



**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 2nd April 2026, in The Pavilion, Rookwood Road, West Wittering, PO20 8LT.

A G E N D A

1. Apologies for Absence

To resolve to accept apologies for absence. Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

2. Declarations of Interest

To receive declarations of interest as defined under the Localism Act 2011 and set out in the Code of Conduct.

3. County and District Councillors Updates

To receive updates from the County and District Councillors on matters affecting the Parish.

4. Public Session & Questions

The public session which, at the Chair's discretion may last up to 15 minutes, is to enable members of the public to ask questions of and make comment to the Council. Questions not answered at this meeting may be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. We kindly remind those in attendance that it is not appropriate for members of the public to speak at other times during this meeting unless, in exceptional circumstances, they are asked to by the Chair.

5. Minutes of the Parish Council meeting held on 5 March 2026

To approve the minutes of the Parish Council meeting held on 5 March 2026 as a true and accurate record of the meeting.

6. Reports

To receive the following reports and agree recommendations:

- i. Chair's Report
- ii. Clerk's Report
- iii. Working Group Updates (if any)
- iv. Any other outside Body Representative Reports
 - Glam
 - EHCIAG

7. Committee Reports

To note the minutes of the Planning Committee meeting held on 25 March 2026.

8. Finance Reports

To receive and agree the following reports:

- i. Payment List – for April 2026
- ii. Budget Monitoring Report – March 2026
- iii. Bank Reconciliations – March 2026

9. Policies

To receive and approve the following policies:

- i. Pension Discretions Policy
- ii. Emergency Plan

10. Date of Next Meeting

The date of the next Parish Meeting will be on 14 May 2026.

[NOTE: The Annual Parish Assembly will be held on 22 May 2026 starting at 7pm at the Memorial Hall, West Wittering.]

Part 2 – PRIVATE SESSION

- 11.** To receive an update on actions to stop illegal parking within the village green and to consider potential enforcement options.

Sue Hawker, Clerk

27 March 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 5 March 2026, at 7pm in the Pavilion, Rookwood Road, West Wittering
[Local Government Act 1972, Sch 12, para 15]

WEST WITTERING PARISH COUNCILLORS PRESENT -

**CLLR N PIKE (CHAIR), CLLR L HANDFORD, CLLR A HICKMAN, CLLR B HUTTON,
CLLR H PATEL, CLLR I WESTERN, CLLR B WRIGHT, CLLR B BUCKLAND.**

IN ATTENDANCE -

CDC COUNCILLORS PRESENT: CLLR E HAMILTON

SUE HAWKER (CLERK), PASHA DELAHUNTY (DEPUTY CLERK) / MEMBERS OF THE PUBLIC: 8

169/26 ACCEPTANCE OF APOLOGIES FOR ABSENCE – Cllr K Martin. Cllr P Montyn (WSCC) and Cllr M Chilton (CDC) sent their apologies.

170/26 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT –

Cllr Hickman declared a pecuniary interest in Agenda Item 12.

171/26 - CONFIRMATION OF MINUTES –

RESOLVED - That the minutes of the previous meeting held on 5 February 2026, were agreed as a true and fair record and were approved by all. They were signed by the Chair.

172/26 – PRESENTATION: SALTMARSH REGENERATION PROJECT – Peter Hughes from Chichester Harbour Conservancy gave a presentation on the saltmarsh regeneration project at Snowhill marsh. Fencing and public access for the site are being considered, and a public consultation is due to take place before the project progresses.

173/26 - REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Cllr Hamilton shared that as one of the few districts with reserves, there was concern that with Local Government Reform (LGR) those funds would be amalgamated with the new authority so there has been a push to invest in local projects. An update on LGR is expected later this month. Cllr Hamilton also reminded the group about the new food waste rollout, which has unexpected costs of over £1m as government funding has not transpired.

The Chair raised concerns for the development application at Stubcroft Farm which will be determined at the end of March and asked Cllr Hamilton to relay that should CDC be mindful to grant permission, that all the pre-commencement work should be tied to a condition before building can commence and not prior to occupation as was done in Clappers Lane, Earnley which has left a partially finished development unable to progress. Given the Government's recent push for a 20% uplift in housing numbers, the peninsula in general, as well as previously unsuitable sites, may be revisited. The Council

indicated that it would continue to support East Wittering Parish Council with our own objection to the development.

The issue of fly tipping and private waste removal was also raised as a concern given that rubbish from Airbnbs in the village are no longer collected by the Council. This leaves dustbins overflowing for extended periods and eventually removed privately. Cllr Hamilton was asked to find out what could be done to ensure waste removal was by licenced providers and that rubbish was not left uncollected.

174/26 - PLANNING MINUTES – The Planning Minutes for 25 February 2026 were noted.

175/26 – REVIEW OF THE NEIGHBOURHOOD PLAN – It was **RESOLVED** to form a steering group to oversee the review of the Neighbourhood Plan which is required following the adoption of the Local Plan. Jim Robertson and Hannah Becker have formally indicated they would like to join the group. The Clerk will arrange the meeting.

176/26 – MANHOOD PENINSULA PARTNERSHIP CONSULTATION – No suggested changes were raised, and the Council was happy with the revised terms.

177/26 – COMMUNITY LAND TRUST – The Clerk introduced the report and confirmed that a meeting with CDC's Housing Officer was scheduled for 11th March. While the Council is acting as a facilitator, the CLT would not be a parish function but a community organisation. It was **RESOLVED** to establish a CLT Working Group and to invite the persons listed in the report to form the group.

178/26 – WEST WITTERING CRICKET CLUB FIREWORKS EVENT – The Cricket Club have requested permission to host a fireworks event on Millenium Field in October. Councillors discussed that a similar event had taken place prior to the pandemic where a bonfire was also lit in the corner of the field. Cllr Hutton suggested that the meadow across the road had been used for parking on the night of the event.

Two Councillors declared that they did not like fireworks and concerns were raised about their effect on pets and animals, especially noting the neighbouring horses and the ongoing nuisance of balls. While the Council would like to support the Cricket Club's fundraising efforts and recognised that people might appreciate the event, further details were needed before a decision could be made.

Action Point – The Clerk was asked to contact the Cricket Club to get further details about the event including estimated numbers, traffic management, risks and how they would be mitigated, confirm if a bonfire is planned and find out if they plan to consult with neighbouring residents.

179/26 – S137 GRANT APPLICATION OF YOUTH DREAM – It was **RESOLVED** to grant £300 to Youth Dream. [*Local Government Act 1972, s. 137*]

Action Point – The Clerk will contact the group to advise that the suggestion to add an element of life support training to the course has been made to the previous group leader.

180/26 – TO APPROVE PAYMENTS FOR JANUARY 2026 – Following on from the action point last month, the Clerk updated that the total spent on fencing for the cycle path was around £500. Cllr Hutton advised that ongoing repairs to the fencing would be needed until the new trees were established. Payments of £20,655.08 were **APPROVED** and are listed below as Appendix 1. [*Local Government Act 1972, s. 111*]

181/26 REPORTS AND RECOMMENDATIONS FROM WORKING PARTIES

(1) Environment and Green Spaces –

Sewage and Drainage – The situation in the village is ongoing despite numerous communications to Southern Water. A report on the status of ditches is expected shortly from Jane Reeve. The Clerk advised that if there is a link to a highways issue, a bid to project Watershed might be appropriate. A member of the public raised concerns over blocked road drains on Rookwood Road which the Clerk confirmed had been passed on to the Highways Department. The Clerk will form a Working Group, which Mr Barratt agreed to join.

Pothole repairs – The potholes on Ellanore Lane around the allotments have been repaired and the Clerk is engaging with the owner of Ellanore Farm who has agreed to share in these costs. It is expected that the entire lane will need be resurfaced when their building works are complete.

Village Green – The Clerk is waiting to hear from the solicitor, but all the paperwork is with the homeowners.

Action Point – The Clerk was asked to follow up on the progress of the deal with the solicitor.

Tennis club lighting – Update from the club was circulated prior to the meeting. The club is waiting on quotes and will investigate solar power options.

(2) Community Liaison –

Affordable Housing initiative at Church Road – Feedback and response to the publicity of this initiative has been well received in the community. Cllr Western has spoken to and helped people who are not on the register or not properly registered. He has also helped to support two people in more unusual circumstances. The Deputy Clerk was thanked for her work on this publicity.

Stockbridge Road gas mains work – The update scheduled for earlier today was postponed to next week. Cllr Hutton has confirmed that emergency access gates will be manned when the A286 is closed entirely for 7 weeks in October 2026.

(3) Parish Projects –

Replacement playground update – The commencement date has been moved up and will start on Monday.

Solar panels project update – Cllr Hutton confirmed that planning permission is not needed for the solar panels.

(4) Parish Administration –

- (i) The Budget Monitor for February 2026 was received and noted.

(5) Communication and Engagement – Due to publicity rule around the elections, the spring newsletter will be published on 8 May and will include details about the Annual Parish Assembly speaker.

(6) Representation on other bodies – No further comments were made on the reports previously circulated.

(7) OPEN FORUM – The following comments were made:

- Verges on Piggery Hall Lane are collapsing, especially at the curve near the Thatched Tavern. A worker was assessing the road last week and shared with the resident that some of the

holes would be too deep to fill in the usual method and would be referred to another department. Mr Hardy agreed to join the Highways Working Group.

- The zebra crossing on the road to West Wittering Estate needs to be reinstated for the safety of children travelling to and from school.
- Cllr Hutton updated that the cycle path trees planting project has been completed. Jane Reeve and the volunteers were thanked for their hard work. A discussion around the need to make provisions to water the trees in the summer took place. Tree care will need to be confirmed.
- Cllr Hutton shared that doors at the public conveniences have swollen with the wet weather and some are now not functioning and will need to be replaced. Cllr Hickman also advised that the back door to the pavilion is suffering in the same way and will need attention especially as it is an emergency exit. Cllr Hamilton suggested that the council submit a grant to the CDC for public conveniences repairs/roof.

There being no further business for discussion the meeting closed at 8:35pm.

Signed:
Chair

Date:

The next meeting of the Parish Council will be held on Thursday 2 April 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

Appendix 1 - Payments for approval March 2026

PAYMENTS FOR APPROVAL

MARCH PC MEETING 2026

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
	Litter picking	75.00
Arbtechnic Ltd	Agreed tree works on the village green	1860.00
CDC	Weekly emptying of the 1100 litre bin	84.00
Castle Water	Water supply to the Allotments	61.23
Cloudy IT	SharePoint webinar for clerks	78.00
Elektromos	Replace the touch free flush controller in ladies public conveniences	424.80
English Gardens	Pavilion Garden	55.00
Mr Bob Hutton	Expenses – toilet rolls	13.25
JNR Computer services	IT Support for October	217.20
MJ Rose	Clear blockage in public conveniences	84.00
Barry Napper	Further repairs to posts and rails on the cycle path fence prior to planting of trees.	90.00
PSM Servicing and Line Marking Ltd	Ellanore Lane outside the allotment site	2795.00
	Rookwood Road car park entrance	1430.00
SSE	Electricity supply to the Pavilion	84.58
	Street lighting/furniture various locations	396.03
Scribe Support	Allotment and Accounts packages subscription	124.80
Travis Perkins	Materials for the cycle path fence repairs	13.84

PAYEE	DESCRIPTON	AMOUNT £
WSCC	Contribution towards the cost of the Mobile Waste Service 2025-26	11415.05
West Sussex Drains	Jet through public conveniences to clear blockages and then sanitise x2	356.40
Bank payments		
British Gas	October-January Pavilion	541.45
British Telecom	Broadband services	85.36
Mailchimp	Parish mailing list communications	14.80
RAMAR	Payroll Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	12.47
Zoom	WWPC license	15.59
Total payments		20,655.08

Committee: Full Council
Report of: Sue Hawker, Clerk
Date: 2 April 2026
Subject: Reports from the Clerk

TO NOTE

The activities this month have included the following:-

- March has seen the installation of the new playground the timing of which was fortuitous after having to close the playground the week before for health and safety reasons. The installation has gone smoothly however when different delivery companies are involved communication between parties can sometimes fail. Fortunately, Cllr Hutton was able to help when this happened a couple of times. The playground will be open for the Easter school holidays.
- Work is also progressing with the public conveniences' solar panels on the public conveniences which should be installed in June.
- Allotment invoices have been issued and have been paid, and some new allotment holders have been allocated allotments as some plot holders have surrendered their plots. This often happens at this time of year. Scribe have all the allotment holder information and training for the Clerk and the Chairman of the WWAA is about to begin.
- Work on the year end finances is ongoing. Scribe support officers have been helping to populate and upload the financial details needed to progress the use of the system for the start of the next financial year.
- Plans are progressing for the Annual Parish Assembly on May 22nd at 7pm with room, speaker and refreshments all booked. Stall holders have also been invited and are responding positively.
- The Traffic Regulation Order for the speed limit on Piggery Hall Lane is with the Highways Department having been re submitted to change it from a temporary TRO to a permanent TRO as agreed by the Parish Council.
- Various working parties are due to meet, and dates are currently being agreed. These include the Highways working party and the Snow Hill working party.
- The designer and delivery company are booked to produce and deliver the newsletter which will be delivered from May 8th.
- A damaged bench has been removed from the beach near Jolliffe Road and damage to a further bench adjacent to the public conveniences has been reported. A review and audit of public benches will need to be conducted.

- The Community Warden has agreed to liaise with Hyde to raise concerns over reported fly tipping and possible attempts to fill in the ditch along Ellanore Lane adjacent to the housing at Summerfield Road.

Sue Hawker

March 26th, 2026

Committee: Full Council

Report of: Cllr Pike

Date: 2 April 2026

Subject: Report from GLaM meeting

TO NOTE

A brief note concerning GLAM meeting 12.03.26 -

- The new GLaM Terms of Reference were adopted
- Still considerable hold up with the Greenway which runs across Church Commissioner land who will not agree to dedication as a bridleway. MP to meet with the commissioners as this is a major strategic route for the peninsular
- Attached hotspots map circulated as it has been further amended. It is proposed to hold another face-to-face meeting in early June with the Parishes to look at next steps and any further amendments. It is also proposed to circulate to WSCC, police, WSCC candidates for election and Mayor to ask what they intend to do about the road network
- Further discussion about speed limit uniformity across the peninsular
- Reminded us to add section in the Neighbourhood Plan concerning hotspots, active travel plan and 20mph around school

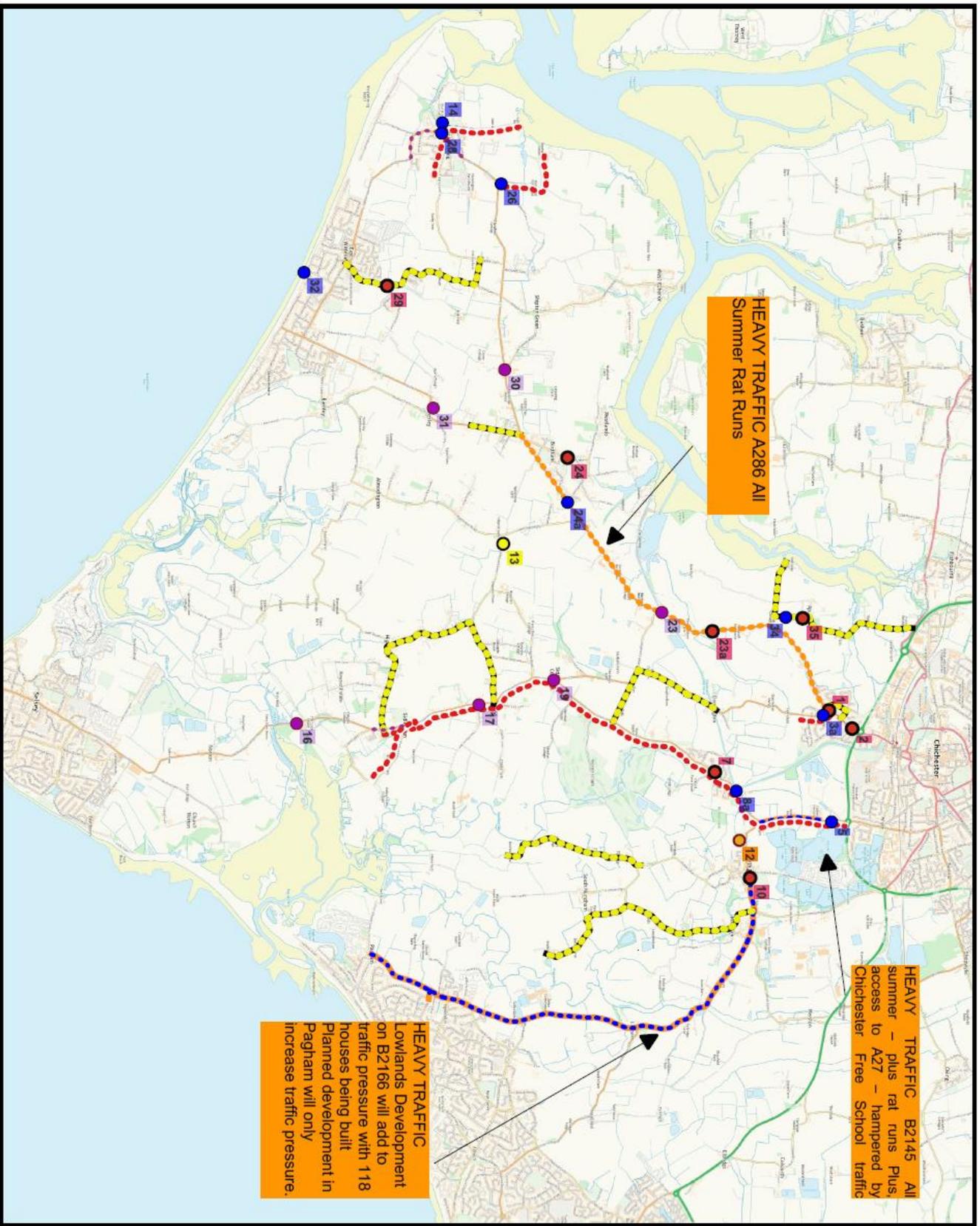
Chichester District Council



Results of workshop on 19 June 2025 to identify traffic hot spots, rat runs, danger points on the Manhood Peninsula

- Roads with Traffic safety and danger points.
- Dangerous Junctions
- Rat Runs
- Speed
- Unsafe for Pedestrians/Cyclists
- Heavy Traffic
- Traffic Problems: hot spots, rat runs, and danger points.
- Dangerous Junctions
- Heavy Traffic
- Rat Run
- Speed
- Unsafe for Pedestria
- Speed and Rat Run

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Committee: Full Council

Report of: Cllr Pike

Date: 2 April 2026

Subject: Minutes from East Head Coastal Issues Advisory Group Meeting (EHCIAG)

TO NOTE

East Head Coastal Issues Advisory Group Meeting Minutes

9th March 2026 - West Wittering Estate

Present:

Clare Dolan	(CD)	Coastal Partners/CDC [Chair]
Max Ambrose	(MA)	West Wittering Estate PLC
Keith Rathbone	(KR)	West Wittering Estate PLC
Angela Marlow	(AM)	Natural England
Lee Walther	(LW)	National Trust
Katie Archer	(KA)	National Trust
Nicolette Pike	(NP)	West Wittering Parish Council
Richard Austin	(RA)	Chichester Harbour Conservancy
Alex Simmons	(SB)	Coastal Partners/CDC
Andy Pearce	(AP)	Coastal Partners/CDC
Patrick Byrne	(PB)	Cakeham Manor Estate
Stuart Dobbin	(SD)	Woodger Trust
Sam Box	(SB)	Guest speaker - Coastal Partners

Apologies:

Keith Martin	(KM)	West Wittering Parish Council
Uwe Dornbusch	(UD)	Environment Agency

Item

Actions

1 Site Visit to East Head

The group visited the EHCIAG and walked from groyne 20 to 24.

Key discussions were held around changing beach levels, the potential to lower planking on groyne 23, and the removal of the damaged revetment structure to the rear of the beach at groyne 22.

CD

Discussion around the frequency and outputs available from the Channel Coastal Observatory monitoring of the East Head / West Witterings frontage. CD to share processed monitoring report with the group.

2 Actions from previous meeting (March 2025)

To review and markup any queries for the 'Terms of Reference', then circulate to the group for comment / discussion and sign-off. **Completed.** It was agreed that the Terms had served the group well in enabling Adaptive Management of the coast, so should remain largely unchanged, except for some minor amendments: 1) Bullet 3 should reflect the EA, rather than the involvement of Defra. 2) the Pagham to East Head Coastal Defence Strategy, is now approved, not a draft (<https://www.gov.uk/government/publications/pagham-to-east-head-coastal-defence-strategy/pagham-to-east-head-coastal-defence-strategy>). The terms should be revisited in the future when Local Government Reorganisation occurs. The updated agreement will be circulated for attendees to add their signatures and uploaded to WWPC once complete.

CD /
WWPC

Discussion around the trigger points defined by the group in the document: 'Action Plan for the Continuing Implementation of the Adaptive Management Policy'. **Closed.** To be re-assessed should anything change within the next 12 months.

CD/AP

Share a link to Flickr for access to UAV flight imagery. **Completed.** MA shared link to imagery.

Look through existing CDC records and information to develop a timeline of events for consideration with the group. **Ongoing.** CD & AP to look through CDC records and discuss any additional information with MA.

RA

Circulate a copy of the Masters project. **Ongoing.** RA to share document following today's meeting. Available here:

<https://www.sciencedirect.com/science/article/abs/pii/S0308597X17303871>

WWPC

Update EHCIAG document: 'The History and Origins of the EHCIAG'. CD to share with group following meeting, and document to be uploaded to the WWPC webpage for the group.

3 Changes / update from WWE and NT

West Wittering Estate

- Groyne 18-19: Beach levels have increased over the past year. Only monitoring in this location is the condition of the gabion baskets, although these are covered with sand and have remained stable.
- Groyne 19-20: Significant rise in beach levels upwards of 1m – identifiable from buried outfall headwall, but a steeper profile seaward.
- Groyne 20-21: Beach levels have dropped slightly in this area, as evidenced by the exposed roots of the Tamarisk on the crest of the beach. Beach profile has formed a more natural shape within this bay.

- Groyne 22: Proposal to remove the existing breastwork prior to the summer, as it is at the end of its life. Significant void to the landward side of the structure, and damaged planking noted on the seaward side. Removal may also reduce wave focussing and energy along the back of the beach against the structure. Still to be decided whether the whole structure is removed, or whether a height of 2-3 planks is left in place along the length.
- Groyne 23: Significant drop in beach levels from east to west side of structure. Recommendation to remove the top level of planking on the upper beach to allow shingle to bypass at this location. Up to 3 boards to be removed from the mid-point of the structure to allow bypassing of sand material. This can be reversed if needed, with planks replaced.

National Trust

- There were no dramatic changes seen over the past year.
- Some of the dune system was washed away at the top end of the spit during high tides, but the dunes are building up on the front face of East Head.
- There will be a refresh of the netting around the dunes over the next year.
- Some fencing was removed over the past year.
- Concerns around the enforcement of keeping dogs on leads around the dunes, and the best way to address this moving forwards.
 - Noted that other communities within the harbour also have issues with dogs off leads
 - Suggestion that it needs a member of staff to engage with dog walkers in the area to educate community of environment.
- Two ringed plover chicks fledged in 2025.

4 Next Steps – Action / Monitoring

G20-21:	No action. Ongoing monitoring over next 12 months.	
G21-22:	No action. Ongoing monitoring over next 12 months.	
G22-23:	Recommendation: remove existing breastwork prior to the summer to remove H&S risk from voids behind structure and damaged planking, and to reduce wave run-up against the structure. Ongoing monitoring immediately after removal and over next 12 months.	MA
G23 =>:	Recommendation: reduce planking level on groyne 23 by one plank on the upper part of the structure, and up to 3 planks in the mid-structure to allow further bypassing of material. Ongoing monitoring immediately after removal of planking to ensure expected movement of material is occurring. Further monitoring over next 12 months, with option to replace planking if needed.	MA

5 Public Engagement

EHCIAC information is currently hosted on the West Wittering Parish Council website: <https://www.westwitteringparishcouncil.gov.uk/east-head-coastal-issues-advisory-group>

WWE have a new member of staff starting, focussing on engagement, during March 2026. EHCIAG may be able to share information through WWE forums once new team member has started.

Important to share with the public why we are making changes to the revetment at the rear of the beach, and to groyne 23, for information. This can be done through WWE social media and potentially using the WWPC newsletter to raise awareness of the changes.

WWE / WWPC newsletters may also be able to share NT information going forwards.

6 Guest Presentation

Guest Presentation on CHIAP by Sam Box – adaptive management for Chichester Harbour, learning from EHCIAG approach. Strong link to community engagement as can't hold the line forever etc.

6 AOB

PB raised the importance of having a plan to monitor changes on the beach, historically and moving forwards. This will help to see and show the changes, through a combination of photographs, UAV data and beach monitoring data. CD to collate a summary of existing information and share with the group for reference.

CD

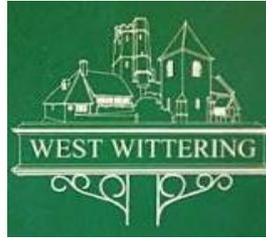
KM (absent) raised the discussion point around the potential of the group extending its area of interest to cover both Cakeham Manor Estate and Ellanore Point (east and west respectively). The discussion outcomes were that these areas were outside the scope of the group and would require new Terms of Reference. In addition, both the areas of concern have had recent feedback from key stakeholders and statutory consultees through their planning applications for the sites. This suggestion was not taken forward.

PB noted upcoming planning application for Cakeham dune management and spit management at Ellanore.

7 Date of Next Meeting

The group agreed to continue to hold the next meeting in March 2027. Additional meeting could be convened if there are issues requiring group discussion. CD to arrange meeting and send invite.

CD



WEST WITTERING PARISH COUNCIL

MINUTES OF THE PLANNING COMMITTEE OF THE PARISH COUNCIL

held on Wednesday 25 March 2026, at 10.30am in The Pavilion, Rookwood Road, West Wittering.

PRESENT: CLLR B HUTTON (DEPUTY CHAIR), CLLR B WRIGHT, CLLR L HANFORD, CLLR N PIKE, CLLR B BUCKLAND, S HAWKER (CLERK), P DELAHUNTY (DEPUTY CLERK)

IN ATTENDANCE: CLLR I WESTERN, MARIA TOMLINSON (SMITH SIMMONS & PARTNERS), AND FROM CAKEHAM MANOR ESTATE LTD: PATRICK BYRNE, EMMA JOHNSON-GILBERT, DAVID HILTON-MCNERNEY AND ADRIAN EDWARDS

- 1. APOLOGIES FOR ABSENCE:** - Cllr L Hansford and Cllr N Pike.
- 2. DECLARATIONS OF INTEREST:** Cllr Martin declared an interest in the application for Jordans, Cakeham Road.
- 3. MINUTES OF THE PREVIOUS MEETING:** - The minutes of the previous meeting held on 25 February 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/25/02765/FUL – Beach South of Lapwings, West Strand

Beach management works involving removal of existing fencing and sand traps; reshaping and re-contouring of sand; replanting/planting of marram grass; and temporary fencing to allow sand and grass to establish

- 4.1 The Deputy Clerk clarified that this application was being revisited following advice from the Local Planning Authority (LPA) who confirmed that "where significant new information has been received", or where "additional information to specifically address some of the council concerns" has been raised, there is an expectation that the Parish makes a further comment.
- 4.2 Adrian Edwards (and others present) contributed to a deputation on behalf of Cakeham Manor Estate Ltd (CME). The following points were highlighted:
 - No plans to remove sand or vegetation but project seeks to recontour and remodel the area. As a result, there will not be a large increase in vehicular traffic to the site. Additional documentation to address traffic and site access for the work have been submitted.
 - Minimal waste will need to be removed from the site, and this expected to require a couple of skip loads.
 - The description of the project has been changed to emphasise the removal of buried sand traps and fencing.
 - Flood risk assessments have been submitted.
 - The CME ecologist have assessed the dunes as 'sparsely populated' and of 'poor quality'.

- Footpath has become impassable in places, and this project will seek to remedy that access.
 - It is expected that the footpath will need to be closed for 4-6 weeks and licencing for this closure would be sought.
 - CME and their insurers have identified risks linked with the steepness of the dunes and hazards caused by the buried fencing and this project seeks to mitigate those risks.
- 4.3 Maria Tomlinson confirmed that a s106 agreement to tie the biodiversity net gain requirement of 10% with a 30-year commitment is being drafted. She confirmed that this draft is relevant to the BNG only.
- 4.4 The CME representative confirmed that the marram grass removed during the work will be put into a compound and replanted on site.
- 4.5 Councillors asked why the focus has shifted to the man-made sand dunes which does not appear to be substantiated with evidence to support this claim. CME confirmed that sand traps had been installed on top of existing sand traps which was at the root of the current problem and created unusually high dunes with the sand traps now buried. This project will not remove the dunes in their entirety but seeks to keep them in the right shape and height.
- 4.6 Councillors also noted that the planning portal was recently updated with comments from Coastal Partners regarding flooding concerns raised by another consultee. A discussion took place focussing on the need to reinstate and maintain access to the footpath on the northern boundary of the site. Councillors also talked about the technical aspects of this application considering the requirements of planning policy WW10.
- 4.7 The Chair suggested that there were two steps in determining this application. Firstly, have the Council's original concerns been addressed, and if so, what conditions should be set out should the LPA be mindful to approve the application. On a vote, Councillors determined unanimously to withdraw the Council's objection provided that the following conditions were met.
- That, support for the project from Natural England (NE) is confirmed and any conditions that are included thereto have been met in full. The Committee noted that in the NE submission dated 26 January 2026, they indicated that further information was required to determine impacts on designated sites. As the statutory purpose of NE is to 'ensure that natural environment is conserved, enhanced, and managed for the benefit of present and future generations', the Council believe they are best placed to respond to the technical aspects of this application.
 - That, the Local Planning Authority gives great weight to Policy WW10 (Coastal Enhancements) as set out in the West Wittering Neighbourhood Plan when considering this application.
 - That, in accordance with Policy WW11 (Biodiversity, Geodiversity and Mitigating the impacts of Climate Change) a s.106 agreement is finalised and entered to ensure that a Biodiversity Net Gain (BNG) of at least 10% is secured for the site.
 - That the licencing required to formally close the footpath is obtained, and that the footpath is only closed for the shortest time which has been estimated by the applicant to be circa 4-6 weeks.
 - That, an ongoing maintenance management plan is agreed that would require the footpath, and sea views from it, to be prioritised and maintained following the reprofiling of the dunes and should continue for at least if any part of the site remains fenced off.

The suggestion from WWPC is that these conditions are secured either alongside the s.106 agreement for BNG already being drafted, or via a separate and concurrent long-term s.106 agreement linked to the maintenance of public access and the footpath.

- That, all works are completed within the timeframes set out in the ecological reports to ensure that disturbance to wildlife is minimised.
- That no materials (except for the historic sand traps and fencing) be removed from the site and that the existing vegetation (mainly marram grass) would be stored on-site to be replanted along with any new vegetation when the re-profiling of the sand is complete.

- 4.8 **No Objection (subject to conditions)** –The Committee agreed to remove objections previously raised in Parish Council’s comments of 20 December 2025 subject to the conditions set out above.

WW/25/02826/FUL - Land North of White Barn Elms Lane

Open fronted barn for cattle rearing and storage of feed, bedding and associated agricultural equipment.

- 4.9 **Objection** – The Committee requested that more information be obtained to substantiate the need for the additional barn. Questions were also raised about the size and scale of the barn, traffic concerns on the lane and lack of clarity on what will happen to the waste from the site. The Committee were mindful that a waterway runs alongside the back of the proposed barn which was not indicated in the application.

WW/26/00333/DOM – Sunrays, Cakeham Road

Enlarge front and rear dormers, extension behind garage, replace porch, front pergolas, alteration to fenestrations, new exterior cladding and Lychgate at front entrance of property.

- 4.10 **No objection** – No objections were raised.

WW/26/00355/DOM – Jordans, Cakeham Road

Construction of a single storey garage and store, PV array to roof and boundary amendments.

- 4.11 **No objection** – No objections were raised. Cllr Martin abstained from the discussions.

WW/26/00449/DOM – Outback, 39 the Crescent

Proposed rear ground floor extension and loft level dormer extension.

- 4.12 **No Objection** – The Committee raised no objections.

WW/26/00474/LBC – Rookwood House, Rookwood Lane

Various internal alterations to non-historic elements. Replacement of 2 no. windows to second floor southern elevation.

- 4.13 **No Objection** – The Committee raised no objections.

5. To receive local planning decisions of interest -

5.1 Two local authority decisions were presented, with one in conflict with WWPC comments. The Committee was concerned that the mobile home at 10 Marine Close had been permitted under the Caravan sites and Control of Development Act 1960 and were concerned with the perceived precedent this might set.

6. Enforcement, licensing and correspondence -

6.1 Several enforcement updates were presented to the committee.

6.2 **Action Point** – The Committee asked that the Deputy Clerk review the conditions for the land at Wyke House, Ellanore Lane and raise enforcement concerns if appropriate. They also asked that details about the access point for Ellanore House, Ellanore Lane be investigated and reported back at to the next meeting of the Planning Committee.

7. Date of the next meeting –

7.1 The next meeting of the WWPC Planning Committee will take place on 29 April 2026.

There being no further business the meeting closed at 12:14 pm.

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

PAYMENTS FOR APPROVAL

APRIL WWPC MEETING 2026

PAYEE	DESCRIPTON	AMOUNT £
A T Hickman	Health & Safety & maintenance	100.00
	Litter picking	75.00
	Extra duties Clearing glass from the back of the Pavilion Opening the car park for the playground contractors early in the morning	30.00
CDC	Weekly emptying of the 1100 litre bin	84.00
	National non domestic rates	413.92
Castle Water	Water supply to the Allotments	57.01
Rene Donaldson	Cleaning of the Pavilion December - March	756.00
Elektromos	Replace the PIR light in the ladies toilet and check heating controls at the Pavilion	90.00
English Gardens	Pavilion Garden	55.00
JNR Computer services	IT Support for October	249.12
Barry Napper	Remove and dispose of bench on Marine Bank	120.00
	Replace cycle path post and re instate rails	90.00
SSE	Electricity supply to the Pavilion	87.57
	Street lighting/furniture various locations	314.20
Scribe Support	Allotment and Accounts packages subscription	124.80
Travis Perkins	Materials for the cycle path fence repairs	29.60
Wicks Farm	Mowing the sports pavilion	216.00
	Roll football pitch and playing field	60.00
Bank payments		
Business stream	Water supply and collection - Pavilion	81.10

PAYEE	DESCRIPTON	AMOUNT £
Mailchimp	Parish mailing list communications	18.20
RAMAR	Payroll Services	12.98
Website Success	Website support	214.25
Vodafone Ltd	Parish Council mobile	16.94
Zoom	WWPC license	15.59
Total payments		3,311.28



Employer Local Government Pension Scheme Discretions Policy

Employer name:	West Wittering Parish Council
Employer number:	
Policy effective from:	01/04/2014 (Discretions template (HPS - Updated August 2023))

This policy was first adopted by WWPC on 2 April 2026

Statement of policy

on the Local Government Pension Scheme Regulations (LGPS) 2013 and the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.

This document sets out the scheme employer's policy on the operation of each of the mandatory discretions (and optional discretions where chosen) available under the LGPS Regulations. It states whether or not discretions will be operated and the circumstances and criteria for applying them.

The following discretions apply to members who were actively paying into the scheme as at 1 April 2014 onwards

PART A - Mandatory Discretions

Power to award additional pension

Regulation 31

Whether, at the full cost to the Scheme employer, to grant extra annual pension of up to £7,579 (figure at 1 April 2023) to an active member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency [regulation 31 of the LGPS Regulations 2013]

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

Shared cost additional pension contributions

Regulation 16(2e) (4d)

Whether, how much, and in what circumstances to contribute to a Shared Cost APC scheme

Whether, where an active member wishes to purchase extra annual pension of up to £7,579 (figure as at 1 April 2023), by making additional pension contributions (APCs), to voluntarily contribute towards the cost of purchasing that extra pension via a shared cost additional pension contribution (SCAPC) [regulations 16(2)(e) and 16(4)(d) of the LGPS Regulations 2013].

Note: This does not include instances where the employee is paying for *lost* pension via an APC where the election was made in the first 30 days (or longer if the employer allows) – in this circumstance the employer *must* pay two-thirds of the cost of such purchase

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

Whether to allow flexible retirement

(Regulation 30 (6)) & TP11(2) & R30(8)

Whether to allow flexible retirement for staff aged 55 or over who, with the agreement of the Scheme employer, reduce their working hours or grade [regulation 30(6) of the LGPS Regulations 2013] and, if so, as part of the agreement to allow flexible retirement:

- whether, in addition to the benefits the member has built up prior to 1 April 2008 (which the member must draw), to allow the member to choose to draw:
 - I. all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014, and / or
 - II. all, part or none of the pension benefits they built up after 31 March 2014 [regulations 11(2) and 11(3) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014], and
- whether to waive, in whole or in part, any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age (NPA) [regulation 3(5) of the LGPS Transitional Provisions, Savings and Amendment) Regulations 2014, regulation 18(3) of the LGPS (Benefits, Membership and Contributions) Regulations 2007 and regulations 30(6) and 30(8) of the LGPS Regulations 2013].

Employer Policy Decision

- i) **Whether to allow flexible retirement**
West Wittering Parish Council does not intend to exercise this discretion.
- ii) **Whether to allow the member to choose to take**
 - a. part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014, and / or
 - b. all, part or none of the pension benefits they built up after 31 March 2014

- iii) **Whether to waive, in whole or in part, any actuarial reductions which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age**

West Wittering Parish Council does not intend to exercise this discretion.

Switching on the 85year rule

[paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]

Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Members are now able to voluntarily retire between ages 55 and 60. If they were a member of the LGPS on 30 September 2006 then some of their benefits could be protected from reductions applied to early payment under the 85-year rule. This rule only applies automatically to members voluntarily retiring from age 60 but the employer has the discretion to “switch it on” for voluntary retirements between age 55 and 60.

This discretion does not apply to flexible retirement (see [Regulation 30\(6\)](#)) whereby the 85 year rule is always switched on.

Where the employer does not choose to “switch on” the rule, then

- a) if the member has already met the 85 year rule, the member’s benefits are to be reduced in accordance with actuarial guidance issued by the Secretary of State (with the benefits from any pre 1 April 2008 membership for members who will not be 60 or more on 31 March 2016, and benefits from any pre 1 April 2016 membership for members who will be 60 or more on 31 March 2016, which would not normally have been subject to an actuarial reduction nonetheless being subject to a reduction calculated by reference to the period between the date the benefits are drawn and age 60) [paragraphs 1(2) and 1(4) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014], or
- b) if the member has not already met the 85 year rule, the member’s benefits are to be reduced in accordance with actuarial guidance issued by the Secretary of State (with the reduction on that part of the member’s benefits subject to the 85 year rule being calculated by reference to the period between the date the benefits are drawn and age 60, or the date of attaining the 85 year rule, whichever is the later), and
- c) the Scheme employer can exercise a discretion to waive any actuarial reductions (including where an actuarial reduction may still be applied to a member’s benefits after ‘switching back on’ the 85 year rule in full) (at cost to the Scheme employer, via an employer strain charge).

Employer Policy Decision

West Wittering Parish Council would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

Waiving of actuarial reductions

Regulation 30(8), TP3(1), TPSch 2, para 2(1), B30(5) and B30A(5)

Whether to waive, in whole or in part, any actuarial reductions on benefits which a member voluntarily draws before normal pension age (other than on the grounds of flexible retirement).

Employers can agree to waive any actuarial reductions due in the case of employees retiring any time after age 55. For active members voluntarily retiring on or after age 55 and before Normal Pension Age (NPA), who elect under regulation 30(5) of the LGPS Regulations 2013 to immediately draw benefits, and for deferred members and suspended tier 3 ill-health pensioners who elect under regulation 30(5) of the LGPS Regulations 2013 to draw benefits (other than on ill health grounds) on or after age 55 and before NPA.

There are 4 member groups which you would be making the discretions policy on, the below covers in what circumstance reductions can be waived and to which benefits these would apply:

Group 1 - Members joined before 1 October 2006 and who reached 60 before 1 April 2016

- To waive on compassionate grounds, any actuarial reductions applied to benefits built up before 1 April 2016, and/or
- To waive, in whole or in part, on any grounds, actuarial reductions applied to benefits built up after 31 March 2016

Group 2 - Members joined before 1 October 2006 and who reach age 60 between 1 April 2016 and 31 March 2020 and also meet their critical retirement age before 1 April 2020 (date member meets the 85 year rule)

- To waive on compassionate grounds, any actuarial reductions applied to benefits built up before 1 April 2020, and/or
- To waive in whole or in part on any grounds, actuarial reductions applied to benefits built up after 31 March 2020

Group 3 - Members joined before 1 October 2006 and who reach age 60 after 31 March 2020 (or who would reach age 60 between 1 April 2016 and 31 March 2020 and don't meet their critical retirement age before 1 April 2020 (date member meets the 85 year rule)

- To waive on compassionate grounds, any actuarial reductions applied to benefits built up before 1 April 2014, and/or
- To waive, in whole or in part on any grounds, actuarial reductions applied to benefits built up after 31 March 2014

Group 4 - Members joined after 1 October 2006

- To waive on compassionate grounds, any actuarial reductions applied to benefits built up before 1 April 2014, and/or
- To waive, in whole or in part on any grounds, actuarial reductions applied to benefits built up after 31 March 2014

Employers should also note that the strain cost of any such retirements would need to be met by the employer and paid into the Pension Fund at the appropriate time.

Employer Policy Decision

Whether to waive any actuarial reductions for a member voluntarily drawing benefits before NPA (other than on the grounds of flexible retirement), as outlined above.

West Wittering Parish Council would not normally consider this but, in exceptional cases may consider based on its circumstances and merits and subject to Council approval.

The following discretions apply to members who left the scheme between 1 April 2008 and 31 March 2014

Whether to “switch on” the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60

[paragraph 1(1)(c) & 1(2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]

Whether to “switch on” the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.

A member with a deferred benefit who left the scheme voluntarily between 1 April 2008 – 31 March 2014 and who has subsequently become a deferred pensioner may now claim their benefits from age 55 without their employer’s consent. However, these benefits will be reduced for early payment.

Where a member has reached the 85 year rule at the point of retirement, an employer can consent to switching on the 85 year rule. Any 'strain' to the Fund will be payable immediately by the Scheme employer.

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

Whether to 'switch on' the 85 year rule upon the voluntary early payment of a suspended tier 3 ill health pension?

[paragraph 1(1)(c) & 1(2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]

Whether to "switch on" the 85 year rule for a member with a suspended tier 3 ill-health pension voluntarily drawing benefits (on or after 14 May 2018) on or after age 55 and before age 60.

Where a member has reached the 85 year rule at the point of retirement, an employer can consent to switching on the 85 year rule. Any 'strain' to the Fund will be payable immediately by the Scheme employer.

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

Whether to waive upon the voluntary early payment of deferred benefits any actuarial reduction on compassionate grounds?

[regulation 30(5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007 and paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]

A member with a deferred benefit who left the scheme voluntarily between 1 April 2008 – 31 March 2014 may now claim their benefits from age 55 without their employer's consent. However, these benefits will be reduced for early payment.

An employer can consent to waiving any reductions, on compassionate grounds, that would normally be applied to deferred benefits which are paid before age 65.

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

Whether to waive upon the voluntary early payment of a suspended tier 3 ill health pension, any actuarial reduction on compassionate grounds?

[regulation 30A(5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007 and paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014]

A member with a suspended tier 3 ill health pension and who left the scheme between 1 April 2008 – 31 March 2014 may now claim for their pension to be brought back into payment from age 55 without their employer's consent. However, these benefits will be reduced for early payment.

An employer can consent to waiving any reductions, on compassionate grounds, that would normally be applied to deferred benefits which are paid before age 65.

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

The following discretions apply to members who left the scheme between 1 April 1998 and before 1 April 2008

Whether to 'switch on' the 85 year rule upon the voluntary early payment of deferred benefits

[paragraph 1 (1) (f) & 1 (2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) regulations 2014]

Whether, as the 85 year rule does not automatically fully apply to members who would otherwise be subject to it and who choose to voluntarily draw their deferred benefits (on or after 14 May 2018) on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members.

Deferred members who left the scheme after 1 April 1998 are now able to voluntarily retire between ages 55 and 60. If they were a member of the LGPS on 30 September 2006 then some of their benefits could be protected from reductions applied to early payment under the 85 year rule. This rule only applies automatically to members voluntarily retiring from age 60 but the ceding employer has the discretion to "switch it on" for voluntary retirements between age 55 and 60.

Where the employer does not choose to “switch on” the rule, then benefits built up would be subject to reduction in accordance with actuarial guidance issued by the Secretary of State regardless of whether a member meets the rule or not

If the employer does agree to “switch on” the 85 year rule, the employer will have to meet the cost of any strain on fund resulting from the payment of benefits before age 60 i.e. where the member has already met the 85 year rule or will meet it before age 60.

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55

[regulation 31(2) of the LGPS Regulations 1997].

Whether to grant application for early payment of deferred benefits on or after age 50 and before age 55.

A member with a deferred benefit who left the scheme between 1 April 1998 – 31 March 2008 can claim their benefits from age 50 with their employer’s consent.

However, these benefits may be reduced for early payment and/or be subject to an unauthorised payment charge under the Finance Act 2004

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

Whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits

[regulation 31(5) of the LGPS Regulations 1997 and paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].

Whether to waive any actuarial reduction on compassionate grounds which would normally be applied to benefits which are paid before age 65.

Employers should note that the strain cost of any such retirements would need to be met by the employer and paid into the Pension Fund at the appropriate time.

Employer Policy Decision

West Wittering Parish Council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

The following discretions apply to members who ceased active membership before 1 April 1998

Whether to grant applications for the early payment of deferred pension benefits on or after age 50 and before NRD on compassionate grounds [regulation D11(2)(c) of the LGPS Regulations 1995].

Whether to grant early payment of a deferred benefit on compassionate grounds, on or after age 50 and before NRD.

If granted, these benefits may be reduced for early payment and/or be subject to an unauthorised payment charge under the Finance Act 2004

Employer Policy Decision

West Wittering Parish Council does not intend to exercise this discretion.

- These policies may be subject to review from time to time. Any subsequent change in this Policy Statement will be notified to affected employees.
- If the employer decides to amend the policy, no change can come into effect until one month has passed since the date the amended policy statement was published.
- Any changes to this policy will be notified to the Hampshire Pension Services within 1 month of the change.

For the full list of discretions policies go to <http://lgpslibrary.org/assets/gas/ew/DISCLv1.6c.pdf>

Signed on behalf of:

Completed by: Position:

Signature:

Date:

PART B - Optional Discretions

(The four detailed are the most frequently used Regulations, but remain optional – see [LGA Discretions](#) for the full list of optional employer discretions)

Membership Aggregation

Regulation 22 (7)(b),(8)(b)

Whether to extend the 12 month option period for a member to elect to join deferred benefits to their current employment/membership

The election to keep separate pension benefits must be made within 12 months of becoming an active member, who must be active at the date of election.

An employer may allow a period longer than 12 months

Employer Policy Decision

West Wittering Parish Council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

Transfers of Pension Rights

Regulation 100(6)

Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS

Where an active member requests to transfer previous pension rights into the LGPS, the member must make a request within in 12 months of becoming an active member.

An employer may allow a longer period than 12 months

Employer Policy Decision

West Wittering Parish Council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

Time limit for a member to elect to purchase additional pension by way of a shared cost additional pension contribution (SCAPC) upon return from a period of absence.

Regulation 16(16) of the LGPS Regulations 2013.

Whether to extend the 30 day deadline for member to elect for a SCAPC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave)

Employer Policy Decision

West Wittering Parish Council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

Shared Cost Additional Voluntary Contribution arrangements

Regulation 17 of the LGPS Regulations 2013 and regulation 15(2A) of the LGPS (Transitional Provisions and Amendment) Regulations 2014

Whether to allow a Shared Cost Additional Voluntary Contribution (SCAVC) arrangement. To determine how much will be allowed to be contributed to the SCAVC arrangement. To define in what circumstances contribution to a SCAVC arrangement will be allowed.

Employer Policy Decision

West Wittering Parish Council would not normally consider this but, in exceptional cases may consider on a case by case basis, taken on its circumstances and merits and subject to Council approval.

- These policies may be subject to review from time to time. Any subsequent change in this Policy Statement will be notified to affected employees.
- If the employer decides to amend the policy, no change can come into effect until one month has passed since the date the amended policy statement was published.
- Any changes to this policy will be notified to the Hampshire Pension Services within 1 month of the change.

Signed on behalf of:

West Wittering Parish Council

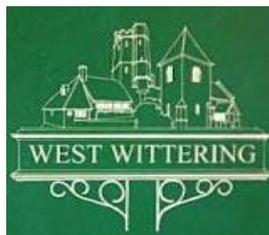
Completed by:

Position:

Signature:

Date:

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WEST WITTERING PARISH COUNCIL

EMERGENCY PLAN

(Revised March 2026)

INDEX

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Section 2	Emergency Coordinator
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Section 1 - Emergency Arrangements

Major Emergency

A 'Major Incident' or 'Major Emergency' as supplied by Chichester District Council (CDC) is, "an incident endangering or likely to endanger life and property that to deal with would be beyond the scope and facilities of normal day to day operational capabilities of those services responding". Such incidents can occur anywhere at any time and often without warning.

Preparing for and responding to emergencies (taken from [CDC's Emergency Plans Guidance](#))

The Civil Contingencies Act 2004 issued local authorities with a responsibility to respond to civil emergencies. This responsibility also extended to certain other organisations.

Under the Civil Contingencies Act 2004, Chichester District Council have created plans which fulfil our responsibilities. We have worked with our partner agencies to write these plans. The Civil Contingencies Act defines an emergency as:

- *an event or situation that threatens serious damage to human welfare in the UK;*
- *an event or situation that threatens serious damage to the environment in the UK; or*
- *war or terrorism, which threatens serious damage to the security of the UK*

Working alongside other responding agencies we:

- *support the emergency (blue light) services;*
- *provide support and care for the wider community;*
- *use resources to mitigate the effects of an emergency; and*
- *take a leading role for recovery for local incidents*

These emergency response roles and responsibilities are an extension of our normal day to day activities. These include:

- *Communicating with other local authorities and organisations.*
- *Assisting with warning and informing the public.*
- *Deployment of officers to incidents. This enables effective communications between ourselves and other responders at, or near the scene.*
- *Provide temporary accommodation for those made homeless due to an emergency.*
- *Plan for response to local risks such as coastal flooding.*
- *Respond to local coastal pollution incidents.*
- *Organise the removal of waste after an incident.*
- *Technical and engineering advice.*
- *Environmental health advice and services.*
- *Building Control Services e.g. structural safety advice.*

Response

In normal circumstances the response to a major emergency would come from the inter-agency arrangements formalised between the Emergency Services and Chichester District Council. Sussex Police would probably take the initial lead in co-ordinating the operation (links to the Sussex Resilience Forum can be found in Section 5).

In these circumstances the role of the Parish Councils at a major emergency affecting the Parishes would be to assist the Emergency Services and Chichester District Council when requested by providing local knowledge and resources including organising local volunteers. Operations would come under the direction of the Police or District Council. It is therefore important that this Parish Emergency Plan, a copy of which will be lodged with CDC, fits with the inter-agency arrangements.

Self Help Response

There may be unusual circumstances, for example, widespread travel disruption from severe weather, major power failure or serious communication breakdown when an immediate response from the Emergency Services or District

Council cannot be provided. West Wittering is located to the south of Chichester District with a coastal boundary and in the event of widespread problems could expect a delayed response. ***In these circumstances our own community will need to undertake self-help activities and the Parish Council together with local volunteers will take whatever initial steps are possible to respond to the emergency.***

Purpose

West Wittering is situated on the western side of the Manhood Peninsular south of Chichester. We are fortunate that we have no rail lines, major roads, major industrial sites, rivers or other identified significant hazards and so specific plans are unnecessary. Of course we have in the past faced severe weather storm damage. Also, we have a coastal boundary which extends along to and includes Chichester Harbour. We are constantly overflowed by aircraft entering and leaving UK airspace, Goodwood light aircraft and heavy military helicopters. There is also the possibility of an incident in the English Channel or Chichester Harbour. This plan provides simple guidance to enable support to the inter-agency services or, if appropriate, a start to self-help response.

Health & Safety

When making a self-help response, matters such as individual safety and Health & Safety requirements need to be considered. The requirements for risk assessments must be addressed, and reference should be made to the guidance issued by Chichester District Council, which is reproduced in Section 10 of this Plan.

Data Protection

This Emergency Plan contains personal data and is therefore subject to Data Protection Legislation. It is not necessary to notify the Information Commissioner as the data is being processed on behalf of Chichester District Council's emergency plan. The personal details noted within this Plan have been obtained from publicly available local publications where the individuals concerned have allowed their details to be used in the contexts shown. Personal details of other persons, such as local volunteers will be collated into a separate appendix as and when permissions are obtained in line with the data protection rules.

Local Procedure

Notification of a major emergency, requests for assistance and all relevant information should be directed to the **Emergency Co-ordinator** or in their absence the **Deputy Emergency Co-ordinator**. The under mentioned four persons hold copies of the Emergency Plan. Hard copies of the Emergency Plan can also be found in the Parish Office at The Pavillion, Rookwood Road. All those individuals listed on the cover page of this document will have also been given hard copies of the Emergency Plan.

Emergency Co-ordinator

Richard Pike

Deputy Emergency Co-ordinator

Mark Ralf

West Wittering Parish Clerk

Sue Hawker

West Wittering Deputy Clerk

Pasha Delahunty

*For details of the other Parish Councillors see Section 8.

Section 2 - Emergency Co-ordinator or Deputy Co-ordinator

Function

The function of the Emergency Co-ordinator or the Deputy Co-ordinator is to action requests from the Emergency Services or District Council. They will become the link between the District Council and the West Wittering response. In self-help circumstances they will assess the situation and co-ordinate the local voluntary response. Initial action should include verifying the source of information relating to the emergency and calling out volunteer assistance or resources that are immediately required.

Logbook

The Co-ordinator should ensure that all decisions and actions are timed and recorded in a logbook. The maintenance of a logbook is essential to detail the response and to provide updates when required. It will also provide evidence for any subsequent debrief or inquiry. Entries should be clear, accurate, concise and written in black ink. The results of actions taken by other individuals should be reported to the Co-ordinator to provide a full picture and enable the record to be maintained in the logbook.

The Co-ordinator should not attempt to make all the phone calls or records themselves but should enlist suitable volunteers so they can devote time to assessment and strategic planning.

Early Action

Early action should be to establish a command post from which to operate and to nominate a suitable rendezvous point where volunteers can report for logging, skills identification, briefing and deployment.

Communication

Communication is an important aspect of the response. Consideration should be given to providing regular updates on the Parish Council's website and the nomination of a telephone number for use as an information helpline. A two-way radio net is not available in the Parish. Landline telephones could be affected by severe weather and mobile networks can fail if overloaded. If it becomes necessary to resort to word-of-mouth communication, West Wittering has a number of groups and clubs that could be used to cascade information among their members. (See Local Groups in Section 7)

Inter-Agency

If the Emergency Services or District Council have requested specific assistance, it is important that the Co-ordinator ensures they are kept informed of actions and results so as accurate a picture as possible is maintained.

In a widespread emergency, the District Council may be so committed to being 'reactive' that it may not have time or staff to be 'proactive' in contacting Parishes to ascertain the up-to-date situation. It is therefore important to keep the District Council apprised of the current situation. Even where the District Council is stretched it may still be able to allocate resources for self-help activity in the Parish.

Stand Down

When the incident is declared over, the Emergency Co-ordinator should ensure that all local volunteers are made aware and assist in returning the Parish to normality. They should arrange for any local volunteers to be debriefed and appropriate comments noted as part of a final report. They should also, where appropriate represent the Parish Council at any District Council debrief.

Finance

The question of spending Parish Council funds in an emergency needs to be addressed at an early stage in the crisis.

Section 3 - Volunteers

Volunteers

There are two main categories of volunteers. Established organisations such as St John Ambulance, British Red Cross and the like have inter-agency arrangements agreed with the Emergency Services for times of major emergencies. The other source of volunteers is local people who offer help in time of crisis. If the Emergency Services and District Council are dealing with the emergency any local volunteers can be organised by the Parish Council but will work under the direction of the Council or Emergency Services. Normally it is the District Council that would co-ordinate roles for volunteers. The purpose of this plan is to provide guidance in circumstances where the Emergency Services and District Council are unable to respond immediately to a crisis in the Parish of West Wittering. Whatever is undertaken it is important to inform all those involved when the emergency is over.

Self-help Response

Within the Parish there is undoubtedly a range of skills available, which could prove extremely useful in time of crisis. Some people have indicated their willingness to assist and their details are being recorded on the cover to this plan. However, it is likely that many more will volunteer if a serious emergency should arise. If at all possible, such a response should be co-ordinated in an orderly manner and one of the initial tasks for the Emergency Co-ordinator is to arrange for the setting up and staffing of a Rendezvous Point (RV Point) to which volunteers can be directed. The RV point should be at a suitable location away from the scene(s) of the incident. At the RV Point facilities should exist to log the details and special skills of those people volunteering before committing them to actual tasks.

In the absence of the Emergency Services or District Council there are aspects of the use of volunteers that must be considered. There are issues around health and safety, accountability, legal liability, protection of children and insurance indemnity. Ideally risk assessments relating to tasks should be undertaken, even if only basic, for the protection of volunteers (see Section 10 for guidance on risk assessments). However, in an emergency with no statutory services available local volunteers will undoubtedly get on and do what they can to help and comfort those affected by the emergency.

There are some basic arrangements that should be undertaken such as: -

- Logging details and expertise of volunteers
- Briefing volunteers
- Co-ordinating volunteers
- Welfare of volunteers
- Provision of protective equipment

Volunteers with suitable expertise can be used in a variety of ways including: -

- Searching for victims or lost persons
- Manning village hall/Pavillion if opened as temporary Reception Centres to shelter those involved
- If suitably trained to offer first aid
- Offering comfort to distressed persons
- Cascading information around the community
- Transport for stranded persons or urgent supplies (especially 4x4)
- Offering temporary accommodation
- Providing staff support to the Emergency Co-ordinator
- Undertaking the clearance of fallen trees and other road obstructions
- With suitable equipment and expertise either isolating or, where safe to do so, making safe dangerous structures.

Protection of Children & Vulnerable Residents

It is important to consider, even in the initial chaos of a serious emergency, the protection of children and other vulnerable persons. Any volunteers involved with such persons should if at all possible be suitably screened such as youth workers, teachers, school governors and the like. If this is not immediately possible there should be at least two volunteers, one of each sex.

Vulnerable residents should be considered and identified early in an emergency situation. Heathfield Care Home and The Witterings Medical Centre will be key points of contact in identifying vulnerable residents.

Volunteers for other circumstances

The role of the Emergency Co-ordinator and use of volunteers may be activated in other circumstances, for example to assist police in a search for a missing child or other vulnerable person. Generally, on such occasions the police will direct the activity but may require assistance with local knowledge or to assemble and control parties of volunteers. There will also be a need for the provision of briefing, welfare and refreshments for volunteers. The requirements of Health and Safety and child protection also apply.

There may also be less urgent circumstances when the co-ordination of volunteers and provision of facilities may be required. Such occasions may include the response to a public appeal for supplies following a major disaster in another part of the country or abroad. It is not possible to anticipate every eventuality but using aspects of this plan to harness local volunteer energy could prove useful should it be required.

Section 4 - Council and Emergency Services Contact Details

Useful Contacts for Emergencies:

[The following contacts provide information and advice relating to an incident or an emergency in the Chichester District area (taken from [CDC website](#)).

If you experience a situation which is likely to cause serious injury to a person, serious risk of damage of damage to property always dial 999. Do not email or use social media.]

Chichester District Council

www.chichester.gov.uk(opens new window)

Advice on emergencies: [Emergencies - Chichester District Council](#)(opens new window)

Contact information: [Contact us - Chichester District Council](#)(opens new window)

Waste and Recycling: [Check your bin day - Chichester District Council](#)(opens new window)

Chichester District Council app: [App features and link to download](#)(opens new window)

Emergency out of hours: [01243 785339](tel:01243785339)

West Sussex County Council

[01243 777100](tel:01243777100)

[Contact us - West Sussex County Council](#)(opens new window)

Report flooding: [Report flooding - West Sussex County Council](#)(opens new window)

Flooding, drainage and gullies: [Flooding, drainage and gullies](#)(opens new window)

Advice on emergencies: [Resilience and Emergencies Team - West Sussex County Council](#)(opens new window)

In an emergency call [033 022 2240](tel:0330222240)

Met Office

UK Weather Warnings [UK Weather Warnings](#)(opens new window)

General Advice [Met Office Weather Ready](#)(opens new window)

Environment Agency

[Environment Agency - Main Page](#)(opens new window)

Check for flooding: [Check for flooding](#)(opens new window)

Floodline [0345 988 1188](tel:03459881188)

Sandbag suppliers

<http://www.chichester.gov.uk/sandbags>(opens new window)

National Grid - for power cuts

Call [105](tel:105)

Report a Power Cut: [Power Cut Information](#)(opens new window)

National Gas - for gas leaks

Call [0800 111 999](tel:0800111999)

Report a Gas Leak [Gas Safety and Emergencies](#)(opens new window)

Southern Water

[0330 303 0368](tel:03303030368)

Contact us page [Contact us](#)(opens new window)

Advice on what to do in an emergency: [Help and Advice](#)(opens new window)

Portsmouth Water

[023 9249 9888](tel:02392499888)

Households - Main Page [Households - Main Page \(opens new window\)](#)

South East Water

Main Page [Updates - Main Page \(opens new window\)](#)

Citizens Advice

[0808 278 7969](#)

Who is responsible for repairing drains and sewers? [Drains and sewers advice \(opens new window\)](#)

Hyde

Reporting an emergency - [0800 3 282 282](#)

Emergency Repairs: [Hyde Emergency Repairs \(opens new window\)](#)

Information for tenants: [Hyde Tenants Information Page \(opens new window\)](#)

Clarion Housing

Reporting an emergency: [0300 500 8000](#)

Reporting emergency repairs: [Clarion Emergency Repairs \(opens new window\)](#)

Clarion information for tenants: [Clarion Tenants Information Page \(opens new window\)](#)

Section 5 - Advice for Emergency Situations

Links to Emergency Advice and Guidance:

Government: Get Prepared for Emergencies Advice via [Prepare - Prepare](#)



Sussex Police: Preparing for an emergency – Sussex Resilience Forum [Preparing for an emergency - Sussex Resilience Forum | Sussex Police](#)



Preparing for an Emergency (Sussex Policy Resilience handbook – October 2025) [Preparing for an emergency - Be Ready, Stay Safe, Act Now](#)

General Advice:

(Based on previous guidance from Chichester District Council)

1. Prepare an emergency self-help kit. It can contain anything you feel will assist you in an emergency. Consider:
 - Torch + spare batteries
 - Radio - battery powered/wind-up
 - Candles and matches or oil lamps
 - Bottled water
 - List of emergency and other useful numbers (on mobile phone)
 - First Aid kit with necessary medication
 - Waterproof clothing, hat scarf and gloves
 - Wellington boots
 - Blankets
 - Key personal documents
2. Know how to turn off at mains – gas (including bottled gas), water, electricity.
3. Undertake temporary repairs to your property to stop things becoming worse.
4. Plan how to contact relatives especially children if an emergency develops.
5. Identify a reunion location if unable to return to home.

Flooding:

- Undertake any necessary repairs to prevent damage becoming worse.
- Keep all receipts for insurance claims.
- Protect doorways, low-level air vents and windows with sandbags or black bin liners filled with soil.
- Move as many belongings and furniture as possible upstairs or on to higher-level surfaces.
- Turn off gas, water, electricity.
- Check on neighbours particularly elderly, infirm or disabled.
- For information and warnings call Floodline helpline – 0345 988 1188 (telephone) or 0345 602 6340 (textphone)

- [Flood alerts and warnings - GOV.UK](#)

Evacuations:

- If there is a major incident, it is possible the police will order an evacuation of an area.
- If the police tell you to evacuate, gather any necessary medication and warm clothing.
- Where possible turn off gas, water, electricity and put out any fires.
- Leave the house, lock it and go to where you have been instructed.
- If you are sick, elderly or disabled ensure the police or council are made aware so special arrangements can be made.
- Where possible transport will be arranged to take evacuees to a rest centre.
- The rest centre will be run by Chichester District Council possibly with local assistance.
- If you go to stay with friends or relatives or book into a hotel or similar until allowed to return to your own home, then ensure the police or the council are made aware.
- The rest centre will provide temporary accommodation, food and drink where appropriate (may be a village hall).
- Council staff will try to provide as much information as possible and will make arrangements to return you to your house as soon as possible.
- The situation at the rest centre will be difficult and all persons there should exercise restraint, patience and good humour.

Snow:

- If snow is extensive remain indoors, keep warm and listen to local radio. Only venture outside if absolutely necessary.
- Local radio will give information of road and school closures.
- If possible check on neighbours particularly those who are elderly, infirm or disabled.

Severe Storms:

- Move inside any objects that could be blown down or secure them.
- Take pets inside.
- Close windows and remain inside, listen to local radio for information.
- Have ready torches, candles and matches in case of power failure. If power fails, ensure equipment is turned off to prevent unexpected activation when power resumes. Beware of fire risks particularly when using candles etc.
- If water or electricity fails, where possible, notify the appropriate services.

Warning System:

- Information from the County and District Councils will be broadcast on local radio, television, websites, social media and other media outlets.

Section 6 – Warm Hubs, Accommodation and Supplies

Warm Hub and Potential Temporary Accommodation Facilities:

- The Pavillion, Rookwood Road
- West Wittering Memorial Hall, Rookwood Road
- Church Room, Pound Road
- West Wittering CofE Primary School

Food and Supplies:

- Sayas, Rookwood Road
- Birdham Stores, Main Road

***Any request to use facilities outside of West Wittering should be directed through the Clerks or Emergency Co-ordinator.**

Neighbouring Parish Council Contact Details:

- East Wittering & Bracklesham Parish Council – 01243 673588
- Earnley Parish Council– 07947 421264
- Birdham Parish Council – 01243 575094
- Sidlesham Parish Council – 07386 731159
- Selsey Town Council – 01243 605803

Section 7 - Services

There may be costs associated with any organisations that is commercially concerned and costs should be discussed if requesting their services.

Medical Facilities

The Wittering Medical Centre
Cakeham Road
01243 511079

Hospital

St. Richards Hospital
Chichester (A&E)
01243 788122

St John Ambulance

Local Division Chichester
0344 770 4800

Religious Services

St Peter and St Paul Church
Pound Road
01243 306183

Vulnerable Residents

Heathfield Care Home
Main Road, West Wittering
01243 511040

Vulnerable Residents in Own Homes

The Witterings Medical Centre
Cakeham Road
01243 671833

Section 8 - Councillors

West Wittering Parish Council:

Cllr Nicolette Pike (Chair)
Cllr Bill Buckland
Cllr Aidan Hickman
Cllr Keith Martin
Cllr Bridget Wright

Cllr Ivan Western (Deputy Chair)
Cllr Lesley Handford
Cllr Bob Hutton
Cllr Hemal Patel

Chichester District Councillors:

Iain Ballantyne
07956 977503

Mark Chilton
07836 589342

Elizabeth Hamilton
01243 512325

West Sussex County Councillor:

Pieter Montyn
07921 061082

Member of Parliament:

Jess Brown-Fuller
07979 301755

Section 9 – Health & Safety Guidance

As it is not possible to predetermine every situation that may give rise to a local emergency it is thus not possible to lay down specific detailed safety instructions for every eventuality. However, the under mentioned general principles should be followed in conducting a specific Risk assessment before any task.

1. Personal

Is everyone who will be involved in conducting the task:

- Physically fit enough to cope with the task and any likely eventuality?
- Suitably trained and experiences to undertake the task?
- Adequately equipped with suitable and relevant Personal Protective Equipment (PPE)?
- Suitably trained in the use of any tools and equipment (including the PPE)?
- Briefed on the task and on any limitations on continuing further activity (e.g. need to stop activity and / or withdraw from the scene)?

2. Equipment

Is / does the equipment to be used:

- Adequate for the task envisaged?
- Maintained in a safe, serviceable and secure condition (including all ancillaries such as leads, cables, flex, pipelines, connections)?
- Useable without specific training / prior experience?

3. Environment

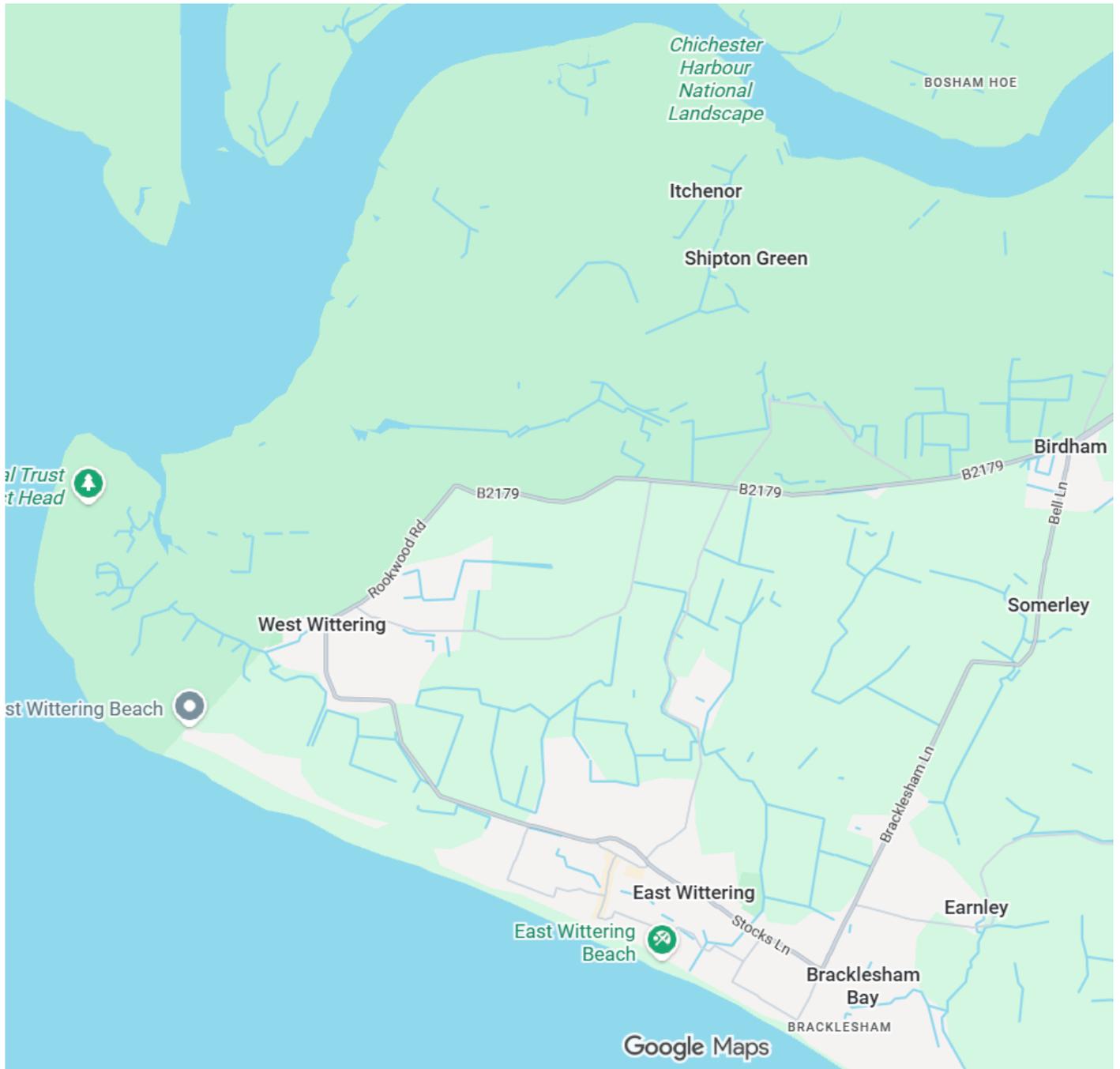
Is / does the environment around the area:

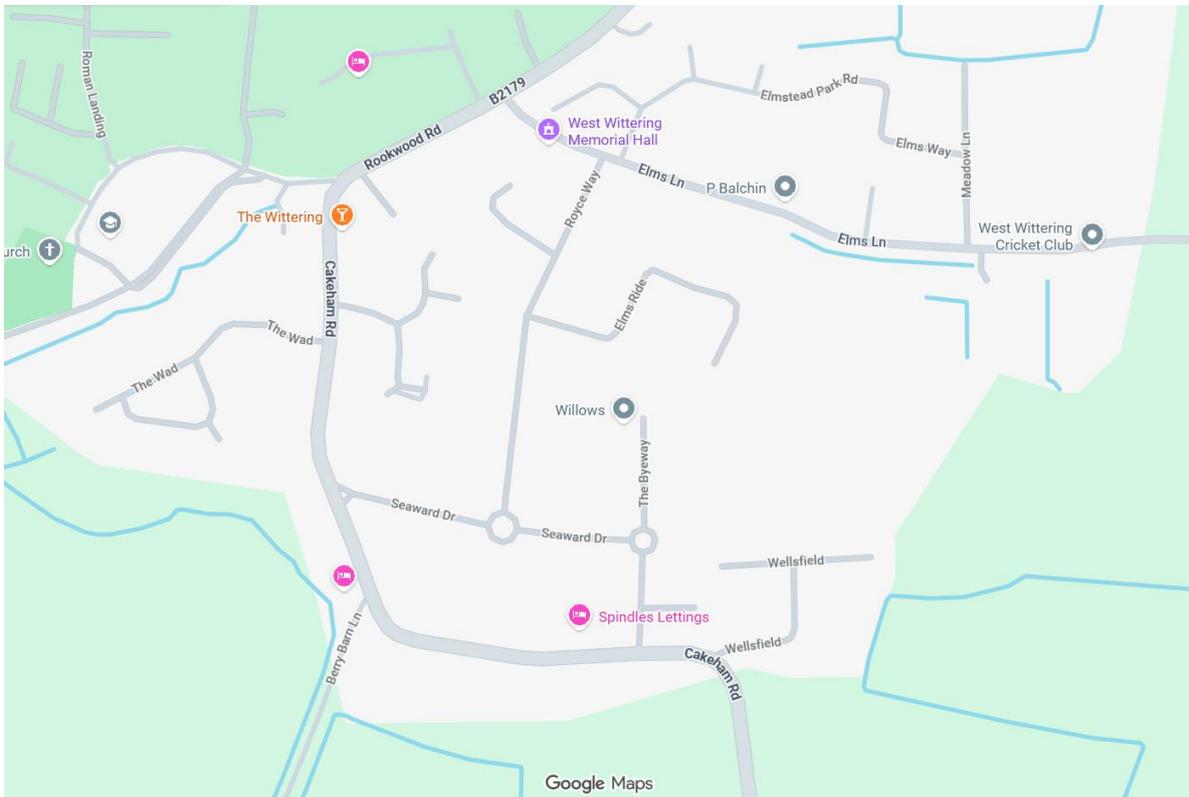
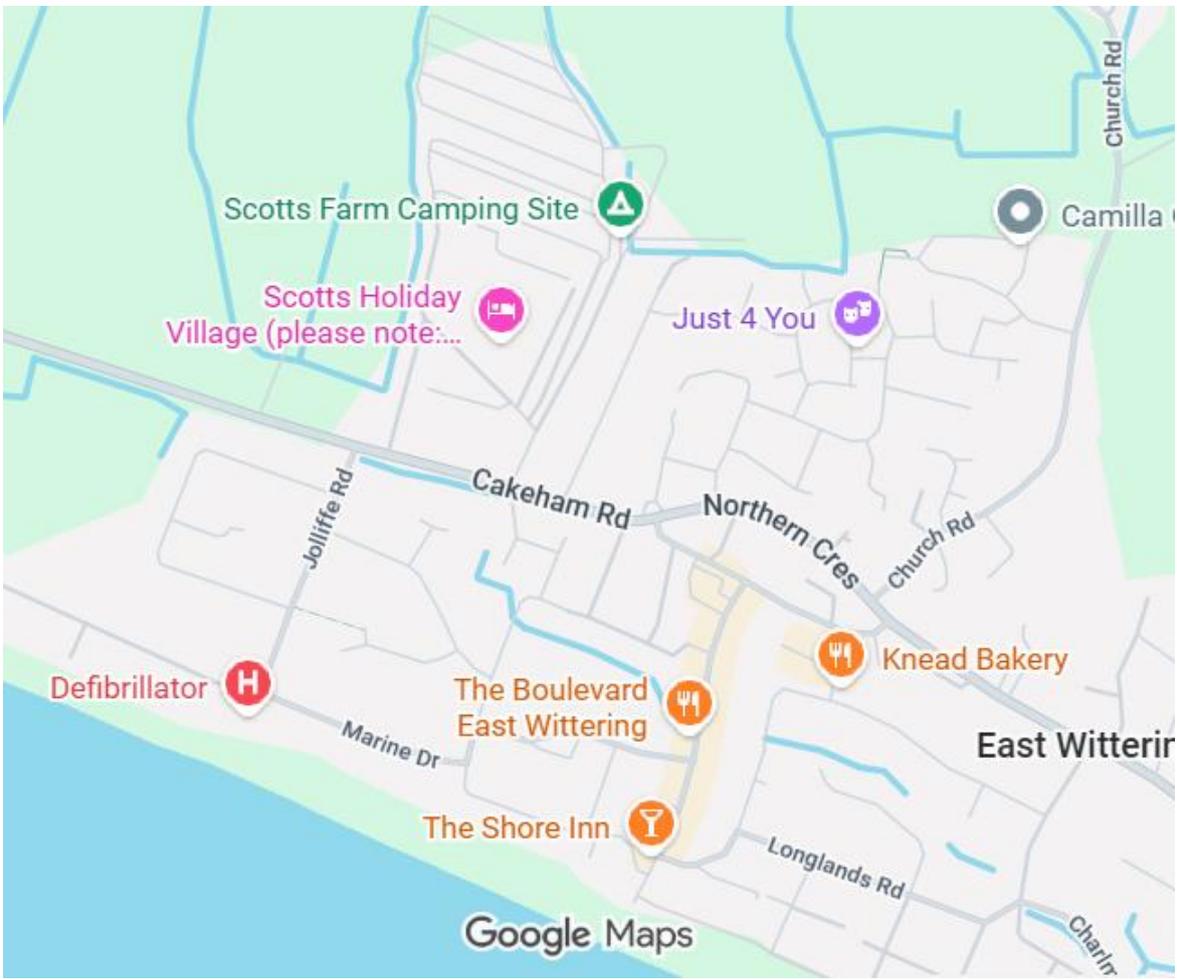
- Safe from falling debris?
- Provide a sound footing at ground level?
- Enable the task to be completed standing / seated / kneeling at or below ground level?
- Free from noxious gases and vapours?
- Free from flooding risks?
- Safe from electrical hazards?
- Free from flammability hazards?

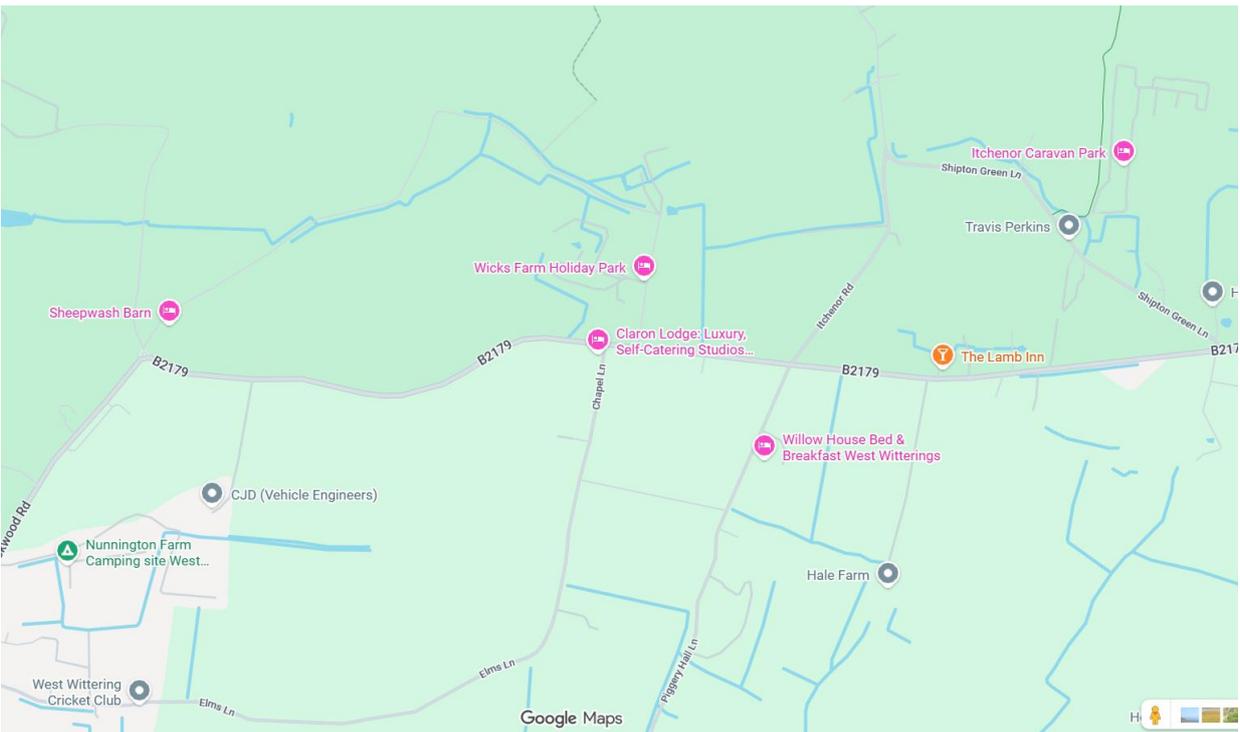
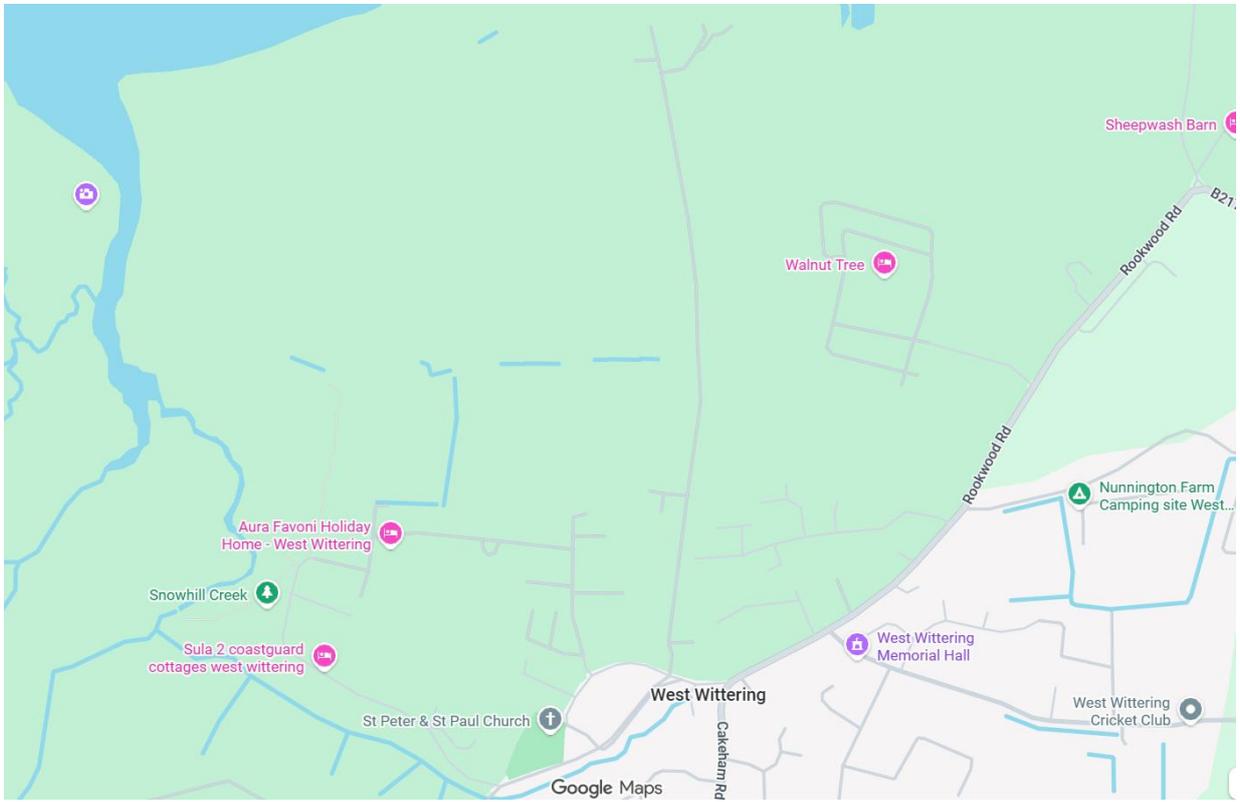
If the response to any question is NO or NOT KNOWN the task must not proceed until the issue has been resolved (otherwise known as a control measure has been put in place).

Risk Assessment Guidance from CDC:

[Community Risk Register for Sussex: 2026](#)







Section 11 – Version History & Review Cycle

Issue	Date	Notes
0	Pre-2013	The original version of this document was drafted to include the Parishes at West Wittering, East Wittering & Bracklesham and Earnley.
1	27 March 2026	Removal of references to neighbouring parishes to tailor the plan for West Wittering. The addition of a cover document with local contacts has been added. Contact details, guidance and advice have been updated throughout.
	Autumn 2026	Review contact details of those listed on cover page
	Autumn 2027	Full policy review due