site including a risk assessment. It was agreed that this site needed further investigation. Mr Hutton also reported that the School had responded positively regarding the proposals. He proposed that the Council proceed with the new equipment for Rookwood Rd recreational area at a cost of £24k, this was seconded by Mrs Pike and agreed by a majority. Mr Lewis added that users had requested picnic tables which would be considered.

e) Snowhill – Members considered the quote received for the repair and reinstatement of the path. Mr Martin said the Council should consider postponing this work but to fence off some of the area to allow grass to re-establish. Mrs Pike said she could not support any further hard engineering solution particularly as so much of FP No 1 was very muddy. Mr Buckland suggested re visiting the site in a years' time to see what the situation was then and this was agreed.

f) Finance – Members noted the new budget profiles and thanked Mr Dobbin for his work.

g) On a proposal by Mr Hutton and seconded by Mr Lewis, accounts listed below and totalling £12,250.53 were approved for payment members also noted that the Annual Return and statement would be approved at the June meeting.

Payee	Details	
CDC	Community Warden service	3200.00
CDC	MPP Project Officer	1074.00
Travis Perkins	Paint	11.86
AiRS	Membership	50.00
CDC	Paladin hire	56.60
WSALC	Subscription	883.33
Mrs J Brown	Clerks salary and mileage	1199.03
Uniguard Fire Protection	Service fire alarm and lighting	108.00
Home Clean Chichester	Pavilion	534.00
Zurich Municipal	Premium	2195.35
HMRC	Liabilities	218.53
CDC	Paladin hire	59.20
Sussex Estates Care	Sandpiper splay	168.00
Sussex Estates Care	Marine Drive triangle	108.00
Zurich Municipal	Additional premium	59.31
Chawton Hill	Survey Village Green	840.00
Castle Water	Sportsfield	34.00
Wicks Farm	Mowing	238.32
Mr S Ruff	Mowing etc	340.00
Mr C Tranchant	Pavilion garden	45.00
CDC	Conveniences - maintenance	828.00
TOTAL		12250.53

h) Communication and web site – Noted policies as required by the GDPR 2018. Members thanked Mr Martin for drafting these. On a proposal by Mr Shrubb, seconded by Mrs Pike it was agreed to approve these in principle and review if any further advice was forthcoming before the regulations were made in law. Mr Martin and Mr Patel reported that they had met and wished to meet with the web site provider to review the web site and look at use of the features available and to report back to the Council.

i) New Clerk Working Party – Noted that the WP had met and had arranged a further meeting with Trevor Leggo of SSALC on 24th May 2018

j) Parish Assets/Footway Lighting – No items

k) Memorial Hall – Noted the New Homes Bonus grant was not being progressed at present and that Mrs Barrett would attend a presentation on 14th May in Fishbourne.

l) Twinning – Noted successful visit in April and arrangements in place for the 20th anniversary in 2020.

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

n) Emergency Planning – Noted that Mr Lewis had made contact with EW&B Parish Council and will be arranging a meeting.

o) Parish Church – No items

p) Peninsula Forum – Noted that West Wittering would host the meeting in December 2018

13. CORRESPONDENCE

- a) Community Infrastructure Levy – Noted the allocation for 2017/18 and agreed that this year's allocation would be to purchase trees for the Summerfield Rd Orchard project
- b) Build a Better A27 – The Chairman reported that the recent meeting had not been particularly constructive because of conflict.
- c) Chichester District Council All Parishes meeting – Noted the arrangements for the Velo South event as well as Community Litter events and Child sexual exploitation.
- d) WSCC Bus Strategy – Noted details on Noticeboards and web site

14. OTHER ITEMS FOR DISCUSSION – A number of pot holes and highway issues including fly posting and overhanging trees were reported. Members noted that Mr Martin had attended the CDALC meeting on behalf of the Council.

15. OPEN FORUM – A member of the public asked about progress regarding a possible Skate Park in East Wittering.

There being no further business for discussion the meeting closed at 9.30pm

Signed:.....

Chairman

Date:

The next meeting of the Parish Council will be held on THURSDAY 7th June 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

Current Membership of Working Parties and Other Bodies 2018/19

Working Parties	
Allotments	Mrs Pike, 1 vacancy
IT/Communications/Web Site	Mr Patel Mr Martin, Mr Lewis
Emergency Planning	Mr Lewis
Finance	Mr Martin, Mr Lewis
Footpaths and Open Spaces	Mr Buckland, Mrs Barrett, 1 vacancy
Neighbourhood Plan	Mr Lewis, Mr Buckland
Parish Assets/Footway Lighting	Mr Buckland, 1 vacancy
Snowhill	Mr Buckland, Mr Martin
Sportsfield Management and Millennium Meadow	Mr Martin, Mr Lewis, Mr Buckland
Tree Warden	Mr Buckland
Appointment of New Clerk	Mr Martin, Mr Lewis, Mrs Pike
Shore Rd Improvements	Mr Lewis, Mrs Barrett, Mr Buckland
Representation on Other Bodies	
Chichester District Association of Local Councils (2)	Mr Martin, Mrs Barrett
East Head Coastal Issues Advisory Group	1 vacancy, Mr Martin
Manhood Peninsula Partnership	1 vacancy Mr Buckland
Memorial Hall	Mrs Barrett
Parish Church Liaison	Mr Martin
Peninsular Forum	Mr Martin I vacancy
Poor Sevens Trustee	Mr Hutton
Sussex and Surrey Association of Local Councils	Mr Hutton, Mr Shrubbs
Snowhill (Charity)	All councillors
South Chichester CLC	Mr Martin, Mr Buckland
Sportsfield (Charity)	All councillors
Twinning Association	Mrs Barrett

The chairman and vice-chairman are ex-officio members of all working parties.