

<p style="text-align: center;"><b>All minutes are draft and subject to approval at the next meeting</b></p> <p style="text-align: center;"><b>CLYMPING PARISH COUNCIL</b></p> <p style="text-align: center;"><b>MINUTES OF THE MEETING OF THE COUNCIL</b></p>	
<b>Location</b>	Tuesday 23 <sup>rd</sup> September 2025 commencing at 7.30 pm at the Church Hall, Clymping
<b>Date/Time</b>	
<p><b>Present Cllrs:</b> Colin Humphris, (Chairman) Tim Hibbert, (Vice Chairman), David Miranda, Anne Miller, Henry Burrell, Jane Mules &amp; Des Johnston.</p> <p><b>Also Present:</b> Clerk Nadine Phibbs, District Councillor Amanda Worne &amp; County Councillor Jacky Pendleton &amp; five residents.</p>	
<b>Ref:</b>	<b>MINUTES</b>
084/25	<b>Welcome</b> – The Chairman welcomed all present to the Meeting of Council.
085/25	<b>Apologies for Absence</b> – There were no apologies.
086/25	<b>Declarations of Interest</b> – Councillor Henry Burrell declared an interest in agenda item 15, Clymping Beach.
087/25	<b>Matters of Urgency</b> - Not on the Agenda There were no matters of urgency.
088/25	<p><b>Public Opportunity</b> –</p> <p>A resident expressed positive feedback regarding the newly designed village news magazine.</p> <p>A resident raised the issue of speeding in Horsemere Green Lane and adjoining road and asked the Parish Council to consider an application for a 20mph zone.</p> <p>Councillor Colin Humphris explained that the Parish Council met with WSCC Highways to discuss this option; unfortunately, WSCC Highways do not favor this suggestion.</p> <p>A resident expressed the need for a Defibrillator (AED) to be installed in Wooldridge Walk, noting that his neighbors are supportive. The Clerk will explore this option and liaise with the residents.</p> <p>A resident raised the issue the Church Road Junction with Church Lane (road markings/signage) and that concerns have been raised that when approaching to turn into the Church Hall off Church Lane, the turning from the south at night, you cannot see the entrance. This is exacerbated when facing the headlights of oncoming traffic.</p> <p>It was noted that the Parish Council at their previous meeting had agreed to purchase appropriate signage that can highlight the entrance to the lane leading to the church and hall.</p> <p>It was agreed that the Clerk will determine the correct standard of signage and email the WSCC Area Highway Manager and Assistant Area Highways Manager (cc'ing County Councillor Jacky Pendleton) to seek permission to erect the signage on the green at the entrance to the church.</p>
089/25	<b>Minutes</b> – Minutes of the Full Council Meeting held on the 15 <sup>th</sup> July 2025 were confirmed and signed by the Chairman as a true record.
090/25	<b>Actions update from the last meeting</b> – There was nothing to mention.
091/25	<p><b>Vacancies for Councillors</b> - The Chairman advised the Council that there are currently one vacancy for a Councillor open for co-option and we have received one application. The Chairman welcomed Des Johnston (the applicant) to the meeting and asked him to make a short presentation about himself, his interest in the Parish Council and his reasons for wishing to become a Councillor.</p> <p>Following the presentation, Councillors were given the opportunity to ask any questions to the applicant.</p> <p>The result of the vote <b>RESOLVED</b> to co-opt Des Johnston to serve as a Councillor until the next ordinary election.</p> <p>Des Johnston read out his Declaration of Acceptance of Office and signed the declaration form along with the dispensation form for any matter relating to setting the precept. The Clerk issued the newly co-opted Councillor further documentation to complete and</p>

	return within 28 days, including Code of Conduct and Register of Interest.
092/25	<p><b>Comments from County and District Councillors</b></p> <p><b>County Councillor Jacky Pendleton reported:</b></p> <p>Currently liaising with the school in relation to the issues in Brookpit Lane.</p> <p>A completed Business Case has been developed in response to the Government's invitation for proposals on Local Government Reorganisation. This Business Case is being presented at council meetings across the county, including district and borough councils, throughout this week.</p> <p>At their meeting today (23rd), West Sussex County Council (WSCC) approved, and later ratified through Cabinet, a proposal for the creation of three Unitary Authorities for Sussex: West Sussex, East Sussex and Brighton &amp; Hove.</p> <p>In contrast, Arun District Council (ADC) is expected to approve an alternative proposal, recommending the establishment of four Unitary Authorities. This model would involve splitting West Sussex into two separate Unitary Authorities, rather than keeping it whole. Once the Government has reviewed and approved the preferred Unitary structure, the newly formed Unitary Authority or Authorities will begin engaging with Town and Parish Councils to shape the next stages of devolution and local governance.</p> <p>Link to the Shaping West Sussex Business Case  <a href="https://westsussex.moderngov.co.uk/documents/b13645/Item%205%20-%20Appendix%20A%20Shaping%20West%20Sussex%20Business%20Case%20Tuesday%2023-Sep-2025%2010.30%20County%20Council.pdf?T=9">https://westsussex.moderngov.co.uk/documents/b13645/Item%205%20-%20Appendix%20A%20Shaping%20West%20Sussex%20Business%20Case%20Tuesday%2023-Sep-2025%2010.30%20County%20Council.pdf?T=9</a></p> <p>County Councillors recently attended a productive meeting with the WSCC Highways Team. Regarding highways matters in Clymping, the current position of the Highways Team is mixed as follows:</p> <ul style="list-style-type: none"> <li>• The proposed village gateway signs at each end of Horsemere Green Lane (HGL), as well as the introduction of a 20mph speed limit for HGL and its adjoining roads, are not supported.</li> <li>• Maintenance works on Clymping Street, including the cutting back of overgrown verges and repainting of yellow lines, are scheduled to be carried out in early 2026.</li> <li>• The installation of "No Through Road" and "No Parking" signage is now progressing.</li> </ul> <p>The Parish Council proposed holding a Transport Working Group meeting with County Councillor Jacky Pendleton to discuss potential highways options before arranging a meeting with the WSCC Area Highway Manager.</p> <p><b>District Councillor Amanda Worne reported:</b></p> <p>It was reported that there are major gas infrastructure works planned in November 2025 and April 2026 that will result in temporary traffic lights in Burndell Road, and road closures Bilsham Road and Yapton Road, and further works at Comets Corner to Ancton Road, Middleton.</p> <p>ADC Consultation is still open with regards to cemeteries. The ADC Environment Committee will consider findings in January 2026.</p> <p>The ADC Environment Committee is currently compiling a report focused on maintaining and improving the cleanliness of our streets. This report is scheduled to be finalised and agreed upon in January 2026. Once approved, the report will be circulated to all Town and Parish Councils to provide clear guidance and include practical information outlining which authority is responsible for various types of environmental and street cleanliness issues, and how to report incidents such as littering, fly-tipping, overflowing bins, or graffiti.</p>
093/25	<p><b>Police Report Councillor Henry Burrell</b></p> <p>Any fly tipping incidents to be reported.</p> <p>A seminar was held early September on the issue of cyber security.</p> <p>There is advice regarding not tackling shop lifters and that such incidents should be reported to the retailer's personnel.</p> <p>There are a total of 63 new police recruits deployed across Sussex.</p> <p>Following the recent visit by travellers, the representative of Clymping Church Hall expressed concern, stating that he 'thought the Police could have been more helpful in view of the damage done and noted that they advised travellers' rights should be respected.</p>

094/25	<p><b>Planning</b></p> <p>a. <b>Applications</b> – There were no current applications.</p> <p>b. <b>To note comments submitted between meetings –</b></p> <p><b>CM/28/25/DOC</b> <i>Observations to be received 25<sup>th</sup> September 2025</i>  Approval of details reserved by condition imposed under reference CM/1/17/OUT relating to condition number 12 - Ecology Management &amp; Mitigation Plan.  Land West of Church Lane &amp; South of Horsemere Green Lane Climping – <b>No Objection</b></p> <p><b>F/22/25/NMA</b> <i>Observations to be received 25<sup>th</sup> September 2025</i>  Non-material amendment following the grant of F/4/20/OUT relating to the rewording of condition 17 (to allow the ecological protection and enhancement plan to be delivered in 2 parts, and to amend the trigger related to the submission and approval of the Bewick Swan mitigation from prior to commencement to prior to above slab level.  Land at Ford Airfield Ford – <b>No Objection</b></p> <p><b>F/16/24/RES</b> <i>Observations to be received 19<sup>th</sup> September 2025</i>  Description of Works: Approval of reserved matters following outline permission F/4/20/OUT for phase reserved matters 4 (south), for the erection of 357 No. residential dwellings plus associated roads, infrastructure, parking, landscaping, open space &amp; play areas and associated works. This application affects a Public Right of Way, may affect the setting of a Listed Building and falls within CIL Zone 1 (Ford strategic site - zero rated).  Land at Ford Airfield Ford – <b>No Objection</b></p> <p><b>WSSC/030/25</b> <i>Observations to be received 17<sup>th</sup> September 2025</i>  The construction of a new four-arm roundabout at Comet Corner junction of the A259 to connect to B2132 Yapton Road and Worms Lane, with improved bus connections, cycle and pedestrian facilities; and associated landscaping including widened embankments, drainage and ecological mitigation.  Junction of A259, B2132 and Worms Lane ("Comet Corner") – <b>Comment Submitted</b></p> <p><b>CM/27/25/NMA</b> <i>Observations to be received 12<sup>th</sup> September 2025</i>  Non material amendment following the grant of CM/48/21/RES for the alteration to certain detailed landscape plans under condition 1.  Land to the West of Church Lane and South of Horsemere Green Lane Climping – <b>No Objection</b></p> <p><b>CM/25/25/DOC</b> <i>Observations to be received 29<sup>th</sup> August 2025</i>  Approval of details reserved by condition imposed under reference CM/1/17/OUT relating to condition number 6 - Phasing Plan and Programme.  Land West of Church Lane &amp; South of Horsemere Green Lane Climping - <b>Objection</b></p> <p><b>LU/124/25/RES</b> <i>Observations to be received 14<sup>th</sup> August 2025</i>  Approval of reserved matters following outline consent LU/238/20/OUT for 60 No dwellings to include a multi functional gym building. This application is a Departure from the Development Plan, may affect a public footpath, lies within the parish of Climping and is in CIL Zone 3 and is CIL Liable as new dwellings.  Land west of Bridge Road Roundabout Littlehampton - <b>Objection</b></p> <p><b>CM/24/25/DOC</b> <i>Observations to be received 14<sup>th</sup> August 2025</i>  Approval of details reserved by condition imposed under reference CM/18/24/S73 relating to condition number 5 - sample panel of flint work.  Mead Cottage Climping Street Climping - <b>No Objection provided the proposal is approved by the Conservation Officer.</b></p> <p><b>CM/23/25/DOC</b> <i>Observations to be received 7<sup>th</sup> August 2025</i>  Approval of details reserved by condition imposed under CM/1/17/OUT relating to Condition 10 (iii) - location within site of the rising main and foul sewer pipes (including any additional Southern Water infrastructure).  Land to the West of Church Lane and South of Horsemere Green Lane Climping - <b>Objection</b></p> <p><b>F/20/25/DOC</b> <i>Observations to be received 31st July 2025</i>  Approval of details reserved by condition imposed under F/4/20/OUT relating to condition 17-Ecological Protection and Enhancement Plan.</p>
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	<p>Land at Ford Airfield Ford – <b>No Objection</b></p> <p>c. <b>Planning Working Group</b> –</p> <p>1. <b>Foreman Homes Development</b> - Foreman Homes' proposals for 300 homes remain to be finalised. A major issue is the lack of approved plans for surface water drainage and for the removal of sewage and the ADC discharged Condition 10 iii within CM/23/25/DOC. Council noted that, to facilitate temporary access to the site via Church Lane, several trees have been removed. This not only altered the street scene but also left the land vulnerable due to the increased ease of access—an issue which the Parish Council has brought to the attention of Foreman Homes.</p> <p>Council noted that a representative from Foreman Homes attended the Yapton, Ford &amp; Clymping Advisory Group meeting held on 4th September 2025.</p> <p>In light of ongoing uncertainties surrounding the development, it was agreed that the Parish Council will request a meeting with the representative from Foreman Homes. District Councillor Amanda Worne will also be invited to attend this meeting to discuss the current progress and future plans for the development.</p> <p>2. <b>Ford Airfield Development</b> – Councillors Colin Humphris &amp; Tim Hibbert attended the Community Liaison Group meeting on 22<sup>nd</sup> September. In relation to the drainage issues, there is still the need for more monitoring and ADC Drainage want the monitoring to have been carried out during Winter months to determine the type of drainage required.</p> <p>It was noted, that whilst the FP175 remains closed, however, as part of the construction management plan, the pathway is expected to be redirected in the next couple of weeks.</p> <p>3. <b>Rampion 2</b> – Further to the Secretary of State's Development Consent Order issued on 4th April 2025 for the Rampion 2 Offshore Windfarm, the Parish Council has been informed that a newsletter will be issued by Rampion 2 in the coming weeks.</p> <p>In light of this development, the Parish Council wishes to reaffirm its commitment to representing the interests of the village. We will continue to press Rampion 2 for a site meeting at the earliest opportunity. The Parish Councils aim is to address and mitigate the negative impacts of the development on the village and its residents, and to ensure that Rampion 2 makes a meaningful and positive contribution to the local community and environment.</p> <p>4. <b>Ford, Yapton and Clymping Advisory Group</b> – Meeting held 4<sup>th</sup> September. Details of the meeting are noted under minute item 094/25, 1 Foreman Homes.</p>
095/25	<p><b>Transport Working Group</b> No meeting held</p> <p>1. <b>Upgrade Horsemere Green Lane/ Church Lane Clymping</b> – Councillors Colin Humphris &amp; Tim Hibbert met with WSCC 24<sup>th</sup> June to look at a number of matters including: Speed Limit Reduction in Horsemere Green Lane and Gateway signs at each end of Horsemere Green Lane. As reported by County Councillor Jacky Pendleton minute item 092/25, neither suggestion was favored by WSCC.</p>
096/25	<p><b>Environment Working Group (EWG)</b> – Meeting held 18<sup>th</sup> September</p> <p>1. <b>HGL Pond</b> – A quotation to complete the desilting work has been requested for consideration at a future Full Council Meeting.</p> <p>2. <b>HGL Meadow</b> - Following the disappointing meadow season, it was agreed to arrange a meeting with John Brown to formalise a more productive works schedule for 2026. Reference to the fencing, it was agreed that the removal of the pondside fencing was a big improvement. There is a need to replace some fence posts on the meadow side. Councillor Colin Humphris will raise this with John Brown to seek a quote for the most appropriate way forward.</p> <p>3. <b>Southern Water materials in Climping Street</b> – The Council noted that, following recent works, Southern Water has left various materials on Climping Street. Although the Clerk has reported this issue to Southern Water, the materials remain on site. County Councillor Jacky Pendleton has agreed to liaise with the West Sussex County Council (WSCC) Licensing Team to address the matter.</p> <p>4. <b>Community Projects</b> - Council will consider community projects for proposal to Rampion 2.</p>

	<p>5. <b>Climping Street 'pollinator pathway' community partnership project</b> – Residents in Climping Street are keen to undertake work on the verges in the street to improve access for pedestrians by managing overgrowth, the appearance and more diverse natural habitats. Encouraging discussions have been held with Community Support officer but the questions of liability insurance and management of any roadside works have been raised.</p> <p>Council noted that for insurance purposes, it is necessary that this would be a Parish Council lead project and in the first instance, the Parish Council will liaise with WSCC. The above was <b>RESOLVED</b> by Full Council.</p>
097/25	<p><b>Community Working Group</b> – Councillor Jane Mules</p> <p>1. <b>Clymping Village News &amp; Parish Council Facebook page update.</b> The Emergency Plan is now complete and is available on the website.</p> <p>2. <b>Proposal:</b></p> <p><b>Leaflet</b> - A leaflet for resident to advise them what to do in case of a village emergency will be produced at a cost of £330 – Approved.</p> <p><b>Clymping Village News</b> – going forward with the new design, Council agreed for an annual budget of £1600 to be included in the Precept.</p> <p>The above was <b>RESOLVED</b> by Full Council.</p>
098/25	<p><b>Clymping Beach</b> –</p> <p>Councillors Colin Humphris and Tim Hibbert attended a Zoom meeting with the Environment Agency (EA) on 12th September to discuss the ongoing evolution of the beach and the potential for a community meeting in the autumn.</p> <p>The EA agreed that updating the geomorphological report at the ten-year milestone of the current study—due in three years—would be a sensible step. So far, the beach's changes have closely followed predictions: rapid erosion occurs when specific coastal defences are fully removed, followed by a slowdown that keeps changes within the projected 10-year range.</p> <p>The Parish Council has initiated a beach survey as part of its review process. Although the survey response was limited, the feedback provided valuable insights, with several concerns directly relating to the EA's management.</p> <p>The Parish Council intends to organise a community meeting and hopes the EA will be able to attend to discuss findings and address residents' concerns.</p>
099/25	<p><b>Parish Council Representative for Clymping Village Hall Committee</b> - Councillor Anne Miller</p> <p>The kitchen refurbishment is now complete and fully functional.</p> <p>Necessary work has also been carried out on the septic tank.</p> <p>There appears to be an issue with the drains at the rear of the hall. The hall is currently in the process of obtaining quotations for the required work.</p> <p>It has also been noted that there are some broken roof tiles that will need attention.</p> <p>The annual inspection of the play area is scheduled to take place in the coming weeks.</p> <p>Applications for funding have been submitted for the installation of solar panels and a grant for 500 litres of free oil. However, no response has been received to date.</p> <p>Hall bookings continue to be strong.</p> <p>Upcoming events include: Quiz Night – 2nd October &amp; Winter Dinner &amp; Dance – 29th November</p>
100/25	<p><b>Devolution Working Group</b> – Update from WSCC &amp; ADC regarding Devolution and Local Government Reorganisation (LGR)</p> <p>Completed Business case in response to the Government's invitation on local government reorganisation that will be presented at council meetings across the county, districts, and boroughs this week.</p> <p>Link to the Shaping West Sussex Business Case</p> <p><a href="https://westsussex.moderngov.co.uk/documents/b13645/Item%205%20-%20Appendix%20A%20Shaping%20West%20Sussex%20Business%20Case%20Tuesday%2023-Sep-2025%2010.30%20County%20Council.pdf?T=9">https://westsussex.moderngov.co.uk/documents/b13645/Item%205%20-%20Appendix%20A%20Shaping%20West%20Sussex%20Business%20Case%20Tuesday%2023-Sep-2025%2010.30%20County%20Council.pdf?T=9</a></p>

101/25	<p><b>Finance</b></p> <p>1. <b>Payments</b> – To note that the balance at the bank at 30<sup>th</sup> August 2025 was £76615.74. To approve the following payments (<i>known to date</i>):</p> <table> <tr> <td>Clear Computing</td><td>Monthly Mailbox July</td><td>£28.80 (inc £4.80 vat)</td></tr> <tr> <td>Clear Computing</td><td>Annual Microsoft</td><td>£102.00 (inc £17.00 vat)</td></tr> <tr> <td>4Sight Vision</td><td>Grant Awarded</td><td>£250.00</td></tr> <tr> <td>Moore</td><td>External Audit fees</td><td>£252.00 (inc £42.00)</td></tr> <tr> <td>Primavera</td><td>Ground works</td><td>£288.00 (inc £48.00 vat)</td></tr> <tr> <td>Clear Computing</td><td>Monthly Mailbox August</td><td>£28.80 (inc £4.80 vat)</td></tr> <tr> <td>WSCC</td><td>Salary July</td><td>£510.13</td></tr> <tr> <td>Primavera</td><td>Ground works</td><td>£264.00 (inc £44.00 vat)</td></tr> <tr> <td>Luna Lucia</td><td>Village News/Template</td><td>£350.00</td></tr> <tr> <td>WSCC</td><td>Salary August</td><td>£601.78</td></tr> <tr> <td>Clear Computing</td><td>Monthly Mailbox September</td><td>£28.80 (inc £4.80 vat)</td></tr> <tr> <td>ADC</td><td>CVN Printing</td><td>£405.00</td></tr> <tr> <td>Sign of the Times</td><td>HGL Pond signage</td><td>£823.30 (inc £137.22)</td></tr> </table> <p>2. <b>Annual Accounts &amp; External Audit 2024 – 2025</b> – The Clerk advised Council that the External Audit 2024 - 2025 has been signed off and returned with a couple of comments, no errors or recommendations. The notice of Conclusion is available on the parish council website and noticeboard.</p> <p>3. <b>2025-26 National Salary Award</b> - Council noted that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2025 -26 to be implemented from 1 April 2025. The new pay scales will be backdated from 1<sup>st</sup> April 2025.</p> <p>4. <b>Grant Application</b> - St Mary at Clymping Church Hall to upgrade the main entrance gate to improve the security. Council approved a grant of 50% of the overall cost up to the sum of £2500.</p> <p>The above was <b>RESOLVED</b> by Full Council.</p>		Clear Computing	Monthly Mailbox July	£28.80 (inc £4.80 vat)	Clear Computing	Annual Microsoft	£102.00 (inc £17.00 vat)	4Sight Vision	Grant Awarded	£250.00	Moore	External Audit fees	£252.00 (inc £42.00)	Primavera	Ground works	£288.00 (inc £48.00 vat)	Clear Computing	Monthly Mailbox August	£28.80 (inc £4.80 vat)	WSCC	Salary July	£510.13	Primavera	Ground works	£264.00 (inc £44.00 vat)	Luna Lucia	Village News/Template	£350.00	WSCC	Salary August	£601.78	Clear Computing	Monthly Mailbox September	£28.80 (inc £4.80 vat)	ADC	CVN Printing	£405.00	Sign of the Times	HGL Pond signage	£823.30 (inc £137.22)
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102/25	<p><b>Next Scheduled Meeting of Council</b> – Full Council Meeting, Tuesday 25<sup>th</sup> November 2025 commencing at 7.30pm at the Church Hall. Details can be found on our Parish Council website for the Agenda which is published 3 days prior to the Meeting <a href="http://www.clymping.org.uk/">http://www.clymping.org.uk/</a>.</p>																																								
103/25	<p><b>Close of meeting:</b> The Chairman declared the meeting closed at 9.05pm.</p>																																								
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