

WEST WITTERING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

held on Thursday 16th May 2019, 7pm, in the Sports Pavilion,
Rookwood Road, West Wittering, P020 8LT

PRESENT: MR R HUTTON, MR B BUCKLAND, MR K MARTIN, MR H PATEL, MRS J BARRETT, MR R LEWIS, MR P CLEMENTSON. MRS E HAMILTON, MR G BARRETT AND MRS S TAYLOR WERE ALSO PRESENT PLUS 8 MEMBERS OF THE PUBLIC.

The Clerk opened the meeting and invited nominations for the role of Chairman of the Council. On a proposal by Cllr Martin and seconded by Cllr Clementson, Mr Hutton was appointed as Chairman of West Wittering Parish Council and who then took over the chairmanship of the meeting. Cllr Hutton requested nominations for the role of Vice-Chairman. On a proposal by Cllr Lewes and seconded by Cllr Buckland, Cllr Jean Barrett was appointed as Vice Chairman of West Wittering Parish Council.

10/19. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT - Mr P Montyn sent his apologies. Cllr Barrett declared a personal interest in planning application 19/00966

11/19. OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN URGENT NATURE) - The Chairman received a request from the West Wittering Cricket Club. This was dealt with under the open forum.

12/19. PLANNING -

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

List No	Reference	Application details
14/19	WW/19/00511/ELD	Miss Julie Heslop. Stonestrow 52 Howard Avenue West Wittering PO20 8EU. Existing lawful development - confirm outbuilding build complies with permitted application. OBJECTION
	WW/19/00890/DOM	Mr & Mrs Petch. Englefield Royce Way West Wittering PO20 8LN. First floor extension over existing ground floor single storey element, loft conversion with dormers & replacement garage. OBJECTION – on the grounds of over-development and contrary to VDS policies
	WW/19/00908/PLD	Mrs Elizabeth Graham. Swallows Royce Way West Wittering PO20 8LN. Construction of single storey rear extension, new hardstanding and widening existing access. NO OBJECTION
15/19	WW/19/00916/FUL	Ms M Cronk. Elis Lodge Cakeham Road West Wittering Chichester. Change of use of grassland

List No	Reference	Application details
		to the west and north-west of Eli's Lodge from Agricultural to residential. WITHDRAWN
	WW/19/00933/PLD	Mr & Mrs Davies. Lovran Elms Ride West Wittering PO20 8LP. Demolition of conservatory, construction of single storey rear extension to North West elevation. Infill recess to South West elevation. NO OBJECTION
16/19	WW/19/00880/DOM	Mrs Susan Steer. Rosemary Cottage Pound Road West Wittering PO20 8AJ. Removal of flint retaining wall and boundary fence on Ellanore Lane and replace with flint retaining wall and new boundary fence. NO OBJECTION -subject to flint wall being raised by a minimum of -5 metre and fence reduced by the same.
18/19	WW/19/00966/DOM	Mrs H Codrai 27 Howard Avenue West Wittering Chichester West Sussex. Demolition of existing conservatory and erection of single storey rear extension. NO OBJECTION
	WW/19/01087/TCA	Mr Jeremy Haynes. Brook House Pound Road West Wittering PO20 8AJ. Notification of intention to fell 1 no. Pittosporum tree. NO OBJECTION
19/19	WW/19/00988/DOM	Mr And Mrs Povall. 16 Eton Drive West Wittering PO20 8HN. Increase roof height of garage and change of use of part of the garage to habitable accommodation. Erection of single storey rear and side extension. Alterations and additions to fenestration. NO OBJECTION (but consideration should be given to parking)
	WW/19/01174/DOM	Ms Jennifer Hill. 3 Southcote Avenue West Wittering PO20 8EY. Construct a single storey rear side extension and a new front porch. NO OBJECTION

b) **DOLPHINS WW/02708 UPDATE** – Cllr G Barrett reported that the Parish Council's comments were still being considered and concerns have been raised with Natural England. It is unlikely that this will be considered at the next Planning Committee.

13/19. CONFIRMATION OF MINUTES AND MATTERS ARISING - On a proposal by Cllr Martin and seconded by Cllr Buckland the Minutes of the meeting held on April 4th, 2019 were approved.

14/19. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - Cllr Barrett reported on the results of the recent District Council elections where 18 Conservatives, 11 Liberal democrats, 2 Labour, 5 Independent and 2 Green Councillors were elected to serve on Chichester District Council (CDC). Specific roles were to be confirmed in the following week. The Peninsula Forum for next month has been cancelled and the Council is reviewing the Forum structure and approach. Cllr Barrett also reported concern about the gabions on the beach and the Chairman confirmed that this was too large a job for it to be added to the current work being carried out at Joliffe Road. The Chairman and Cllr Martin will contact Cakeham Manor and discuss options for repair with them and CDC.

Cllr Hamilton reported that she had been interviewed that morning by Radio Sussex as East Wittering has gained Blue Flag status for its beautiful beach.

Cllr Taylor stated that as she was new to this ward as a District Councillor, she was busy listening and learning about all the issues for the area.

Cllr Martin requested that if CDC no longer supported the Peninsula Forum structure, Parishes should be able to set up their own version of the Forum.

15/19. REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

- (a) **Allotments** - Nothing to report
- (b) **Footpaths, open spaces and village green** - Nothing to report.
- (c) **Sportsfield management and Millenium Meadow** - Nothing to report.
- (d) **Snowhill** - The Chairman confirmed that he is working on a specification for the agreed work required at Snowhill following the inspection of the area by himself and Cllr Martin.
- (e) **Finance** - Cllr Martin requested that the payments list and the Budget Monitor were circulated in a timely fashion to allow Councillors the time to prepare. On a proposal by Cllr Lewes and seconded by Cllr Buckland, payments, listed in Appendix A, of £11,917.41p were approved.
- (f) **Communications and Website** - Cllr Martin has arranged for two speakers to present at the Parish Assembly on Thursday May 30th at the West Wittering Cricket Club. Both The National Trust and West Wittering Estates will give presentations on their respective responsibilities in the adaptive management of the area. Cllr Martin will also give a brief introduction to the role of the Parish Council and manage the question and answer session. Cllr Martin also requested that an agenda item on Council Policies be added to the next agenda, particularly those relating to IT.
- (g) **Neighbourhood Plan** - Cllr Lewes reported that Aecom have completed their work on the SEA reports and circulated their report for comment to Natural England and the Environment Agency. The Council is still waiting to hear from CDC on the position regarding the Council's scoping document. Cllr Taylor confirmed that work was now progressing on this. Cllr Lewes agreed to circulate the draft update of the Village Design Statement (VDS) policy updates to all Councillors before costs for reprinting were sought. Originally this work would have aligned with the consultation on the Neighbourhood Plan but with the recent delay it was felt sensible to deal with the two documents separately and move forward with the VDS.

- (h) **Parish Assets/Footway lighting** - Cllr Martin reported that a new version of Parish Online is now available and has been launched and the Council should examine how this can be utilised.
- (i) **Memorial Hall** - Cllr Barrett reported that the meeting was the same evening as the Parish Council meeting but will report back on any important items discussed there.
- (j) **Twinning Association** - nothing to report.
- (k) **East Head/CIAG/Manhood Drainage Group** - This will be the topic of the Parish Assembly.
- (l) **Parish Church** - The meeting with the Rector had been cancelled.
- (m) **Peninsula forum** - No items to report.

16/19. CORRESPONDENCE -

- a) The Clerk reported that CDC have confirmed both the CIL (£227.56) and New Homes Bonus (£4,550.31) allocation to the Council. Previously CIL has been allocated towards the cost of the Neighbourhood plan and it was agreed that this decision remains. There will be workshops held in June for councillors to consider proposals for the use of the New Homes Bonus allocation.
- b) Operation Watershed – West Sussex County Council have confirmed that a further £300,000 is being made available from Capital funding towards Operation watershed projects. The criteria is similar to before but with more emphasis on infrastructure improvements in line with this being Capital funding. The Clerk will circulate the email.
- c) D Day commemoration – the Clerk had previously circulated a proposal from Mr Alan Rymer for commemorating D Day as this area was very involved in the event. The Council agreed that it would take part and play a key role as requested.
- d) Elms Lane Parking - Cllr Martin had previously circulated a report on complaints that had been received by residents regarding the parking arrangements in Elms Lane and a letter had also been received by the Wells Farm Property Owners Ltd. Cllr Martin presented the concerns about parking on both sides of the road. The need for parking at the Memorial Hall was however recognised. A wide discussion followed, and the Chairman agreed to attend a meeting that was taking place the following day between the Clerk and the local Highways officer where he would raise these points and discuss options to alleviate the situation.
- e) First Aid Course – The Clerk had previously circulated a request to host a First Aid course concentrating on CPR and the effective use of the defibrillator positioned outside the Pavilion building. The Council agreed to this and the Clerk will progress the plans.
- f) Application for a memorial seat – the Chairman informed the Council that a new application had been received for the above from the son of Mr and Mrs Steer who sadly passed away within a month of each other. The area requested was on the bank at Marine Drive but regrettably this area is over subscribed. Possible positions were being looked at and there was a possibility of an area for a seat on the cycle path at Joliffe Road. The ideal location would be on the entrance to Scotts Farm by the substation and an approach has been made to Mr Andrews, the proprietor of the Caravan Site. Failing this the seat can go on the opposite side of the road set back from the cycle path. This would also provide a seat for people using the bust stop which Mr and Mrs steer did frequently. The Council agreed that

any new seat should be made from recycled materials and that the Chairman would ensure any position would be safe for cyclists and users of the seat.

- 17/19. OPEN FORUM** - Cllr Patel requested that the full use of Office 365 be utilised to enable Councillors to print off attachments. The Clerk agreed to take this to JNR Computer Services for action and the Council agreed that Apps could be used if it met the business needs of the Council.

Cllr Buckland raised the issue of a flyer for a Beauty parlour in the local Observer and whether appropriate planning permission had been sought. Cllr Buckland will give the flyer to Cllr G Barrett who will look into the situation.

Cllr Martin informed the Clerk that the give way sign outside the Memorial Hall had been knocked over. The Clerk agreed to raise this with the Highways officer when she met him the following day.

Cllr Barrett raised the need for representation on the local Patient Participation Group (PPG). It was agreed that Cllr Barrett would discuss this with the PPG and would represent the Council if this was possible. This was agreed.

Cllr Clementson requested that the first aid course discussed earlier should be repeated at least annually in order to allow for updates and to reach new audiences. This was agreed.

Cllr Hutton raised a request from the West Wittering Cricket Club Chairman who has asked if the parish Council would object to the Club advertising live cricket whenever it was being played. It was felt that not many people were aware of when the matches were taking place and a banner style sign by the memorial hall would direct people to the Cricket Ground when they otherwise may have passed by unaware of the sport taking place. After some discussion the request was put to the vote and it was agreed by four votes to two not to object to this banner however it was up to the Cricket Club to contact the Memorial Hall Management Committee to seek their consent to placing the banner in their area on match days.

Cllr Hutton then raised the topic of the Flow project and the need to keep this work live and up to date. Mr Jim Robertson has offered his services to the Parish Council as he has discovered that there is more work outstanding. Councillors felt that they needed to know more about the result of the work of the project. Jane Reeve, who led the project will be contacted by the Clerk for an update for West Wittering.

The meeting was then opened to the Public. Mrs S Milne raised the issue of the speed limit on Cakeham Road and was also meeting the Highways officer the following day. Mrs Milne asked of the Parish council would consider supporting a request for the current speed limit area to be extended. The Chairman explained that this work was carried out at the request of the Parish Council two years ago and the evidence was not sufficient to make any changes. It was also noted that some cyclists do not use the cycle path. The Council were grateful to Mrs Milne for contacting the Highways Department directly to discuss the matter.

There being no further business for discussion the meeting closed at 9.12pm

Signed:
Chairman

Date:

The next meeting of the Parish Council will be held on THURSDAY 6th June 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 16TH MAY 2019

Payee	Details	Amount
West Wittering Allotment Association	Payment for skip for the allotments.	£216.00
Arbtechnic Ltd	Tree works on Village Green, Sailing Club, Cricket Club and sports field.	£1,240.00
British Telecom	Broadband	£145.44
Castle Water	Water services.	£2.99
Chichester District Council	Emptying of waste 1100 litre bins and weekly rental (April).	£61.00
Chichester District Council	Emptying of waste 1100 litre bins and weekly rental (March)	£59.20
Chichester District Council	Contribution towards Manhood peninsula Partnership officer.	£1,074.00
Cranes Chartered Surveyors	Professional Services.	£600.00
English Gardens	Gardening Services for March and April.	£90.00
Mrs Hawker	Salary, Mileage and expenses	£1,589.10
Mr Hutton	Purchase of filing cabinet and telephone.	£163.29
A T Hickman	Health and Safety checks.	£100.00
Information Commissioner	Data protection fee	£40.00
JNR Computer Services	IT support and Microsoft office 365.	£188.88
Kestrel	Cricket Club grass cutting.	517.50
Kestrel	Maintenance at West Wittering Cricket Club.	£2,812.50 (pending confirmation from CC)
Profile Engineering	Service to shutter doors	£350.00
The Sign Shop Horsham Ltd	One aluminium letter box plate.	£24.00

Surrey Hills Solicitors	Professional services	£1,281.00
Sussex Estate Care	Contracted grounds maintenance for April – Marine Drive Triangle.	£162.00
SWR Garden services	Village green, play area.	£300.00
Wicks Farm Holiday Park	Mowing of Pavilion sportsfield	£196.50
Wicks farm Holiday Park	Purchase of extension lead	£3.58
Mrs J. Barrett	Purchase of iPad cover	£34.95
DIRECT DEBITS		
Ramar accounting	HR Services	£10.50
HMRC	Tax and liabilities	£528.98
Website success	Website support	£126.00
TOTAL		£11,917.41