WEST WITTERING PARISH COUNCIL

MINUTES of the Meeting of the Parish Council

held on Thursday 5th 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 N Pike, Mr b Buckland and Mr P Clementson.

 mrs E Hamilton, Mr G Barrett, mrs S Taylor and mr P Montyn were also present plus 3 members of the public.

**53/19. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT –** Mrs B Wright and Mr H Patel gave their apologies. Mr Ray Lewes has a leave of absence. There were no declarations of interest under the Code of Conduct.

**54/19.**  **OTHER ITEMS FOR DISCUSSION (NOT ON THE AGENDA BUT CONSIDERED BY THE CHAIRMAN TO BE OF AN** **URGENT NATURE)** – Correspondence regarding waste was received since the agenda was prepared and it was resolved that this item would be taken under agenda item 10.

**55/19**

- **PLANNING** -. The Minutes of the Planning committee held on Wednesday October 30th were received. The Chairman reported that the Planning Application WW/02708 was not permitted at the Chichester District Council Planning Committee on November 6th 2019. The Chairman thanked Cllr Pike and Cllr Martin, alongside the Chichester Harbour Conservancy (CHC), for their contribution and hard work in this matter. Next steps will be discussed at the next meeting of the CHC.

**56/19.** **CONFIRMATION OF MINUTES AND MATTERS ARISING** – On a proposal from Cllr Martin and seconded by Cllr Buckland the minutes of the meeting held on Thursday October 3rd 2019 were approved.

**57/19.** **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS –** Mr Montyn reported that although Wet Sussex County Council (WSCC) has a duty to maintain the highway, no standards are laid down however the Department of Transport do give guidance on non-statutory safety issues. Using this guide the County Council has looked again at its Highways Plan and discussed some changes at the Southern Chichester County Local Committee. The details are available on the West Sussex County Council website. A new Governor for the school in West Wittering was also appointed at the Southern Chichester County Local Committee. The A27 was also discussed at this meeting and Mrs Gillian Keegan has been asked to review all options and to keep this as a high priority.

Cllr Barrett reportedthat the members Bulletin had been circulated to all Councillors. At a meeting of the CDC Cabinet it was agreed to keep the Council Tax reduction the same. The Financial Strategy balances over the five year period. In rural areas free off-street parking would remain but elsewhere an increase of 3% is being suggested.

 Cllr Hamilton has been busy with Chairman’s duties for Chichester District Council.

 Cllr Taylor reported that, last week, the Development Plan and Infrastructure panel examined responses from the Local Plan consultation and suitable amendments were made which will be presented to Cabinet in December. Cllr Taylor also clarified the situation regarding the requirement in the National Planning Policy Framework (NPPF) for local authorities to co-operate with each other when one authority cannot meet its housing need for valid reasons. The neighbouring authority then has a duty to co-operate and deliver some of that housing.

 The meeting was then opened for questions to District Councillors and the County Councillor and Cllr Martin requested that the situation regarding parking at Chichester Festival Theatre be investigated as there were often 20-30 people queuing for a ticket.

**58/19**  The minutes of the Planning meeting held on October 30th were noted. These will be approved at the next meeting of the Planning Committee on November 27th 2019.

**59/19**. The first draft of the Parish Council’s budget plan for 2020/21 was presented to the meeting by Cllr Martin, Chairman of the Finance Working Party. Cllr Martin explained that this was an opportunity to consider the budget preparation work so far and to contribute any ideas at this stage before the finalisation of the budget once the tax base is known and the precept set. The draft budget will then return to full Council for agreement.

**60/19** The Parish Council received the draft Infrastructure Business Plan from Chichester District Council. It was noted that this was not new money but Community Infrastructure Levy funds. Councillors were pleased to note the focus on improving cycle paths. There was a general discussion on the problems for both car drivers and cyclists on our roads and recognition of the costs involved in making any improvements.

**61/19** The Parish Council considered a request from the Manhood Peninsula Partnership to contribute funding to their work on the Peninsula. The Clerk was asked to check with other Parish Councils on the amount that they had agreed to but also agreed to fund the partnership to the same level as last year as a minimum amount.

**62/19.**  **REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES**

1. **Allotments –** The Clerk confirmed that the renewal process for the renting of Allotments was almost complete and most of the required paperwork and funds had been received.
2. **Footpaths, open spaces and village green** –The first stage of the clearance of the land behind the Public conveniences has been completed. This work will be funded from the New Homes Bonus Grant.
3. **Sportsfield management and Millenium Meadow** – Cllr Hutton reported that he has asked the junior footballers to move up the field to prevent the area close to the Pavilion becoming too muddy for them during the winter months.
4. **Snowhill** –
5. **Finance** – On a proposal by Cllr Martin and seconded by Cllr Pike, payments attached to the value of £15,953.27 and the Budget Monitor for October were approved.
6. **Communications and Website** – The next meeting of the Communication and Website Working Party will take place on the day following this meeting, November 8th at 10.30am in The Pavilion.
7. **Neighbourhood Plan** – Work is progressing.
8. **Parish Assets/Footway lighting –** No items to report.

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1. **Memorial Hall** – The meeting is due to take place next week.
2. **Twinning Association** – A twinning visit is being planned for the end of September 2020.
3. **East Head/CIAG/Manhood Drainage Group** – A report was received from Mr Jim Robertson who is representing the Parish Council on this group. Cllr Martin requested to know more about the topic and the outcome of previous work. Mapping is of particular importance. The report from this work is available and Mr Robertson will be invited to meet with Councillors after a Planning Committee in the near future. There is to be a meeting of the East Head Coastal Issues Advisory Group on November 27th, 2019.
4. **Parish Church** – Cllr Buckland commented with sadness on the state of the headstone of Malcolm Davies which was lying on the ground in the churchyard. Cllr Clementson volunteered to look into a new process for maintaining headstones in an upright position and will report back to the Council.
5. **Peninsula forum** – Nothing to report.

**63/19.** **CORRESPONDENCE –** The Chairman reported on a draft survey for residents regarding waste services in the area. Comments will be sent to the WSCC officers.

**64/19.** **Open Forum** Cllr Martin reported that a Mobile Home had been installed in a field on the Chichester Road and queried if planning permission had been sought.

There being no further business for discussion the meeting closed at 8.50 pm

 Signed:
 Chairman

 Date:

**The next meeting of the Parish Council will be held on Thursday 5th December 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**](http://www.westwitteringparishcouncil.gov.uk)