

# WEST WITTERING PARISH COUNCIL

## NOTICE OF ANNUAL MEETING AND AGENDA

Your attendance is requested at the annual meeting of the Parish Council to be held in the Sports Pavilion, Rookwood Road at 7.00 p.m. on Wednesday 3<sup>rd</sup> May 2017

### A G E N D A

1. Election of Chairman
2. Election of Vice Chairman
3. Apologies for absence and declarations under the Code of Conduct.
4. Other items for discussion (not on Agenda but considered by the Chairman to be of an urgent nature)
5. Representation on Working Parties and Other Bodies - see attached schedule
6. Planning - to consider planning applications received including correspondence, appeals and enforcement action. (*The Chairman will open the meeting to allow members of the public to address the Council.*)
  - 6a) Planning Applications (see attached)
  - 6b) Neighbourhood Development Plan - Update from Steering Group
  - 6c) Dolphins, Rookwood Lane - engineering works, and unauthorised development
  - 6d) Enforcement matters - Update from CDC
  - 6e) CIL presentation - Project update
  - 6f) Variation of condition 1 from planning permission WW/15/03446/FUL- amendments to plan to include 3 no. roof lights. - Leander WW/17/00465/FUL
7. Annual Parish Assembly - 25<sup>th</sup> May 2017 - to note
8. Confirmation of Minutes of the meeting held on 6<sup>th</sup> April 2017 (*Copy available in Library or at [www.westwitteringparishcouncil.gov.uk](http://www.westwitteringparishcouncil.gov.uk)*) and any matters arising.
9. Reports from County and District Councillors.
10. Reports and Recommendations from Working Parties

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10a) Allotments	Report on fruit cage on site
10b) Footpaths, Open Spaces and Village Green	Village Green - update on sign and parking
10c) Sportsfield Management and Millennium Meadow	Update on quotes for re seeding football pitch WWSC - Junior Prizegiving -to agree details for event in July 2017 Unauthorised gate, Sportsfield to consider legal action
10d) Snowhill	

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10e) Finance	Budget Monitoring - to note Approval of Accounts - for payment Approval of Direct Debit payments for utility bills, Pavilion Insurance premium renewal - to approve
10f) Communications and Web Site	To consider specification for replacement Noticeboards - Bus shelter and Village Green
10g) Parish Assets/Footway Lighting	

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Reports from representatives on other bodies

10h) Memorial Hall	-
10i) Twinning Association	-
10j) East Head CIAG / WW Flood Defences	-
10k) Emergency Planning	-
10l) Parish Church	-
10m) Peninsula Forum	-

11. Correspondence received for action or comment including items circulated for information only. (see attached). *(Items of correspondence must be received by the Clerk for inclusion at least 1 week before the meeting).*
12. Open Forum - including questions from the public which the Council will consider. *(No decisions can be made by the Council under this item unless further debate agreed)*

Mrs. J. Brown, Clerk, 27<sup>th</sup> April 2017

## ATTACHMENTS TO AGENDA FOR MEETING ON WEDNESDAY, 3<sup>rd</sup> May 2017

### 1. PLANNING APPLICATIONS (Agenda item 6a)

List No	Reference	Application details
14/17	WW/17/00754/DOM	Dr. and Ms. Antonio / Jessica Olmedo / House Brooklyn 18 The Crescent West Wittering PO20 8EE Single storey rear extension.
	WW/17/00962/DOM	Mrs Penelope Kefford Brambles Rookwood Road West Wittering Porch to front elevation.
	WW/17/00964/DOM	Mr And Mrs S Vaughan Beauty Point 37 Marine Drive West Wittering Infill of existing open covered store to form new sauna and art studio, construction of replacement board store.
	WW/17/00967/ELD	Mr D P G Broadbridge Nunnington Farm Caravan Park Rookwood Road West Wittering Use of land as amenity land for the caravan park.
15/17	NONE	
16/17	WW/17/00765/DOM	Mr Robert West 27 Jolliffe Road West Wittering Chichester Replacement of upstairs flush window with small bay window.
17/17	WW/17/01028/DOM	Mrs Alina Michaels 4 Summerfield Road West Wittering Chichester Single storey rear/side extensions and loft conversion including rear dormers.
	WW/17/01076/FUL	Mr P Collins Land To The Rear Of Tanglewood Briar Avenue East Wittering Variation of condition 3 from planning permission WW/15/00363/FUL. To amend siting of caravans on approved drawing.
	WW/17/00839/.	Miss Nicola Ward White Chimneys Rookwood Road West Wittering Rear single storey extension to the utility room
	WW/17/00760/DOM	Mr James Shaun Bescoby Cherry Cottage Chichester Road West Wittering Erection of double garage.

2. CORRESPONDENCE (Agenda item 11)

a)

3. FINANCE (Agenda item 10e)

iv) Accounts for payment as listed below:

Viking Direct	Stationery	26.68
CDC	Paladin hire	54.88
Home Clean	Pavilion	177.92
Travis Perkins	Materials	6.16
Travis Perkins	Materials	5.70
Travis Perkins	Plywood	83.80
Southern Electric	Pavilion	194.29
CDC	Community Warden Service	3200.00
Uniguard	Emergency lighting	216.60
Travis Perkins	Keys	7.90
HMRC	Liabilities	272.15
Wicks Farm	Collect waste	90.00
Wicks Farm	Mow Sportsfield	196.50
Wicks Farm	Land searches - drainage	95.76
Mrs J Brown	Clerks salary and expenses	1408.49
Aquadition	Service water softener	314.40
Allotment Association	Replacement cheques	270.00
Good Directions Ltd	Seat	732.00
Biz card Uk	Printing	60.00
UK Servers Ltd	Domain name renewal	39.60
Seton	CCTV signs	200.34
SWR Garden Services	Mowing etc	300.00
<b>TOTAL</b>		<b>7953.17</b>

April 2017 - Current Membership of Working Parties and Other Bodies

<b>Working Parties</b>	
Allotments	2 vacancies
Communications/Web Site	Mr Sadler, Mr Patel
Emergency Planning	Mr Lewis
Finance	Mr Martin, Mr Lewis
Footpaths and Open Spaces	Mr Buckland, Mrs Barrett, Mr Sadler
Neighbourhood Plan	Mr Sadler, Mr Martin, Mr Buckland
Parish Assets/Footway Lighting	Mr Buckland, Mr Sadler
Snowhill	Mr Buckland, 1 vacancy
Sportsfield Management and Millennium Meadow	Mr Martin, Mr Lewis, Mr Buckland
Tree Warden	Mr Buckland
<b>Representation on Other Bodies</b>	
Chichester District Association of Local Councils (2)	Mr Martin, Mrs Barrett
East Head Coastal Issues Advisory Group	Mr Sadler, Mr Martin
Manhood Peninsula Forum	Mr Sadler Mr Buckland
Memorial Hall	Mrs Barrett
Parish Church Liaison	Mr Martin
Peninsular Forum	Mr Martin
Poor Sevens Trustee	Mr Hutton
Sussex and Surrey Association of Local Councils	Mr Hutton, Mr Shrubbs
Snowhill (Charity)	All councillors
South Chichester CLC	Mr Martin, Mr Buckland
Sportsfield (Charity)	All councillors
Twinning Association	Mrs Barrett

The chairman and vice-chairman are ex-officio members of all working parties.