



**WEST WITTERING PARISH COUNCIL**  
**NOTICE OF MEETING AND AGENDA**

**Dear Councillors,**

**You are hereby summoned to attend the Meeting of the West Wittering Parish Council at 7.00pm on Thursday September 4th, 2025, in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.**

***A G E N D A***

1. Acceptance of apologies for absence and declarations of interest under the Code of Conduct.
2. Confirmation of Minutes of the meeting held on July 3rd, 2025 (copy available in the Library and at [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk)) and any matters arising.
3. To receive an update from Rev Holben on the Outside The Box project.
4. Reports from County and District Councillors.  
**The Chair will open the meeting to allow members of the public present to ask questions of the County and District Councillors.**
5. To discuss and agree the draft management plan for Snow Hill Charity Land and to resolve the subsequent actions including potential costs of funding a contractor.
6. Planning: — to note the minutes of the Planning Committee held on August 20th, 2025.
7. To discuss and agree a way forward on the current situation regarding the provision of social housing on the Land to the West of Church Road.
8. To discuss and agree the approach to Highways interventions that will help to alleviate some of the traffic issues in the summer months, especially on Elms Lane and to report back on a recent meeting between West Wittering Parish Council, West Wittering Estate Ltd and West Sussex County Council Highways.
9. Reports and Recommendations from Working Parties and from representatives on other bodies.

|     | Topic                               | Agenda item   |
|-----|-------------------------------------|---|
| 9.1 | <b>Environment and Green Spaces</b> | Update on the Memorial Hall Community Garden project.<br>To agree the placement of a memorial plaque previously approved. |

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|            |  | To note the closure of the railway crossing in Chichester for an eight week period and the possible disruption for exiting the peninsula.<br>Update on the Village Green***  |
| <b>9.2</b> | <b>Community Liaison</b>                 | To note the appointment of a new vicar for the Harbour Churches.   |
| <b>9.3</b> | <b>Parish Projects</b>                   | To update the Parish Council on the S106 projects currently being progressed including the Memorial Hall toilet improvements, solar panels on the Village Green toilets and the Pavilion building. Children's Playground progress.   |
| <b>9.4</b> | <b>Parish Administration</b>             | <ul style="list-style-type: none"> <li>i) To receive the budget monitor for August 2025</li> <li>ii) To receive the payments for approval for August and September 2025.</li> <li>iii) To receive and note the external audit report for 2024/25.</li> <li>iv) To discuss and agree a change to the WWPC Payroll provision.</li> </ul> |
| <b>9.5</b> | <b>Communication and engagement</b>      | To agree the content and timetable for the Autumn newsletter prior to publication in November.   |
| <b>9.6</b> | <b>Representation on other bodies: -</b> | <p>Reports from meetings attended by Councillors to include:-</p> <p>Report back from the All-Parishes Meeting held on the 5<sup>th</sup> of August.</p> <p>Report back on the Memorial Hall Committee meeting.</p> <p>Report back on the CHC meeting held in July.</p>  |

**10. Correspondence** received for action or comment including items circulated for information to include: -

An email from CDC Democratic Services regarding the process for the co-option for filling the current vacancy for a Councillor.

An email confirming the details of the next CDC All Parishes meeting as October 13<sup>th</sup> at 5pm in Committee rooms 1 and 3, East Pallant House, Chichester.

An email from the District Commander for Chichester and Arun concerning the reporting of Anti-Social Behaviour and other crimes.

**11. Open Forum** – including questions from members of the public which the Council will consider. No decisions can be made against this item, but a future agenda item may be agreed as a result of the discussion.

**\*\*\* The Council may make a resolution to exclude the Public and the Press in order to consider charity/ legal advice.**

**MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND AND MAY SPEAK AT THE MEETING WHEN INVITED TO DO SO BY THE CHAIRMAN. THANK YOU.**

**Mrs S Hawker, Clerk, 28<sup>th</sup> August 2025.**