



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 11th MARCH 2021 AT 7.00PM VIA ZOOM VIDEO CONFERENCE

EWBPC COUNCILLORS

PRESENT:

Brian Reeves (BR)
Joe O'Sullivan (JOS)
Pamela Kensington (PK)
Doug Holden (DH)

Richard Ford (RF)
Emma Cox (EC)
Dawson Parker (DP)
James Salamon (JS)

Susan Taylor (STT) (CDC Councillor)
Elizabeth Hamilton (EH) (CDC Councillor)
Graeme Barratt (CDC Councillor)
Pieter Montyn (PM) (WSCC Councillor)

APOLOGIES:

None

ABSENT:

Darren Banks (DB)
Emile Kott (EK)

IN ATTENDANCE

Parish Clerk and 8 members of the public

21.14 Declarations of Interest and dispensation requests

None

21.15 Chairmans Announcements

Cooption item moved forward

21.16 Co-option to fill council vacancy

Following a request from Cllr. Parker, the Chairman moved this item up the agenda.

The council had received six written applications for the vacancy and proceeded to vote via a zoom poll. Results were as follows:

Round 1: MD, JJ, LT & JT were eliminated as they polled no votes, AW (4), CW (3)

Round 2: AW (5) CW (3)

Alan Whitcher was duly co-opted on to the council. Due to the virtual nature of the meeting he was unable to make and sign the declaration of office so could not vote on any resolutions during the meeting. The Clerk arranged a meeting for Mr. Whitcher to complete the declaration of office.

21.17 Minutes of the Council's Meeting Held on 11th February 2021.

Accepted

21.18 Update on actions from previous meeting

All had been completed

21.19 Public Questions

The council had received the no questions.

21.20 District and County Councillors reports

EH – CDC have an overspill council meeting at 9.00am on 12/3/21 to complete unfinished business from the previous meeting.

GB – Latest study on the A27 which addresses options for traffic if there is no southern link road will be published in the next few days. Ongoing issues at the Beeches development. CDC planning enforcement are still working through these. GB has advised the residents to form a residents group and engage a solicitor. There appear to be issues with standing water in a number of back gardens, which could

indicate problems with the SUDS system. Attenuation ponds remain unfenced and there are issues with the pedestrian footbridge being used by motorcycles and horses.

STT – CDC will be considering the Local Development Scheme at the overspill meeting on 12/3/21.

PM – Disappointed that the CDC members present did not acknowledge the representations being made by residents and councillors on the local plan and specifically the transport and sewage issues on the peninsula.

Council tax bills will be increased by 4.99%, of which 3% will be specifically to fund social care. WSCC are still lobbying for a long-term finance settlement from central government.

COVID infection rates in the county are down to 42/100,000 population, so we are now a very low-incidence area. Infections are highest in the 20-39 age bracket.

JOS asked if the proposed cuts to children and family centres were penny pinching? PM responded that the decision has not yet been made and is open to consultation for 10 weeks, but most families are now accessing services on line following the shifts in services that have been driven by the pandemic.

21.21 **Reports from Parish Councillors on Meetings attended since 11/02/21**

BREW Vision group had met on 09/03/21. Update later on the agenda.

Planning committee had met on 01/03/21. Minutes had been circulated.

SSALC/WSALC/CDALC Various -BR will give an update later on the agenda

Youth Club Meeting on 4/3/21 – RF attended – Club need more volunteers, they also need a new trustee, and hope to reopen once they are able to do so safely.

Village Hall – Hall is only used by the nursery at the moment, so not much to report.

21.22 **Finance**

21.22.1 The Chairman had previously agreed and signed the bank reconciliation.

21.22.2 The council received a statement of the current financial position and budget monitor. The council are now anticipating a modest budget surplus at year end and propose that this be allocated to the general reserve to supplement any shortfall in fundraising for the Christmas Lights.

21.22.3 The council received the list of payments made between 01/02/21 and 28/02/21 totalling £8189.58.

Council **RESOLVED** to ratify the bank reconciliation, finance reports and payment schedule.

21.23 **To Confirm that the council meets the qualifying criteria and adopt the General Power of Competence (GPC)**

The Clerk had successfully completed the CiLCA (Certificate in Local Council Administration) qualification and so the council now met the qualifying criteria for adopting the General Power of Competence (GPC), or power of first resort.

Council **CONFIRMED** that they met the conditions laid out in legislation under SI 2012 965 that:

(a) the number of members of the council that have been declared to be elected (3), whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;

(b) the clerk to the parish council holds—

(i) the Certificate in Local Council Administration;

(ii) the Certificate of Higher Education in Local Policy;

(iii) the Certificate of Higher Education in Local Council Administration; or

(iv) the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and

(c) the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph (b).

(2) For the purposes of this paragraph “relevant training” means training —

(a) in the exercise of the general power;

(b) provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time.

Council then **RESOLVED** to adopt the General Power of Competence with immediate effect.

Cllr Parker left the meeting at 19.41

21.24 CDC Revised Local Development Scheme and WSCC response to Link Road proposals

CDC had updated the Local Development Scheme and were now not anticipating that the local plan would be complete until July 2023. WSCC had also indicated to CDC that the land required for the southern link road would not be available until 2026 at the earliest. STT clarified that WSCC have agreed that the evidence points to the need for a southern link road if the local plan is to be delivered and have asked CDC to carry out a feasibility study on the suitability of a link road, including the use of compulsory purchase orders. PM added that the WSCC land for the link road is not currently available as it is held on a lifetime tenancy. There are still significant concerns at WSCC about what the impacts of a link road would be on traffic in the wider manhood road network.

Southern Water had sent a response to Earnley Parish Council advising that the sewage network in the area required significant upgrading and that the finance for this does not yet exist.

The Chairman outlined the risks the delay in the Local Plan would pose to the area in the interim, with three major housing developments either awaiting decisions from CDC planning officers or expected to be submitted. The Chairman proposed that a letter be written to the Secretary of State for Housing, Communities and Local Government, to be copied to our local MP, CDC and WSCC representatives outlining the scale of the issues and requesting a moratorium on all new development in the southern manhood until the Local Plan has been completed. The letter would also emphasise that the parish council are not NIMBY's and we have already accepted significantly more housing than what was allocated to us in the previous Local Plan.

GB suggested that we liaise with Earnley Parish Council to coordinate our responses and the content of the letter as they are working on a similar missive. The peninsula has already taken almost twice the amount of housing allocated in the original Local Plan.

JS – has ongoing concerns about the quality of the water and the constant discharge of raw sewage into Chichester Harbour. Can any more be done to move this forward? STT – Members were sent a copy of the response from Ofwat.

A member of the public added that more needed to be done as all of the parishes are experiencing the same issues and no progress is being made. Can an official investigation be launched into the actions of Southern Water to try and force a resolution?

Council **RESOLVED** to support the letter, with drafting of the content delegated to the Chairman and

Clerk.

21.25 **To note CDC beach management strategy 2021-26**

The Chairman advised the council that CDC had approved the beach management strategy for the area for the next five years. The policy remains to hold the existing line with beach recharge via imported shingle and aggregates, with ongoing maintenance to the groyne structures as required. No major new construction projects were planned within the five year cycle of the strategy.

RF – There is a triangle missing from the end of one of the groynes at the end of the twitten at the end of Kimbridge Road. Who should this be reported to? The Clerk advised that such issues should be reported to the District Coastal Engineer.

JOS – Added that the strategy was featured in the Chichester Observer this week.

PM - Added that the funding for the work was provided by the Environment Agency and match funded by WSCC.

*Council **NOTED** the Beach Management Strategy document.*

21.26 **Decision on responses to Booker Green ITT**

The results of the tender evaluation scoring had been circulated to all councillors – the BREW Vision working group did not feel that any had delivered a satisfactory proposal and so the group did not recommend appointing any of the respondents.

The group recommended that Terra Firma be asked to develop a more detailed concept that could then be progressed with local landscaping companies to deliver as this may give a more effective result.

The group also advised that the project budget may have to be increased and asked that council consider allocating more funds from ear marked reserves to cover this.

DH advised that he has made contact with a potential local contractor who he is meeting on site on 12/03/21.

JOS added that there is a time pressure to spend the money this year, which is driving the timescale on the project.

*Council **RESOLVED not** to proceed with any of the ITT responses and to approach Terra Firma to complete more detailed concepts as a part of their contract under the Vision.*

21.27 **Vision update**

Cllr Cox and Cllr Ford had updated the survey and produced a draft suite of promotional materials that had been circulated to all.

Cllr Ford was also intending to update the website once the print materials were completed.

The Clerk was in the process of receiving quotations for the printed materials and their distribution and had acquired a Royal Mail Business Reply Service licence for the pre-paid replies.

EC added that it would be helpful if councillors could identify key community groups, etc. that we can engage with to try and drive community involvement.

The Chairman recorded the thanks for the council to Cllrs Cox and Ford for all of their hard work on this project.

Council **AGREED** to proceed with the survey, mailing and other materials within the previously allocated BREW Vision budget.

21.28 **Cycleway update and to consider the request from Birdham PC to write a letter of support for the Birdham Greenway Cycle Route**

Council considered the request from Birdham Parish Council to support the proposed cycle route between Birdham and Chichester Canal. The Chairman reminded councillors of the GLAM (Green Links Across the Manhood) group and their proposed and adopted network of paths identified for the area and also highlighted the WSCC cycling strategy and priority routes.

Council agreed that the Birdham Route would be a good addition to the local network, but that delivery of the scheme must be in line with the priorities already clearly identified for the whole area unless Birdham intend to fund the route using parish council money only.

BR requested that the Clerk write to Birdham to request further details on how the funding for the route would be secured so that a view on supporting and promoting the route could then be taken.

Council instructed the Clerk too write to Birdham Parish Council requesting further information on anticipated funding sources for the route before we can offer our full support.

21.29 **To receive an update on the status of SSALC and provision of ongoing arrangements for advice and training services.**

The Chairman advised that SSALC (the Surrey and Sussex Association of Local Councils), the organisation that currently provides advice and training services for the parish council is being wound up at the end of March. SSALC was a joint body run by the West Sussex, East Sussex and Surrey Association of Local councils to pool resources and share costs. As a result, West Sussex Association of Local Councils is now looking at how it can make alternative arrangements to support the membership.

The current proposal from WSALC is for interim coverage to be provided for a period of 3-4 months by Mulberry & Co, who will provide back-room services (such as setting up and running the website, arranging training courses, collecting subscriptions, etc), with Trevor Leggo (former Chief Executive of SSALC) offering advice and support services to WSALC part time 2-3 days a week (he is already working two days a week for ESALC). There is not yet a defined offer and areas such as legal and HR advice are still to be sourced/confirmed. The hope is that within 3-4 months a more formal structure will be outlined and coverage will be provided at a similar level to before. The annual subscription costs will remain £1674 per year, of which £300 is the annual subscription to NALC (the National Association of Local Councils), with the remainder being the subscription to WSALC. A Parish Council can only be a member of NALC if they are a member of their county association.

The Clerk had investigated alternatives to accessing the services currently sourced via WSALC whilst the situation and extent of service is still uncertain. The Council could join the Hampshire Association of Local Councils (HALC) as a development partner for £800 per year. This would provide access to their advice service 7 days a week, including out of hours coverage, legal advice services (1 hour free advice when needed), HR services and access to their training and networking programme. The council would not be able to join NALC as we would not be members of the county association, however, the most valuable service NALC provide to the council is updates and legal topic notes on legislative changes. We can still access most of this information via the Society of Local Council Clerks, which we are also a member of.

The Clerk recommended that for the next 12 months we join HALC as a development partner, to be reviewed next year when a decision can be taken on whether it is then more appropriate to re-join WSALC.

Council **RESOLVED** to join HALC for 12 months as a development partner, to be reviewed at that point to see if it is then more appropriate to rejoin WSALC.

21.30 To approve installation of a security gate at Downview Hall

The council had received a request from the Girl Guides to install a gate on the side of Downview Hall to restrict access to the driveway, as they are experiencing issues with anti social behaviour. The gate would be security-style fencing, similar to the gate already situated at the bottom of the driveway but taller. Funding for the gate would be provided via a grant from the Woodger Trust.

RF – Where is the gate to be installed? JM from the guides confirmed that it would be on the side next to the front door.

BR – Asked if CCTV could be installed as he was concerned that the gate may just displace the issue to nearer to the front door.

JS – Agreed with BR that a gate may not deter young people, but CCTV would possibly be more effective.

Council **RESOLVED** to approve the installation, with all costs to be covered via a grant from the Woodger Trust.

THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD THURSDAY 8th APRIL 2021 AT 7PM VIA ZOOM.

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
21.16	Arrange for Alan Whitcher to complete relevant documentation and formally take his Declaration of Office.	CLERK
21.24	Clerk & Chair to draft letter to Secretary of State for Housing, Communities and Local Government requesting a moratorium on developments on the Manhood Peninsula until the Local Plan has been completed and adopted.	CLERK/CHAIR
21.25	Clerk to advise bidders that they have not been successful in Booker Green ITT and approach Terra Firma to provide more detailed concepts.	CLERK
21.27	Council to proceed with Vision consultation materials and door to door mailing, within the agreed project budget.	CLERK/CLLR FORD/CLLR COX
21.28	Clerk to write to Birdham Parish Council requesting further information on the proposed cycle route, how it will connect to the Witterings and how it will be funded.	CLERK
21.29	Clerk to advise WSALC that we will not be renewing our	CLERK

Minute number	Action	Person Responsible
	subscription for 2021-22, and subscribe to HALC as a development partner for the next financial year.	
21.30	Clerk to arrange with Guides/Woodger Trust for installation of the new gate at Downview Hall	CLERK