

**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 February 5th 2026, in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.**

**A G E N D A**

1. Apologies for absence and declarations of interest under the Code of Conduct.
2. Confirmation of Minutes of the meeting held on January 15th, 2026 (copy available in the Library and at [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk)).
3. 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**

4. To note the minutes of the Planning Committee meetings held on January 28<sup>th</sup>, 2026.
5. To adopt a revised Training and Development Policy following a requirement to include councillors and volunteers in the NALC model policy.
6. To receive a report on the condition of the roof on the public conveniences and to agree a contractor to carry out the work from the quotations received.
7. To receive a note from CDC Housing Department and to consider ways in which WWPC may publicise the available affordable and social housing to residents in the village.
8. To approve payments for February 2026.
9. To agree actions required to stop illegal parking within the village green area. \*\*\*
10. To consider a request from the Rookwood Lawn Tennis Club to install LTA approved floodlights on court one and two.
11. To further consider making a recommendation to Chichester District Council to initiate a Community Governance Review having received the information requested at the previous meeting from the Clerk. The review would consider increasing the number of Parish Councillors to ensure that the Parish Council governance arrangements remain effective, representative and aligned with the needs of the local community in time for the next Parish Council elections in May 2027.

**12. Reports from Working Parties and from representatives on other bodies.**

	Topic	Agenda item
<b>12.1</b>	<b>Environment and Green Spaces</b>	Update on the meeting with the West Wittering Cricket Club.
<b>12.2</b>	<b>Community Liaison</b>	To update the Parish Council on the Stockbridge Road gas main work.
<b>12.3</b>	<b>Parish Projects</b>	To update the Parish Council on the replacement playground project. To update the Parish Council on the solar panels project. To update the Parish Council on the parish chains process.
<b>12.4</b>	<b>Parish Administration</b>	To receive the budget monitoring statement for January 2026.
<b>12.5</b>	<b>Communication and engagement</b>	To agree a timetable for the production of the spring newsletter
<b>12.6</b>	<b>Representation on other bodies: -</b>	Councillors to report back on any meeting attended to include: - The CDC All Parishes meeting held on February 2 <sup>nd</sup> 2026.

**13. 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.**

**\*\*\* As set out in the Public Bodies (Admissions to Meetings) Act 1960, the Council may resolved to exclude the press and public for a portion of the meeting on the grounds that the publicity would prejudice public interest by reason of the confidential nature of the business to be discussed.**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND BUT MAY NOT SPEAK AT THE MEETING UNLESS INVITED TO DO SO BY THE CHAIRMAN. THANK YOU.**

**Mrs S Hawker, Clerk, January 29th 2026.**

*As set out in the Openness of Local Governing Bodies Regulations 2014, during this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of the agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*



## WEST WITTERING PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Thursday 15 January 2026, at 7pm in the Pavilion, Rookwood Road, West Wittering.

#### WEST WITTERING PARISH COUNCILLORS PRESENT -

**CLLR N PIKE (CHAIR), CLLR B BUCKLAND, CLLR L HANDFORD, CLLR A HICKFORD,  
CLLR B HUTTON, CLLR K MARTIN, CLLR B WRIGHT**

#### IN ATTENDANCE -

**CDC COUNCILLOR PRESENT (CDC): CLLR E HAMILTON**

**SUE HAWKER (CLERK), PASHA DELAHUNTY (DEPUTY CLERK) / MEMBERS OF THE PUBLIC: 14**

**140/26 ACCEPTANCE OF APOLOGIES FOR ABSENCE** – Cllr I Western, Cllr H Patel. Cllr P Montyn (WSCC) and Cllr M Chilton (CDC) also gave their apologies.

**141/26 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT –**

Cllr Hickford declared a pecuniary interest in agenda item 7.

**142/26 - CONFIRMATION OF MINUTES AND MATTERS ARISING –**

**Action Point** – Cllr Martin is not a member of West Wittering Cricket Club as indicated at 126/25.

That, subject to the correction noted above, the minutes of the previous meeting held on 4 December 2025, were agreed as a true and fair record and were approved by all. They were signed by the Chair.

**143/26 - REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Cllr Hamilton shared updates on the following:

- Questionnaire on Local Government Reform has concluded with results expected at the end of March. New food waste bins will be delivered to residents in the coming months.
- A new business enterprise hub is planned for Terminus Road to encourage new business.
- Cabinet recently discussed exploring if paths around the harbour should be included on maps online.
- MP Jess Brown Fuller will be at Bracklesham Barn (via Earnley Parish Council) on the 16 January 2026 to take questions between 2-3:30pm.

Cllr Hamilton was asked to investigate the housing number trigger for affordable houses by Vivid provided by Dandara. It was understood that under the original s136 it was 20 houses but there have been delays and the council are keen to know when they can expect the affordable houses to be delivered for the parish. Cllr Hamilton agreed to look into the matter.

As Cllr Chilton was not present at the meeting, a question his support for the removal of the sand dune was not answered.

**144/26 - PLANNING MINUTES** – The Planning Minutes for 17 December 2025 and 7 January 2026 were noted.

**145/26 – PARISH COUNCIL BUDGET FOR 2026/27** – The Finance Working Party met with Stuart Dobbin on 6 January 2026 and discussed the details set out in the budget commentary. An inflation element has been included in the proposed budget. A motion was proposed by Cllr Martin, and seconded by Cllr Hutton, and it was **RESOLVED** to agree the Parish Council budget for 2026/27.

**146/26 – PRECEPT FOR 2026/27** – The proposed precept for 2026/27 is £173,850 which represents a 3.6% increase. The estimated Band D cost would be £74.59. A motion was proposed by Cllr Martin, and seconded by Cllr Hutton, and it was **RESOLVED** to agree the precept of £173,850 for 2026/27. Stuart Dobbin and the working party were thanked for their work on this.

**147/26 – TO APPROVE PAYMENTS FOR JANUARY 2026 AND TELEPHONE BOX WORKS** – Payments of £6420.77 were **APPROVED** and are listed below as Appendix 1. The quotation received for the Telephone Box restoration was discussed. The Clerk confirmed while multiple quotes were sought only one was received. The works would include removal of old equipment, painting the exterior/interior and replacement of broken window only. Installation of shelving for the proposed book nook would take place later.

**Action Point** – The Clerk will confirm what will happen to the electricity supply to the box and lighting it provides.

**148/26 – AGREE ACTIONS TO STOP ILLEGAL PARKING WITHIN THE VILLAGE GREEN** – It was **RESOLVED**, to move this matter to Part 2 to consider legal advice.

**149/25 – WSCC HIGHWAYS DEPARTMENT MEETING UPDATE (AND TRAFFIC REGULATION ORDER FOR PIGGERY HALL LANE)** – The Clerk explained that residents of Piggery Hall Lane (PHL) had raised concerns about the speed of building traffic. As it was not part of the original planning permission, a Temporary Traffic Regulation Road Order (TTRO) linked to the work could not be sought and the only option is to apply for a permanent reduction via a new Traffic Regulation Order.

During the recent meeting with the Highways Department, other interventions to address the summer traffic were discussed and a mini roundabout at the end of Pound Lane was proposed to help prioritise traffic in the area. Works of this scale would need to progress via the Community Highways Scheme and while this could take time, the process could be started. Max Ambrose was thanked for his work in researching the spacing for a roundabout.

For Elms Lane, the Highways Officer has suggested that while a TTRO such as the previous intervention cannot be sought, a Seasonal Traffic Regulation Order might be suitable and when combined with other interventions, it could improve the traffic flow without having an impact elsewhere in the village. A “Single Track” sign for Elms Lane was agreed by the Highways Officer, and the Clerk will need to confirm the number of signs and location(s). Double yellow lines on junctions can be done through a Community Traffic Regulation Order more quickly with the evidence that is already available. The Officer confirmed that work instructions have been sent to repaint the SLOW sign the northbound and southbound road surface at The Wad. Parking around the church and school were also discussed with the Highways Officer.

The Clerk will log a complaint about the state of the pavement surface between the store and the memorial hall, as well as the pavement on the other side of the road. The Highways officer noted the issues faced with heavy beach traffic exiting Beach Road onto Pound Road and will consider options.

A wider discussion on how traffic measures in one area of the village may impact other areas took place. The Clerk confirmed that actions for PHL could be agreed however there was a concern raised by West Wittering Estate that lowering the speed limit on the road could unintentionally increase traffic on Elms Lane. A member of the public was also concerned for speeding down Elms Lane as there were no pavements, with children and horses frequently using the lane. WWE agreed to share pertinent details from their recent public consultation with the Parish Council. The Council may have other questions.

**Action Point** – The Clerk will arrange for the formation of a Highways Working Party.

It was thought that the condition of the road surface and verges along PHL would need to be improved alongside changes to the speed limit. It was **RESOLVED** to progress the pursuit of a 30mph limit on Piggery Hall Lane.

**150/25 – TO CONSIDER AND AGREE ANY ADDITIONS TO THE MANHOOD PENINSULA PARTNERSHIP HOT SPOTS AREAS FOR TRAFFIC CALMING MEASURES** – The Clerk explained the history of the report and explained that West Sussex County Council as Highways Authority was receiving information from the parish directly as well as via the umbrella of organisations through the Manhood Peninsula Partnership (MPP). Council work to establish traffic calming measures suitable for the parish will continue alongside the collaborative approach for the wider area being examined by the MPP. Councillors discussed the need to slow traffic around the shops as people often needed to cross the road to access the bus and shops. A road island was not thought to be suitable due to the narrowness of the road. A raised crossing area was also suggested. Councillors also asked about looking into the use of Speed Indicator Devices that can be moved around the village to calm traffic.

**Action Point** – Further updates will be added to the February meeting.

**151/25 – AGREE TO DESIGN AND POSITION OF VILLAGE GATES** – Photos of the proposed location of the gates were circulated to the council. Once a licence for the work was obtained, there were registered contractors that could be approached to conduct the work.

**Action Point** – The village gates should be reviewed by the Highways Working Group who will report back to the Council with their recommendations.

**152/25 – CONSIDER COMMUNITY GOVERNANCE REVIEW APPLICATION TO CDC** – The Clerk gave details on the background of this agenda item and shared that if an application for review were to be sought, this would need to be requested as soon as possible as it can take up to twelve months to complete and this would need to be in place in time for the May 2027 elections. The Council discussed if it would be valuable to have an additional councillor to help with the ambitious goals of the parish. It was thought that working parties could be more effective with clear mandates and terms. A decision on the matter was deferred.

**Action Point** – The Clerk was asked to investigate councillor numbers in similar parishes and look to maintain a register of attendance of the current councillors.

## 153/25 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

### (1) Environment and Green Spaces –

*Snowhill Working Party* – The working party has met and updates to a letter for residents in the area has been drafted. As the management plan for Snowhill is a draft document and is subject to change, the working party notes should be changed to better reflect this. No additional costs are anticipated for the management plan.

The Council is responsible for the parish chains at Snowhill which continue to be a concern. Work is ongoing to identify current vessel ownership and determine the best was forward to manage the area. A meeting has been planned for next week.

*Snowhill Creek Shingle* – Further to the discussion at the December meeting, the issue of the shingle replenishment at Snow Hill Creek was discussed with West Wittering Estate (WWE) and a meeting will take place to agree next steps and determine land ownership in January. It was also resolved to proceed as is usual with the replenishment this year as the Sailing Club are very concerned about the current condition of the area.

*West Wittering Cricket Club* – The Club have confirmed that they have spoken with the owner of the pony field and investigated fencing options to protect the land from errant cricket balls. The Clerk will contact some local fencing companies to explore what may be done before the start of the season.

*Sportsfield Working Party* – The working party met with Rookwood Tennis Club representatives who have asked the council to consider allowing them to install lighting on two of the courts. The club AGM is scheduled for this coming Saturday and the working party asked that their members be consulted on the lighting matter. The club agreed to provide formalise their request which was expected to be ready 7-10 days after the AGM.

### (2) Community Liaison – It was reported that the Carols on the Green event in December was hugely successful with in the region of 500 people in attendance.

### (3) Parish Projects –

*Replacement playground update* – The play equipment was expected to be manufactured by end of January and installed during February however the PC have been informed that the installation will start at the end of March. This is not what was promised and a faster timing on the latter is being pursued.

*Public conveniences roof update* – There is a need to sort out the condition of the roof even if solar panels are not installed. Quotes from roofing contractors are being sought.

*Solar panels project update* – The solar panel grant was for panels on the Pavilion and the public conveniences roof. The panels of the Pavilion will progress and the preferred company has been approached to revise their quote as it is now out of date.

### (4) Parish Administration –

(i) The Budget Monitor for December 2025 was received and noted.

### (5) Communication and Engagement – The dates for parish council meetings in 2026 was circulated with the papers and has been added to the parish council noticeboards.

**(6) Representation on other bodies** – Cllr Hanford reported that she had been to the medical centre and shared that the surgery has stated to use a new app to request prescriptions. A new online booking system for appointments has also started in which doctors are assigned to triage requests with a link sent based on the priority of the matter. For people without access to the app or online booking systems, phone calls can still be made. These new systems are in use at other surgeries and are part of a government led initiative to improve access to medical services.

**154/25 OPEN FORUM** – A member of the public asked if the parish had statistics on the number of residents who access the internet in the area as people without technology may be more vulnerable. There was no relevant statistic available to share on this subject, but it was noted that there is a higher age demographic in the area.

**Action Point** – The Clerk agreed to raise concerns for unsightly flags on lamp posts with the Highways Department.

**155/25 Private session (Agenda Item 8)**

**AGREE ACTIONS TO STOP ILLEGAL PARKING WITHIN THE VILLAGE GREEN** - It was **RESOLVED** to give the property owner 14 days' notice to complete and, if not completed, to then proceed with direct parking enforcement action.

**There being no further business for discussion the meeting closed at 8.39 pm.**

Signed: .....  
Chair

Date: .....

**The next meeting of the Parish Council will be held on Thursday 5 February 2026, at 7pm in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.**

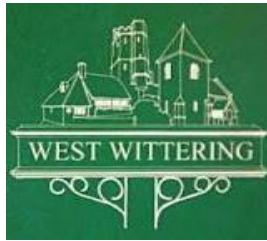
**THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE COUNCIL AT THE NEXT MEETING, AND MAY BE AMENDED BY RESOLUTION. COPIES OF ALL UNAPPROVED MINUTES, AND AGENDA AND MORE INFORMATION ABOUT WEST WITTERING PARISH COUNCIL CAN BE FOUND ON THE PARISH COUNCIL'S WEB SITE: [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk)**

**Appendix 1 - Payments for approval January 2025**

<b>PAYEE</b>	<b>DESCRIPTON</b>	<b>AMOUNT £</b>
A T Hickman	Health & Safety & maintenance	100.00
	Public toilet meter reading.	37.50
	Temporary fix to football storage door, got a call from a football coach saying they couldn't gain access so needed help.	
	Reprogram a key fob that wasn't working for one of the coaches.	
	Remove a large amount of alcohol cans/bottles left on football pitch one Sunday morning.	
	Litter picking	75.00
	Purchase of cordless leaf blower	89.99
CDC	Weekly emptying of the 1100 litre bin	84.00
Rene Donaldson	Cleaning of The Pavilion - December	189.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for October	217.20
	Purchase of new laptops for the Clerks	1764.00
Barry Napper	Further repairs to posts and rails on the cycle path fence prior to planting of trees.	90.00
Parish Council administration	Expenses – mileage and recorded postage	70.20
	Membership of SLCC and ILCA qualification fee.	395.00
SSE	Street lighting/furniture, various locations.01/9-30/11.	959.45
Sussex Estate Care	Snow Hill maintenance	579.60
Scribe Support	Allotment and Accounts packages subscription	124.80
Tawny Nurseries	Supply of Christmas Tree	436.80
Travis Perkins	Materials for the cycle path fence repairs	34.69

<b>Bank payments</b>		
BT	Landline and broadband package	85.36
Business Stream	Water supply to the Pavilion	159.82
	Water supply and collection – public conveniences	606.19
Mailchimp	Parish mailing list communications	11.88
RAMAR	HR Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	12.47
Zoom	Clerk's license	15.59
<b>Total payments</b>		<b>6420.77</b>

**135/25 Highways update** - The Clerk reported on progress with highways interventions in the village. The Community Traffic Regulation Order has progressed through the first phase of the process which involves evaluating the project further against criteria. Regarding the blocked traffic at Elms Lane, negotiations were underway to place the sign indicating a narrow road in a more useful position at the end of Chapel Lane, a Highways officer will be visiting the parish council on January 13<sup>th</sup> 2026 to discuss a range of street parking and street lining concerns and this will be reported back to the January meeting of the parish council on January 15<sup>th</sup> 2026.



## WEST WITTERING PARISH COUNCIL

### MINUTES OF THE PLANNING COMMITTEE OF THE PARISH COUNCIL

held on Wednesday 28 February 2026, at 10.30am in The Pavilion, Rookwood Road, West Wittering.

**PRESENT: CLLR K MARTIN (CHAIR), CLLR B WRIGHT, CLLR L HANFORD AND CLLR B HUTTON (DEPUTY CLERK)**

**1. APOLOGIES FOR ABSENCE:** - Cllr B Buckland, Cllr N Pike

**2. DECLARATIONS OF INTEREST:** None

**3. MINUTES OF THE PREVIOUS MEETING:** - The minutes of the previous meeting held on 7 January 2026, were approved as a true and fair record and were agreed by all. They were signed by the Chair.

**4. PLANNING APPLICATIONS:** - The decisions of the Council were as follows:

#### **WW/25/02815/FUL – Sandhead, Rookwood Lane**

*Demolition of 1 no. existing dwelling and the construction of 1 no. new dwelling, covered pool, double garage, boat house and log store. Section 73 application to vary Condition 2 (approved plans) of planning permission WW/22/01647/FUL - amendments to external envelope in relation to the approved main house, pool house and garage.*

**No Objection** – No objections were raised in relation to current application the vary the approved plans subject to ensuring that tree protections remain in place for the property.

#### **WW/25/02658/DOM – Trees, 10 The Crescent**

*Retrospective s73a for the erection of screening panels to the rear of garden.*

**No objection** – No objections were raised however the Committee suggested that the local authority visit the site to determine if the boundary had been breached when the panels were installed.

#### **WW/25/03030/DOM – Leda, Roman Landing**

*Proposed side dormer window.*

**Objection** – The Committee discussed the high hedges alongside the property and location of the dwelling in relation to the neighbouring house. The dormer was also believed to make the property look visually unbalanced. Objections were raised as the work was deemed to be unneighbourly due to the proximity to the boundary and oversight into the adjacent dwelling and further suggested that a Velux window would be more appropriate.

**WW/26/00038/TCA – Elm Tree Cottage, Elms Lane**

*Notification of intention to fell 1 no. Hawthorn tree (T1) and 1 no. Cherry tree (T3) and reduce sectors (all round) by 2.5m on 1 no Bay Tree (T2)*

**No Objection** – The Committee recognised that a professional tree contractor had been engaged for the work and raised no objections.

**5. To receive local planning decisions of interest -**

Two local authority decisions presented which were not in conflict with WWPC comments. A further matter was raised in relation to the sand dune movement where a comment on the planning portal opposing the views of WWPC had been logged. The Committee noted local support for the council's position and the letter will be circulated to Councillors to review and consider if a response is warranted.

**6. Enforcement, licensing and correspondence -**

No updates were discussed.

**7. Government Consultation on revised National Planning Policy Framework (NPPF) –**

The Deputy Clerk advised that two Councillors and both Council Officers had attended the online seminar. Changes that may impact the neighbourhood plan will be monitored to determine if revisions are required prior to the next formal review. The deadline for submissions to the consultation is 10 March 2026.

**9. Date of the next meeting –**

The next meeting of the WWPC Planning Committee will take place on 28 February 2026.

There being no further business for discussion the meeting closed at 11:10 am.

Signed: .....  
Chair

Date.....

THESE MINUTES ARE IN DRAFT FORM UNTIL APPROVED BY THE PLANNING COMMITTEE AT THE NEXT MEETING, AND MAY BE AMENDED BY RESOLUTION. COPIES OF ALL UNAPPROVED MINUTES, AND AGENDAS 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)



## WEST WITTERING TRAINING AND DEVELOPMENT POLICY

### Purpose and scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff, councillors and volunteers. It applies to all staff whether full or part time, temporary or fixed term, all volunteers and all councillors.

### Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

### Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record. In for different roles order to ensure that the council is able to consistently evaluate

requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has

## **Categorising training and personal development**

The three categories are as follows:

### **1. Mandatory**

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job or volunteer role whilst other training may be a generic requirement. Examples of mandatory training include:

### **Generic training**

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

### **2. Desirable**

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

### **Job specific**

- Certificate in Local Council Administration (CiLCA)

- Cemetery Legal Compliance
- Microsoft Excel

### **3. Optional**

An optional qualification or optional training may not be directly linked to the individual's current job.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

#### **Job specific**

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

#### **Guidance for support**

Since 2020 new contracts need to reference any training provided by the employer. It should also note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended, if the qualification is not gained in the stipulated time, then the contract should state this.

Any financial and non-financial support to training and development is at the discretion of the council. Membership of the Continuous Development Scheme will be encouraged.

Any financial support, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided

#### **Study leave**

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

### **Member Training**

Training will be provided for councillors on a range of topics relevant to their role. These will include induction training and training on the code of conduct, governance and standing orders, financial regulations and planning.

Members will have access to the full range of training provided for members by the West Sussex Association of Local Councils from induction to refresher training as required.

### **Volunteer Training**

All volunteers will receive general induction training and specific training for their work on the same basis as paid staff. If appropriate developmental training will also be offered. All agreed volunteer training will be funded by the parish council.

*Updates:*

*Reviewed by Full Parish Council on 5 February 2026*

**Committee:** Full Council

**Report of:** Clerk

**Date:** 5 February 2026

**Subject:** To receive a report on the condition of the roof on the public conveniences and to agree a contractor to carry out the work from the quotations received.

## FOR DECISION

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### Summary:

1. Work on the solar panels project had been deferred until the Memorial Hall project was completed. It has since been discovered that there are a number of leaks in the loft of the toilet block which need to be addressed. As the previously quotes for the works have now expired, new pricing has been obtained for the project. It is now not proposed to have battery storage on the toilet project as the advice is that the Council would earn more by feeding back into the grid.

### Background:

2. Councillors will recall that in February 2025, the St Paul's Church withdrew from the S 106 project to rebuild part of their hall. There was an urgent need to secure a suitable new project on a community building to safeguard the funding. The Parish Council, after discussion and consultation with the Memorial Hall, put forward to CDC the refurbishment and upgrading of their toilet facilities. The project was to be led by WWPC to ensure that the critical July cut-off date for spend the funds was met. CDC agreed that we could use the balance of the s106 funds on the provision of solar panels on our Rookwood Road Pavilion and the Pound Road Public Conveniences. This ensured that all of the s106 funding allocated from Chaucer Drive was utilised and not returned to Barretts. At that time there was a need for the parish council to add approximately £5k to enable all of projects (Memorial Hall and Parish Council projects) to go ahead. It was agreed that the PC had sufficient funds for this.
3. You will be aware that we were able to complete the Memorial Hall Budget one month ahead of the July deadline. This safeguarded the total s106 funding and which also had earned some interest.
4. Work on the solar panels project had been deferred until the Memorial Hall project was completed and in the meantime we had endured a number of leaks in the loft of the toilets and the plumber reported that there were a number of gaps in the roof structure and daylight was visible through a number of holes where the roof felt had failed. There were also water stains on the internal ceilings. You will recall that we have replaced a number of tiles on the south side of the roof which were cracked and had lifted as moss was growing under them. It was noted that a number of tiles had been changed with different coloured and profiled tiles over the years. The tiles are made of clay and are now obsolete. The advice that we have received is that the roof should be stripped, re-felted, battened and have new tiles of a similar colour and profile which would be made of concrete as all are now. It would be safe to put

solar panels on the roof as it stands at the moment. In any event the roof should be replaced as that is now the main issue as it will only deteriorate more and will damage the ceiling again as had happened previously.

5. If we are to do this work then the solar panels will be fitted in trays directly onto the tile battens and then tiled around the trays. The solar panels will deemed to be installed within the roof and not on the roof. You will be aware that the toilets are within the conservation area and we do need advice on whether planning consent will be required.
6. It is now not proposed to have battery storage on the toilet project as the advice is that we will earn more by feeding back into the grid. Battery storage is however planned for the Pavilion plus feedback into the grid.
7. The solar panel aspect of this work and the Pavilion will be subject to a future report and quotations are currently being sought.

**Recommendation:**

8. To consider and agree one of the quotations set out below for the roof replacement at the public conveniences:-
  - Contractor A £8500.00 excluding VAT with the toilets closed for a week.
  - Contractor B £6420.00 excluding VAT with the toilets closed for two days.

**Report of:** Clerk

**Date:** 5 February 2026

**Subject:** To receive a note from CDC Housing Department and to consider ways in which WWPC may publicise the available affordable and social housing to residents in the village.

## TO NOTE

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Please see update below from CDC Housing Department:

### New Affordable Homes for Rent and Shared Ownership

Are you someone with a Local Connection to West Wittering and in need of housing?

The new housing development at Church Road in West Wittering includes the provision of 18 Affordable Homes: 12 for rent and 9 for purchase. Whilst 4 of the 5 First Homes have already been sold there is 1 last remaining property of this type. Of the remaining affordable homes, there will shortly be 4 x Shared Ownership for sale and 12 homes for rent. The homes will be owned by Vivid Housing; a Registered Provider of affordable homes and we are expecting them to become available late March/early April 26.

To be eligible for the rented homes you must be on the Housing Register with Chichester Council as the rented homes will be advertised on Chichester Homemove, it is worth checking for new listings each week to make sure you don't miss out.

If you are not yet registered and think you might be eligible then please register online via this link: [Housing register - Chichester District Council](#). You will also find information on whether you are eligible to register and how the process works.

In addition to the usual criteria, you are required to have a local connection to West Wittering to be eligible.

If you require more advice or information, please reach out to our Housing Team via this address: [housingadvice@chichester.gov.uk](mailto:housingadvice@chichester.gov.uk)

The housing mix is as follows:

Rented Housing Mix	Shared Ownership
6 x 1-bedroom flats	2 x 2-bedroom houses
2 x 2-bedroom flats	2 x 3-bedroom houses
2 x 2-bedroom houses	
2 x 3-bedroom houses	

If you are interested in buying a shared ownership property, more information can be found at [Affordable Homes & Shared Ownership Properties - VIVID](#)

If you are interested in purchasing the last remaining First Home, then please contact Dandara directly via [witteringplace@dandara.com](mailto:witteringplace@dandara.com)

## PAYMENTS FOR APPROVAL

January 2026

PAYEE	DESCRIPTION	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
	Public toilet meter reading.  Let the twinning association in for meeting on a Friday evening and show them the locking up procedure and hand over the keys.  Remove an awful lot of firework debris from the sports field after new years eve.  Remove all the ivy which was covering the sign in the pavilion carpark	45.00
	Litter picking	75.00
Arbtechnic Ltd	Delivery of woodchip for the East West Cycle path hedge project	210.00
CDC	Weekly emptying of the 1100 litre bin	84.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for October	217.20
MD Contracting	Village Green maintenance contract	156.00
Barry Napper	Further repairs to posts and rails on the cycle path fence prior to planting of trees.	90.00
Scribe Support	Allotment and Accounts packages subscription	124.80
Travis Perkins	Materials for the cycle path fence repairs	15.32
Office supplies Ltd	Printer ink and paper	161.32
WSALC	New Clerks training and planning training	£138.00
Wicks Farm	Hedge cut and leaf blow cycle path ditch	382.80
<b>Bank payments</b>		
Mailchimp	Parish mailing list communications	11.67
RAMAR	Payroll Services	12.98

<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT £</b>
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	12.47
Zoom	WWPC license	15.59
<b>Total payments</b>		<b>2121.40</b>

**Committee:** Full Council

**Report of:** Clerk

**Date:** 5 February 2026

**Subject:** To consider a request from the Rookwood Lawn Tennis Club to install LTA approved floodlights on court one and two.

#### **FOR DECISION**

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Please see the proposal outlined below from the Rookwood Lawn Tennis Club:

#### **Rookwood Lawn Tennis Club**

#### **Proposed LTA approved Floodlights to Courts 1 and 2**

Thank you for arranging the meeting between Digby Armstrong/Ross Hilliard and the Sports Field Working Party of the West Wittering Parish Council (WWPC) on Tuesday 13<sup>th</sup> January, 2026.

Following the WWPC meeting on Thursday 15<sup>th</sup> January, 2026 and the AGM of the Rookwood Lawn Tennis Club on Saturday 17<sup>th</sup> January, 2026 we now set out details of the Floodlighting Proposal.

#### **Floodlighting Proposal**

To install LTA approved floodlights to Courts 1 and 2 ie the 2 original courts.

These courts sit “side by side” and are therefore better suited to a joint lighting scheme than the newer Courts 3 and 4.

It is likely that the lighting would involve 3 no. suitable lighting posts located down the outer sides of courts 1 and 2 ie 6 lighting posts in total.

#### **Indicative Cost**

We have obtained initial quotations from 3 separate LTA approved lighting companies - namely:

- Kingfisher Lighting (installed lighting at Middleton tennis club where our assistant coach, Keith Savage is also a coach);
- LTL Floodlighting (as recommended by Coloured Courts who installed the original and new tennis courts); and
- Direct Sports Lighting (who installed lights at Bognor Regis Tennis Club)

The indicative average cost was c.£35k + VAT (excluding any planning and contingency allowances) but this is subject to detailed site inspection by all 3 no. lighting companies.

#### **Funding**

We had an initial discussion with representatives of the Woodger Trust on 7<sup>th</sup> October, 2025. Their indicative response was extremely positive to supporting the club on a matched

funding basis although they will of course have to put any formal proposal to a full trustee meeting.

We and the representatives of the Woodger Trust hoped that if the invoicing/payment for the works is via the WWPC then VAT is not paid or can be reclaimed.

It is our intention that WWPC do not have to incur any financial cost associated with the proposal.

### **Planning**

Planning Permission was granted for the original Courts (Courts 1 and 2) on 11<sup>th</sup> November, 2015 (Re-submission WW/14/01522/FUL).

It is hoped that any planning permission needed for the proposed floodlighting could be dealt with by way of delegated authority by the local planning authority ie Chichester District Council (CDC).

It is not clear if there is already Planning Permission for floodlighting for Courts 1 and 2 but this matter is best discussed with the planning authority (CDC) in a short pre- planning meeting.

### **Type of lighting**

The floodlighting would be modern LED and which is very directional and therefore minimises light pollution to a significant extent.

The LED lighting would be to the appropriate LTA standard.

### **Power for the proposed lighting**

It is likely that a power cable would have to run from the Pavilion building to the proposed lighting. Exact details of the connection arrangements would be discussed with each of the 3 no. prospective flood lighting suppliers.

### **Football training area lighting**

As you are aware the football training area already has five no. significant lighting posts. Three of these posts are already very close to housing on the Elms Lane side of the sports field. Courts 1 and 2 are further away from the Elms Lane side of the sports field and much closer to Rookwood Road.

The lighting columns on the tennis courts will be lower than the lighting columns used to illuminate the football training area. The lights on the football area shed a pool of light over a relatively large area whereas any tennis court lights would only shed light immediately over courts 1 and 2 which is a much smaller area. Hence the impact of our proposed additional lights would, we feel, be minimal.

The tennis club would be happy to adhere to the same lighting time periods as that permitted for the football training lights - namely:

*Mon-Fri 08.00-21.00hours on 3 evenings a week (to be agreed in writing by the Local Planning Authority)*

*08.00-18.00hours the other 2 weekday nights*

*Saturday, Sunday and Bank Holidays 08.00-18.00hours*

These times were set out in Planning Permission WW/14/01522/FUL.

It is also interesting to note that within the Planning Permission (WW/22/03011/FUL) granted 15<sup>th</sup> March, 2023 (for the 2 new courts (Courts 3 and 4)) that condition 4 refers to "Any lighting system installed...."

### **Benefits of Lighting**

As discussed there are many benefits of floodlighting, and these include the following - set out in the ***LTA External Floodlighting Principles document***:

- *on average venues with floodlights have more members and improved retention levels;*
- *able to attract and retain coaches and deliver coaching opportunities year round;*
- *increased revenue through membership and pay and play;*
- *between November and April when daylight is shorter lighting outdoor courts adds 35% more playing time*

In addition:

- West Wittering is a coastal village and it is often windy at the tennis courts during the day however it is often less windy/more calm in the evenings;
- floodlighting will allow members that are still working to have the opportunity to play in the evenings;
- more opportunity for children coaching after school in Autumn/Winter periods; (currently after school coaching has to cease in the Autumn and cannot restart until the Spring);
- LED approved Floodlighting will allow the club to explore participating in West Sussex tennis league competitions;
- lighting would put the club and the courts on a par with other tennis clubs on the Manhood peninsula all of which have lights;
- lights would provide West Wittering area residents with a late afternoon/evening exercise facility where none currently exists

### **Cost of electricity for lighting**

As discussed it is understood that the lighting can be controlled via an App and/or a coin operated facility. The control mechanism could disable the lights during hours when they are not permitted to be used thus eliminating abuse.

As discussed it is understood speaking with other clubs that the cost to operate LED floodlighting is low and is of the order of £1-2/hour.

All costs associated with electricity for the floodlighting will be paid for by either members of the club or members of the public. The club is happy to provide an indemnity to the Parish Council for all electricity costs.

### **Carbon off-setting**

The club is happy to investigate the planting and/or funding of a number of trees or hedging in the Parish (for example via the Manhood and Heritage Wildlife Group (MHWG)) to contribute towards the carbon off-setting of the use of power for the proposed floodlighting.

### **Evidence of Support**

You asked for additional evidence of support for the proposal.

As you are aware the Rookwood Lawn Tennis Club is run by an elected committee.

We also operate within the requirements of the club's constitution and the agreement dated 1<sup>st</sup> August, 2024 with WWPC and the Sports Field charity.

At the meeting with the WWPC Sports Field Working party on Tuesday 13<sup>th</sup> January, 2026 Digby Armstrong and Ross Hilliard were representing the committee of the Rookwood Lawn Tennis Club and in turn the members who elected that committee.

In addition the following stakeholders are supportive of the proposal:

**Aidan Hickman** - club coach (and WWPC Councillor);

**Keith Savage** - assistant club coach;

**Woodger Trust** - as set out previously the Woodger Trust is supportive of the proposal through their willingness to consider part funding of the proposal;

**West Wittering Estate plc**;

**David Felgate** - David Felgate who is a member of the club and was previously the Performance Director of the LTA;

**Sports England** - when the planning application was submitted for Courts 1 and 2 Sports England was a statutory consultee and in their written submission to the planning authority (CDC) they recommended that Courts 1 and 2 should be floodlit;

**Other proximate tennis clubs** - all of the tennis clubs in close proximity to the Rookwood Lawn Tennis Club have floodlights - namely: Chichester Tennis and Racquets Club, Fishbourne Tennis Club, Crablands Tennis Club, Middleton Tennis Club, Bognor Regis Tennis Club.

### **AGM**

At the tennis club AGM on Saturday 17<sup>th</sup> January, 2026 we set out in summary the floodlighting proposal and we asked for a show of hands to gauge support from the attendees. The AGM was well attended with over forty members being present.

The response from members attending the AGM was overwhelming showing unanimous support for the proposal.

### **Next steps**

We would hope that the information now contained within this letter will allow the WWPC to consider this proposal positively at their next meeting on 5<sup>th</sup> February, 2026.

### **Timescale**

It is hoped that the flood lighting could be installed and ready for use by Autumn 2026.

### **Any additional information**

If you need any additional information at this stage please advise us via the Club Hon. Secretary (Lucy Apsey) who can be contacted via: [rookwoodtennis@gmail.com](mailto:rookwoodtennis@gmail.com)

Regards

Digby Armstrong and Ross Hilliard

Copy: Rookwood Lawn Tennis Club committee member

Tennis Lighting 290126

**Committee:** Full Council

**Report of:** Deputy Clerk

**Date:** 5 February 2026

**Subject:** To further consider making a recommendation to Chichester District Council to initiate a Community Governance Review having received the information requested at the previous meeting from the Clerk.

## FOR DECISION

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### Background:

1. Councillors will recall that a request was made at the October 2025 meeting of the parish council to investigate the need for having an extra one or two councillor on the Parish Council. The Clerk was asked to investigate the process for investigating this further.
2. The legislation that covers any changes to electoral arrangements for Parish Councils is the Local Government and Public Involvement in Health Act 2007. This devolves the power to take decisions on such matters to local government and local communities. Since February 2008 district councils, unitary councils and London borough councils have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. The views of local people are taken into account when making the decision.
3. The addition of any extra councillor position on a parish council constitutes a change in electoral arrangements and Chichester District Council would need to carry out a Community Governance Review once this has been formally requested by the parish council. This review will include a consultation with residents on the matter.

### Current position:

4. This topic as discussed most recently at the January 2026 meeting of the parish council and councillors requested further information on the number of councillor positions available in other similar sized councils. Using the same parish councils as used previously to compare staffing, plus some others with similar sized populations, the following information is now presented for consideration.

<b>Parish Council</b>	<b>Population (2011 census)</b>	<b>Councillors</b>
Plaistow and Ifold PC	2031	12
East Wittering and Bracklesham PC	5021	11
Tangmere PC	2625	8
Hunston PC	1290	7
Petworth PC	3050	12
Slaugham PC	2769	13
Bosham PC	2900	11
Fishbourne PC	2325	9
Fernhurst PC	2959	11
West Wittering PC	2771	9

**Recommendation:**

5. That WWPC considers the information above and whether to request, from CDC, a Community Governance Review to consider increasing the numbers of elected representatives on West Wittering Parish Council.

**Committee:** Full Council

**Report of:** Clerk

**Date:** 5 February 2026

**Subject:** To update the Parish Council on the Stockbridge Road gas main work.

#### **TO NOTE**

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Please see update below from SGN:

#### **Update SGN gas main replacement and Portsmouth Water Emergency repairs**

Work is progressing well and on schedule. To help ease traffic congestion as much as possible, SGN are currently working on sides roads/verges which haven't required us to use the temporary traffic lights as originally planned.

From Monday 09 February, SGN will be installing three-way traffic lights on Selsey Road/Stockbridge Road roundabout. These traffic lights will be manned between 6:30am to 6:30pm and flows of traffic will be managed to prioritise northbound traffic in the mornings and southbound traffic in the evening.

#### **Portsmouth Water Emergency Repairs**

We appreciate how disruptive traffic lights are for the residents/community and would like to provide details of Portsmouth Water Works requiring traffic lights on Selsey Road as follow:

**On Thursday 29 January**, Portsmouth Water will be completing repairs to a significant leak on Selsey Road, near Donnington, opposite RSPCB reserve. Due to the size and location of the water main, they will need to have temporary two-way lights in operation.

To support the flow of traffic, the temporary lights will be manually controlled, and traffic spotters will be patrolling to ensure traffic flows are maintained as best as possible. *Please note the manning of temporary lights does not always need an operative standing at the light heads, lights are monitored by intelligent systems that are directed by the operatives manning the lights via laptops, operatives are not always visible.*

These water works have been prioritised to be carried out in the window of opportunity while SGN have no lights on Stockbridge Road.

At this stage Portsmouth Water are unable to confirm the duration of these repairs, however, we are hopeful they will be completed before SGN have the lights on Selsey Road/Stockbridge roundabout.

If you need to contact Portsmouth Water regarding these works, please call their Customer Service on 023 9249 9888.

If you need to speak to us about SGN gas works, you can contact our Customer Service Team by email [Customer@sgn.co.uk](mailto:Customer@sgn.co.uk) or alternatively you can call them on 0800 912 1700, they will direct your enquiry to one of the team for response.

Thank you for your patience and understanding.

**SGN Southern Replacement**

**Committee:** Full Council

**Report of:** Deputy Clerk

**Date:** 5 February 2026

**Subject:** To update the Parish Council on the parish chains process

## **TO NOTE**

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On 21 January 2026, the Deputy Clerk met with Cllrs Martin, Wright, and Hutton to discuss the issues with the public chains at Snowhill and proposed a way forward to resolve those issues.

Next steps:

1. **Audit vessel details** – this will be done by Cllrs Wright/Martin and include recording details of each vessel currently attached to the public chains at Snowhill.
2. **Identify owners** – the sailing club may be able to help identify vessels owners. For those with CHC plaques, the Harbour Master may be able to assist by contacting those owners on behalf of the Council and requesting that they contact the Parish offices so that a list of vessels on the chains can be maintained.
3. **Abandoned vessels** – if a vessel is found to be abandoned, there may be a need to remove the boat from the chains. The Council will likely need to impound/hold the boat for a time before it can be disposed of. This may need to be supported by a policy change.

Other items discussed at the meeting:

- Byelaw signs that are faded might need to be replaced.
- Are the byelaws fit for purpose?
- Add byelaws and rules of use to the website.
- Are there any other rules of use that need to be communicated to users of the chains? Noting that there is currently no need to remove vessels over winter.
- Should a CHC plaque payment link sign be added to site?
- Future of the site – how can it best be managed. Formal versus informal use of the site (currently it is informal)

**ACCOUNTS 2025-26**  
**BUDGET MONITORING AS AT 16 JANUARY 2026**

	BUDGET £	YEAR TO DATE		ACTUAL INCL. DEBTORS/CREDITORS £	BALANCE REMAINING £	VARIATION %	NOTE (SEE BELOW)
		BUDGET £	ACTUAL £				
FIGURES EXCLUDE VAT, WHICH IS SHOWN AS REIMBURSABLE EXPENDITURE							
<b>ALLOTMENTS</b>							
WATER	250	190	96	91	154	(50)	1
OTHER	5,000	4,170	3,813	3,813	1,187	(9)	
<b>PUBLIC LIGHTING</b>							
ENERGY MAINTENANCE	5,000	3,750	481	(2,249)	4,519	(87)	3 & 4
2,600	2,600	2,427	(29)	174	(7)		
<b>ADMINISTRATION</b>							
CLERK AND STAFF COSTS	53,900	33,850	36,951	31,606	16,950	9	5
INSURANCES	3,200	3,200	2,644	2,644	556	(17)	
SUBSCRIPTIONS	1,330	1,050	1,038	1,038	292	(1)	
AUDIT FEES	720	720	720	0	0	0	
BANK FEES	150	125	94	86	56	(25)	6
NEIGHBOURHOOD PLAN	0	0	0	0	0		
OTHER INCL. ELECTION EXPENSES	8,500	7,085	8,169	7,806	331	15	
<b>HIGHWAYS</b>							
FOOTPATHS	1,500	1,350	1,130	1,130	370	(16)	2
GRASS CUTTING	1,500	1,500	2,180	1,880	(680)	45	7
LITTER CLEARANCE	1,000	800	600	525	400	(25)	8
BUS SHELTERS	500	0	0	0	500		
PUBLIC SEATS	500	125	126	126	374	1	
DOG WASTE BINS	1,900	1,900	1,900	0	(0)	0	4
<b>SPORTSFIELD AND PUBLIC OPEN SPACES</b>							
PAVILION MAJOR REPAIRS	0	0	2,210	2,210	(2,210)		
PAVILION ROUTINE MAINTENANCE	7,000	5,830	4,774	4,419	2,226	(18)	2
PAVILION UTILITIES	6,300	5,250	3,989	2,983	2,311	(24)	3 & 4
MILLENNIUM MEADOW	2,500	250	230	(1,720)	2,270	(8)	
VILLAGE GREEN	2,500	2,080	546	466	1,954	(74)	9
TREE REPORTS/ SURGERY	2,000	600	555	555	1,445	(8)	
MARINE DRIVE	1,000	850	756	662	244	(11)	
TOILETS	7,500	6,600	6,609	5,066	891	0	
DRAINAGE/WATERSHED	0	0	0	0	0		
<b>OTHER</b>							
SECTION 137 DONATIONS	6,000	0	0	0	6,000		
LEGAL & PROFESSIONAL FEES	5,500	4,580	2,271	2,271	3,230	(50)	2
TREE PLANTING	500	0	0	0	500		
LOAN REPAYMENT	3,173	3,173	3,173	3,173	(0)	0	
IT SUPPORT & WEBSITE	8,000	6,050	5,156	5,156	2,844	(15)	
COMMUNITY WARDEN	5,000	5,000	4,867	4,867	133	(3)	
VILLAGE PROJECTS	5,000	4,170	1,792	1,792	3,208	(57)	2
MANHOOD PENINSULA PARTNERSHIP	1,080	1,080	1,013	1,013	67	(6)	
MOBILE AMENITY TIP CONTRIBUTION	9,840	0	9,235	0	605		4
PLANNING & ENVIRONMENTAL ISSUES	0	0	0	0	0		
<b>CONTINGENCY</b>							
	5,000	0	0	0	5,000		
<b>TOTAL EXPENDITURE</b>	165,443	107,928	109,545	81,379	55,898		
<b>INCOME</b>							
PRECEPT	168,595	168,595	168,595	168,595	0	0	
COMMUNITY INFRASTRUCTURE LEVY RECEIPTS	0	0	176,585	176,585	176,585		10
INTEREST	600	450	1,285	1,285	685	186	11
ALLOTMENT RENTS	2,500	450	451	215	(2,049)	0	
PAVILION CONTRIBUTIONS	250	210	125	125	(125)	(40)	10
GRANTS & DONATIONS	0	0	4,065	4,065	4,065		12
SALES	0	0	47,500	47,500	47,500		10
<b>TOTAL INCOME</b>	171,945	169,705	398,606	398,369	226,661		
PAYMENTS FOR SPORTSFIELD CHARITY	7,000	5,830	7,806	7,806	(806)		
PAYMENTS FOR SNOWHILL CHARITY	2,500	2,085	1,050	1,050	1,451		
RECEIPTS FOR SPORTSFIELD CHARITY	(1,500)	(1,300)	(1,300)	(1,300)	(200)		
RECEIPTS FOR SNOWHILL CHARITY	(2,210)	(2,210)	(2,189)	(2,189)	(21)		
<b>NET EXPENDITURE/(INCOME)</b>	(712)	(57,372)	(283,695)	(311,624)	282,983		
VAT ON PAYMENTS			14,388				
VAT REIMBURSED BY HMRC			9,351				
OPENING BALANCES	70,525		97,281				
ADD INCOME	171,945		407,957				
DEDUCT EXPENDITURE	165,443		123,933				
NET DUE FROM/(TO) CHARITIES	(5,790)		(5,366)				
CLOSING BALANCES	71,237		375,939				

1. CASTLE WATER USING INACCURATE ESTIMATES.
2. WORK UNDERTAKEN WHEN REQUIRED, NO ESTABLISHED PATTERN OF SPENDING.
3. LATE BILLING BY SSE ENERGY.
4. SIGNIFICANT PAYMENTS TO BE CHARGED BACK TO PREVIOUS FINANCIAL YEAR.
5. RECHARGE TO BE MADE TO CHARITIES.
6. IN CASH TERMS, INSIGNIFICANT.
7. INCLUDES CYCLE PATH FENCING REPAIRS.
8. INVOICE AWAITING PAYMENT.
9. SIGNIFICANT REDUCTION IN EXPENDITURE.
10. RECEIPTS DIFFICULT TO FORECAST.
11. HIGHER CASH BALANCES THAN FORECAST.
12. ALLOTMENT ASSOCIATION CONTRIBUTION.

## WEST WITTERING PARISH COUNCIL

## RECEIPTS AND PAYMENTS SUMMARY 2025-26 AND BANK RECONCILIATION AS AT 16 JANUARY 2026

	£	£
OPENING BANK BALANCE AT 1 APRIL 2025		97,280.57
ADD RECEIPTS		411,446.50
SUB TOTAL		508,727.07
LESS PAYMENTS		132,788.24
CURRENT BALANCE		<u>375,938.83</u> *****
CURRENT BANK BALANCE AT 16 JANUARY 2026		
BUSINESS CURRENT ACCOUNT	67,944.56	
BUSINESS PREMIUM ACCOUNT	307,994.27	
LESS UNPRESENTED CHEQUES		375,938.83
		0.00
CURRENT BALANCE		<u>375,938.83</u> *****