



WEST WITTERING PARISH COUNCIL

Minutes of the Full Council Meeting held at The Pavilion on Thursday 1st October 2026

Councillors Present: Cllr N Pike (Chair), Cllr B Buckland, Cllr L Hanford, Cllr A Hickman, Cllr J Lines, Cllr H Patel, and Cllr I Western

Also present: Cllr Izabela Mayne (West Sussex County Councillor), Cllr Mark Chilton and Cllr Elizabeth Hamilton (Chichester District Councillors)

Officers: Celia Price (Clerk)

Members of the Public: 23

096/26 Apologies for Absence

Apologies were received from Cllr B Hutton.

097/26 Declarations of Interest

It was noted that existing declarations of interest remain on record in accordance with the Localism Act 2011. There were no new declarations of interest.

098/26 Minutes of the Parish Council meeting held on [3rd September 2026](#)

It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 3rd September 2026 as a true and accurate record of the meeting.

099/26 [Action Updates](#)

Members reviewed the report circulated before the meeting and commented positively on its usefulness. The Chair welcomed the progress made in completing actions. No questions were raised.

It was **RESOLVED** to note the report.

100/26 Chair's Report

The Chair reported attendance at the opening of the Care Shop at the old Lloyds Bank building and resulting meeting where community use of the Pavillion was discussed.

Members noted the continuing need for affordable housing in West Wittering and agreed that this should be raised with Chichester District Council in connection with the Birdham development. Cllr Western will approach Birdham Parish Council to facilitate a cohesive approach.

It was also noted that with the whole parish elections in May 2027 members need to keep up to date with training, particularly planning as it is anticipated that there

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will be some changes in councillors. It is expected that the new member elected at the by-election on 8th October will fill the vacancies left following the resignation of Cllr Wright including on the Planning Committee, Governance Working Group, and as representative on the Memorial Hall Committee.

Members were reminded that the interim audit will be taking place on 28th October the internal audit.

Further updates covered meetings with the Allotment Association, Tennis Club and Sailing Club including discussion regarding the management of the parish chains at Snowhill.

It is hoped that the Flooding and Drainage Working Group will be formally reinstated and thanks were recorded to Mr Barrett and Jane Reeve for their continued support.

Active travel, road safety, repairs to noticeboards and benches, review of the Emergency Plan and discussions with the Cricket Club are all planned for the coming months.

Cllr Hickman was asked to liaise with the school governors to ensure that road-safety incidents were properly recorded.

It was **RESOLVED** to note the contents of the report.

101/26

County & District Councillor Reports

WSCC Cllr Izabela Mayne reported that Local Government Reorganisation had been paused pending review, with no revised timetable issued, services continuing as normal and May 2027 elections are likely to proceed, although this subject to confirmation. All were reminded that Stockbridge Road would close from 10 October for approximately seven weeks for SGN gas-main works, with signed diversions and wider disruption expected. WSCC and SGN would monitor traffic, maintain emergency access, provide traffic controls and hold weekly liaison calls. Stagecoach services 52 and 53 with signed diversions and additional journey time. Further works on Birdham Road were due from 30 November using temporary traffic signals. WSCC's Young People's Strategy consultation on leisure and recreational opportunities for those aged 11–19 (and up to 25 for young people with SEND) was also highlighted and residents were asked to participate.

The Chair asked if there was an update on the A27 improvements. There are associated S106 monies and there are concerns that these may expire and the funding be lost. Cllr Mayne agreed to follow this up.

District Cllr Chilton advised that elections are expected to go ahead next year but noted this may change with a possible one- or two-year deferral due to the pause on LGR, he noted it is very unsettling for staff but it's business as usual. Housing remains a high priority for CDC and he advised that he will be supportive regarding the cascade of affordable housing to the whole Witterings area and would like to be copied on correspondence regarding the development at Birdham. Cllr Chilton also reported that CDC are providing more emergency accommodation following recent acquisitions and is working closely with Hyde and Home England. Finally, Cllr Moss and Cllr Chilton are trying to make progress with Southern Water regarding the Pound Road flooding issues.

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The Chair added that Southern Water have been responsive to recent meetings and are starting to take action, although the support of CDC is required because of issues with planning conditions.

Cllr Hamilton added that CDC have just launched a new free tree scheme and action has been taken to move on the travellers on the site near Dolphin Motorhomes.

The Chair thanked Cllr Mayne, Cllr Chilton and Cllr Hamilton for their attendance, reports and continued support.

Cllr Mayne left the meeting

102/26

Parish Councillor Reports

Cllr Hanford reported on the Patient Participation Group meeting. A new Operations Manager will take up post in December, and it was noted that the waiting time for routine appointments remains five to six weeks. Issues concerning flu vaccinations were also discussed, and it was confirmed that there would be no Saturday clinics. The PPG is looking to raise its profile and minutes and notices will be shared by the Parish Council

Cllr Hanford also noted that the latest parish magazine from our twinned parish, in France, Moutiers-les-Mauxfaits is available to read in the Pavilion.

103/26

Public Session & Questions

Members of the public were reminded that only questions and statements relating to items on this agenda will be allowed. Public participation shall not exceed 15 minutes, and a member of the public shall not speak for more than 3 minutes. During discussions of sensitive or confidential matters, the public will be excluded.

A resident raised concerns about grass cutting and the management of brambles on the village green, particularly near the bus stop. The Chair confirmed that the Council had not authorised the work and that it had not been undertaken by the Council's contractor.

Representatives of West Wittering Sailing Club raised concerns that aspects of the Governance Working Group report with recommendations to the Snowhill Charity Trustees following a meeting the sailing club representatives to agree a new 10-year licence did not accurately reflect the Club's position. They requested further explanation of the proposed 44% licence-fee increase, the costs attributed to the Club and the benefits provided to sailing club members under the new agreement. Any increase in licence fee would require the agreement of Club's AGM. Further comments concerned the Club's expenditure, membership of the RYA, reserves for safety boats, the relationship between income and costs, as well as the basis on which an appropriate contribution should be calculated. An independent further meeting was suggested to clarify the outstanding issues. Cllr Western, having declared an interest as Commodore of the Sailing Club, spoke as a member of the public. He welcomed the move towards robust and transparent agreements, emphasised the success of the existing arrangement and the Club's contribution to maintaining the area, and expressed a wish to continue working in partnership to support accessible local sporting opportunities.

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The Chair had extended the public session to allow all attendees an opportunity to speak before bringing it to a close.

104/26

Governance Working Group

Members reviewed the reports and received updates from the Governance Working Group following meetings and negotiations with West Wittering Allotment Association (WWAA), [Allotments Agreement](#), Rookwood Tennis Club [Tennis Club Agreement](#) and West Wittering Sailing Club [Sailing Club Agreement](#)

Members noted that negotiations with the Allotments and Tennis Club had been constructive, but that some miscommunication had arisen with the Sailing Club. Difficulties in confirming actual expenditure were acknowledged, together with the need to clarify how the proposed licence fee had been calculated. Although the proposed increase represented 44%, it was noted that the difference between the Sailing Club's proposal and WWPC's requested fee was £750. The club's income of approximately £90,000 was also noted.

It was **RESOLVED**

- To continue the current allotment management arrangements unchanged and review the agreement if WWAA seeks greater operational responsibility in the future. A summary of roles and responsibilities and heads of terms will be issued.
- To approve and sign the updated licence with the Tennis Club, including the agreed fee increase; recommend that the Sports Field Charity do likewise; and record a vote of thanks to the Tennis Club for its positive and enthusiastic engagement.
- To defer a decision on the Sailing Club agreement pending further negotiations.

12 members of the public left the meeting.

105/26

Flooding and Drainage Working Group

The need to reinstate the Flooding and Drainage working group was discussed. Mr Barrett (resident) was thanked for his continued hard work and determination to resolve the issues in Pound Lane and was invited to join the working group, Cllr Hickman and Cllr Lines also volunteered to join the group along with Cllr Pike and Mr Barrett. The [Terms of Reference](#) were reviewed.

It was **RESOLVED** to reinstate the Flooding and Drainage Working Group and adopt the Terms of Reference.

106/26

Benches

Following the removal of two benches (one due to vandalism and one beyond repair). Members discussed the need to have all benches assessed along with the requirement to have a rolling program of replacement and repair.

It was **RESOLVED** to undertake an audit which the Assets and Amenities Committee will review.

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107/26

Noticeboards

Quotes for the [repair](#) and / or [replacement](#) of the noticeboards at the Parish Hall and Medical Centre were reviewed. Discussion regarding swapping the larger medical centre noticeboard with the Pavilion notice board resulted in agreement.

It was **RESOLVED** to refurbish and swap the noticeboards at the Pavillion and Medical Centre at a cost of £1170.00 (excl. VAT)

108/26

Pavillion Fire Doors

The [quote](#) for the replacement of two fire doors at the rear of the building and new thumb lock for the front door were reviewed. Cllr Patel suggested these come out of the 'major refurbishment' budget.

It was **RESOLVED** to approve the quotes totalling £3970.70 (excl. VAT)

109/26

Finance

- i. To receive and agree the payment list up to 1st October 2026

It was **RESOLVED** to note that due to time constraints the payments list was not available, however the Clerk may make payments within delegated authority and report at the next meeting.

- ii. To receive bank reconciliations
Cllr Lines confirmed that he has verified the bank statements and reconciliation reports.

It was **RESOLVED** to note the report

- iii. To note the budget position to date

It was **RESOLVED** to note the budget position to date.

- iv. To receive and discuss the [external auditors report](#) inc [letter](#) and conclusion of audit for year-end 31st March 2026

The Chair highlighted the issues raised in the external auditors report and covering letter, noting the internal auditor will be conducting an interim audit on 28th October after which progress will be reported to members.

It was **RESOLVED** to note the contents of the report, recognising the progress being made in governance processes.

110/26

Items for information or future agenda items

None

111/26

Date of Next Meetings

Planning Committee – 14th October

Finance Committee – 15th October (it was noted that this date may be subject to change)

Full Council – 5th November

There being no further business the meeting closed at 8:45pm

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