



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 12th DECEMBER 7.00pm AT
WITTERINGS LIBRARY, OAKFIELD AVENUE, CHICHESTER**

EWBPC COUNCILLORS

PRESENT:

Doug Holden	Darren Banks
Becky Salamon	Pamela Kensington
James Salamon	Joe O'Sullivan
Richard Ford	
Susan Taylor (CDC Councillor)	

APOLOGIES:

Dawson Parker
Emile Kott
Emma Cox
Brian Reeves
Pieter Montyn (WSCC Councillor)
Graeme Barratt (CDC Councillor)
Elizabeth Hamilton (CDC Councillor)

Apologies had been received from both the Chair and the Vice Chair, so the councillors present appointed Cllr O'Sullivan to Chair the meeting

IN ATTENDANCE

Parish Clerk plus 4 members of the public

19.156 Declarations of Interest

Cllr Holden declared an interest in item 19.168, School Library building.

19.157 Minutes of the Council's Meeting Held on 14th November 2019.

The minutes were agreed as an accurate record and approved

19.158 Update on Actions from Previous Meeting

The Chairman ran through the action points from the previous meeting, which had all been completed. The Chairman added that the Christmas lights were up and congratulated all involved.

19.159 Public Questions

None

**19.160 To Receive Reports from District and County Councillors:
Susan Taylor (CDC) -**

Local Plan update – The report on consultation responses was considered at the last cabinet meeting. Over 3000 responses had been received, which have been grouped thematically. CDC have have looked at the sustainability appraisals for the sites previously identified and as a result have begun looking at sites in the North of the plan area to see if they could provide some housing allocations. Lack of transport and employment are issues in this area, so they may prove unsustainable. The aim is still to submit the local plan review by July 2020, but a

lot of work remains to be completed before this and the volume of work is going to be a challenge. By March CDC are aiming to publish the final plan that will be submitted to the planning inspector. This will be open to consultation again.

The CDC Countdown to Christmas competition was won by an East Wittering couple.

19.161 Reports from Parish Councillors on Meetings Attended Since 14/11/19

- 2 x planning meetings had been held, minutes had been circulated.
- Cllr Cox had circulated an update on the Bracklesham Lane Residents meeting and the Sussex Police Road Safety Event
- A Vision meeting had been held with key stakeholders, minutes had been.
- Youth Club meeting – numbers are improving, they are now regularly having 40-50 children attending every week. Are experiencing a few issues with damage charges at Downview Hall. DBS checks in place for all volunteers, first aid training completed.
- Events working group had met and discussed ideas for 2020 events, notes had been circulated to all councillors. Cllr Ford had arranged an open meeting on Monday 16th December 7.00pm at the Shore for all interested in sharing memories of the Forget Me Not Fair to see if there is potential to revive it.
- A meeting with key local groups had taken place to begin planning for VE Day event on 8/5/20.
- Cllr Kensington had attended the CDALC meeting and circulated the minutes to all, including information on the new PCSO scheme.

Action clerk to invite PCSO to attend the February meeting.

19.162 Finance

19.162.1 The Cllr O’Sullivan had agreed and signed the bank reconciliation.

19.162.2 The council received a statement of the current financial position and budget monitor.

19.162.3 The council received the list of payments made between 01/11/19 and 30/11/19 totalling £43,033.01

*Council **RESOLVED** to approve the payment schedule.*

19.163 To Submit any Comments to the District Council on Proposed Amendments to Car Parking Charges

Council agreed that the following response should be submitted:

“The proposed car parking increases of up to 30% in some of the city centre car parks will not meet the aims of reducing air pollution, but will adversely affect city businesses, and we would like to see CDC working to develop more viable solutions to air pollution issues which do not punish city centre businesses.”

Action: Clerk to submit comments to CDC re. Parking charges as agreed

19.164 To Agree the BREW Vision Survey Questionnaire

The draft consultation questionnaire had been prepared to canvass opinions from residents, visitors and employees on their aspirations for the future development of the parish. The next stage will be to share the questionnaire with key stakeholders early in the new year, and then to open it to the public in the spring.

*Council **RESOLVED** to approve the BREW Vision survey questionnaire.*

19.165 To Approve the Recommendations in the Staffing Committee Report re. the Appointment of a Youth Worker

The staffing committee recommendation that a dedicated Witterings Youth Worker be employed for 12 hours per week was agreed. Recruitment would begin in the new year with an aim to having a postholder in place by the end of March 2020.

*Council **RESOLVED** to accept the recommendations in the staffing committee report and begin recruitment of a dedicated Witterings Youth Worker for 12 hours per week.*

19.166 To Approve the Installation of New Bow Top Playsafe Railings and a Footpath to the

Football Pavilion at Downview recreation Ground

The council considered the quotations and approved the appointment of Knight Fencing for the installation of the railings and AB Groundworks for the installation of the footpath to the Football pavillion.

*Council **RESOLVED** to approve the installation of the railings and the footpath, using Knight Fencing and AB Groundworks at a total cost of £10,520. £4,100 of the costs to be taken from the 2017 New Homes Bonus Ear Marked Reserve, the balance to be taken from the 2019-20 Downview paths and infrastructure budget of £20,000.*

Action: Clerk to arrange fencing and footpath installation at Downview.

19.167 To Approve Purchase of a Speed Indicator Device (SID) and Community Speedwatch Update

A portable SID was currently on loan from WSCC and installed on Bracklesham Lane. The Parish Council had agreed with local residents to explore the purchase of a device so that it could be kept regularly deployed in the area, and WSCC had recommended a supplier, Westcotec. West Wittering Parish Council have expressed an interest in jointly purchasing the device, which has to be moved every six weeks, so that it can be used in both parishes, and will consider this at their January meeting.

9 volunteers were signed up for the Speedwatch group, and Sussex Police had risk assessed four locations, so on-site equipment training was expected early in the new year, which would then allow the group to start work.

*Council **RESOLVED** to purchase a SID device at a maximum cost of £3250 and to offer to make the device available to West Wittering Parish for a small fee as required throughout the year.*

Action: Clerk to arrange purchase of SID device.

19.168 To Approve the Quotations for the School Library Building Project

The Parish Council had resolved at the September meeting to allocate up to £20,000 of CIL funding towards the delivery of a new library at East Wittering Primary School. The school had provided two complete quotations for the work, although we were still missing details of the third. The school had indicated their preference that the lowest cost quotation be accepted.

*Council **RESOLVED** to defer the decision pending the provision of further information to allow for a better comparison of the options.*

Action: Clerk to advise school of deferral of decision and request further information.

19.169 To Agree the Terms of Reference and Appoint Members to the Environment Working Group

Council approved the terms of reference and appointed Cllrs B. Salamon, J. Salamon, R. Ford D. Banks, to the group

*Council **RESOLVED** to adopt the Terms of Reference for the Environment Working Group.*

Action Clerk to arrange meeting date in January for Environment working group.

19.170 To Approve the Purchase of Village Entrance Gateways

Indicative costs for purchase and installation of 3 x Light Oak Village Gateways had been provided of £5,100. A contingency should also be allowed in the project budget in case any electrical or illumination works were required. The final design was being refined in consultation with WSCC Highways in order to ensure compliance with all traffic regulations, but it was hoped that these could be approved early in the new year, and the gateways installed in the Spring. Funding of £5165.00 for the signs was in place in the 2016 NHB ear marked reserve. In addition to Glasdon, 2 other WSCC approved contractors had been approached for quotations, and the Clerk recommended that once the final designs had been approved, the cheapest supplier be selected.

*Council **RESOLVED** to spend up to £6,500 on the purchase and installation of three village gateways, with the selection of the final contractor to be made by the Clerk on the basis of*

lowest price. £5,165 of the costs to be taken from the 2016 NHB ear marked reserve and the balance to be taken from CIL funding.

Action: Clerk to progress the Village Gateways project, ensuring that all signage meets highways specifications and is completed within the agreed budget.

19.171 Neighbourhood Plan Update

CDC were still working on the Local Plan review, and until this work was completed, it was not possible to progress much further.

19.172 Business Plan Update

The 2020-21 budget had been agreed in November, and so projects that had been budgeted could now be taken forward. Cllr Cox had begun work on the Parish Newsletter.

19.173 To Approve the Engagement of Skatepark Projects on A Voluntary Basis to Advise as Required on the Proposed Skatepark Project.

The Assets and Open Spaces Committee had proposed that a feasibility study be conducted into the demand for and delivery of an updated and improved Skatepark facility in the Parish. In order to assist with this, the committee recommended that Skatepark Projects, an independent community charity be engaged to advise on all aspects of the study and assist the Parish Council in conducting a robust investigation of all options and issues.

*Council **RESOLVED** to ask Skatepark Projects to assist in undertaking a feasibility study into the demand for and delivery of an updated and improved Skatepark in the Parish.*

Action: Clerk to advise Skatepark Projects of the council resolution to engage their services.

19.174 Any Urgent Matters that the Chairman Wishes to Bring to the Attention of the Council

The Clerk was advised of the overgrown hedges and trees on Bracklesham Lane and asked to request that WSCC and the relevant landowners ensure they are cut.

Cllr Kensington requested that the Council volunteers be thanked for their work over the last year and that the council consider how best to show their appreciation.

Action: Clerk to contact WSCC and relevant landowners re. hedges on Bracklesham Lane

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD AT 7.00PM ON THURSDAY 13th FEBRUARY 2019 AT BRACKLESHAM BARN, BEECH AVENUE, BRACKELSHAM BAY, PO20 8HU

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, agendas and more information about East Wittering and Bracklesham Parish Council can be found on the Parish Council's web site: www.ewbpc.org.uk

Signed _____ Chair

Date _____

Summary of Actions

Minute number	Action	Person Responsible
19.161	Clerk to invite PCSO to attend the February meeting	Clerk
19.163	Clerk to submit comments to CDC re. Parking charges as agreed	Clerk
19.166	Clerk to arrange fencing and footpath installation at Downview.	Clerk
19.167	Clerk to arrange purchase of SID device.	Clerk
19.168	Clerk to advise school of deferral of decision and request further information.	Clerk
19.169	Clerk to arrange meeting date in January for Environment working group.	Clerk
19.170	Clerk to progress the Village Gateways project, ensuring that all signage meets highways specifications and is completed within the agreed budget.	Clerk
19.173	Clerk to advise Skatepark Projects of the council resolution to engage their services.	Clerk
19.174	Clerk to contact WSCC and relevant landowners re. hedges on Bracklesham Lane	Clerk