

All minutes are draft and subject to approval at the next meeting

FERRING PARISH COUNCIL

1 Elm Park, Ferring, West Sussex BN12 5RN
Tel: 01903 249449 Email: parishoffice@ferringparishcouncil.org.uk

Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 15th March 2021** as virtual meeting using the Zoom Platform. The meeting commenced at 7.40pm.

Present:

Parish Councillors: Councillor Stephen Abbott (Chairman), Councillors, Peter Coe, Terry Jackson, John Tero, Carole Robertson, Alex Juniper, Ruth Arnold, Clare Royal & Roger Elkins.

West Sussex County Councillor: Councillor Roger Elkins

Arun District Councillors: Councillor Roger Elkins & Colin Oliver-Redgate

Residents: There were three residents in attendance

Councillor Stephen Abbott, Chairman welcomed all present to the meeting and commenced the formal proceedings.

01-03-2021 Apologies for absence

Apologies were received from Councillors Elizabeth Perry. The apologies were accepted.

02-03-2021 Declarations of interest

Councillor Carole Robertson declared an interest in agenda item 19.

Councillor Terry Jackson declared an interest in agenda item 20.

03-03-2021 Public Questions

A resident asked in relation to the summer Fair. The resident was advised to contact the Clerk direct.

04-03-2021 Minutes of the Full Council Meeting held on Monday 25th January 2021

The Minutes of the Full Council Meeting held on Monday 25th January 2021 was approved by Council with the below amendment and signed by the Chairman presiding as a correct record. Minute item 11-01-2021 WSCC County Councillor Roger Elkins advised the following, in the last paragraph it reads: ending the community highways scheme; reduction in public transport. Councillor Roger Elkins advised that this is not the case and both have been included in the budget.

05-03-2021 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, no meeting held

The Clerk has made Councillors aware of an issue at the allotment site. The annual invoices to the allotment holders will include a reminder of the covid rules and some of the T&C's and the notice on the allotment gates will be renewed.

b) Highways & Community, Meeting held 8th February

Councillor Peter Coe advised the following:

TRO/TTRO update. The TRO is included in the 2021 - 2022 TRO programme and therefore advertising costs come from the 2021 – 2022 budget. Instructions are being prepared for the legal officer in order to advertise by the end of the month, before restrictions on commencing statutory consultations, in the lead up to county council elections applies.

All minutes are draft and subject to approval at the next meeting

Subject to there being no unresolvable objections, the waiting prohibitions should be implemented in time for the start of the summer. It will not be possible to introduce the TRO by Easter. Any parking issues will have to be managed with No Waiting cones, as last year.

Onslow Drive. There have been a growing number of complaints from residents in and around Onslow Drive relating to the damage caused by deliveries to the caravan park and potentially from other large vehicles. This is frequently repaired by WSCC; however, the visual impact of the damage is not acceptable. A previous approach from the Parish Office to resolve with hard surfacing was rejected by WSCC.

Councillor Roger Elkins advised that there is no WSCC budget or policy to harden grass verges. It was agreed that the Parish Council will write to WSCC raising their concerns.

Rife Way Refuge. WSCC have identified underground cables along with a junction box and lamp column where the planned work will take place and these will need relocating. They are currently costing and timetabling the work and are considering carrying out the works in late May/Early June, subject to approvals and road space being booked. There is no firm timetable yet.

The plan does show the removal of a large silver birch but does not show any consideration of replacement planting. This is likely to become a point of contention for the community and it may be there is an opportunity to work with WSCC for a planting scheme on the corner to improve the visual impacts.

Councillor Terry Jackson referred to the Highways & Community Committee meeting minutes from 8th February where it states 'FRSA Decembers Minutes, it is stated that the committee has agreed the wording of New Village Signs. FPC has no knowledge of this and can FRSA please inform us of the wording and potential locations and whether WSCC have been consulted on the legitimacy of the signs if they are on public highways' and if there is a need for an agreement that any proposed signage must be discussed with FPC.

Councillor Peter Coe advised that to date he has not received a reply from FRSA.

c. Neighbourhood Plan Implementation (including CRTBO's) Committee, Meeting held 15th February

Councillor Peter Coe advised the following:

Neighbourhood Plan Revision. The revision has previously been circulated by Councillor Peter Coe and he would welcome any comments on the policies circulated prior to next NPPI meeting. There is a need to resolve a number of key issues through early engagement with the community and with ADC:

CRTBOs. All are linked to provide a new community hub on the Glebelands site and the viability hinges on the development of the Village Hall and allotment sites. The Trustees decision to withdraw support goes against the wishes of the residents that voted for CRTBO2 and has impacts on the ability to deliver the original housing allocation.

Housing Allocation. We are being required to identify at least 25 dwellings in addition to those in the current Neighbourhood Plan on sites in the village. This does not include small site windfalls. There were 26 dwelling identified on the site of Benton Weatherstone, which we need to argue have been met through windfall as ADC appear to have changed the requirements/acceptance of windfalls midterm. It is difficult, if not impossible to see how we can achieve these targets within the BUAB on sites >5 dwellings. Note also that if we achieve the 25 dwellings, we will be pushed for more as it is an at least and not an absolute figure. Direction from ADC is to identify plots to accommodate the uplift and reserve sites in event of Government direction adding to burden at end of year! If we do not have a plan to deliver these allocations, and particular an identified three-year housing supply, the revised plan is at risk of not passing examination and strategic policy being imposed by ADC.

All minutes are draft and subject to approval at the next meeting

Raises question on “What If” scenario of not finding suitable locations within the BUAB (as generally Windfalls not included as already estimated) and need to have clear discussions on how this is addressed with ADC through allowing windfalls and improved understanding of Ferring’s situation. It was considered that we really need a 1 to 1 discussion with a planning professional to resolve a number of issues and ensure that ADC planning fully understand the Ferring position.

Councillor Carole Robertson empathized with the difficulties and advised that she had similar conversations with ADC when producing the original Neighbourhood Plan.

Councillor Roger Elkins advised that the local authority is under the same pressures as FPC.

Green Park. Pressure is likely to come to develop Green Park. It is in the HELAA as developable and Persimmon have declared an intent to submit a planning application in 2022. This site was proposed in the early stages of the current NDP but then withdrawn following public consultation. There is a significant risk that ADC would permit development and as it is not declared in our NDP would not count towards our allocation.

A paper on the Housing allocation and Green Park is being finalised for comment.

ADC Update. Still waiting for the guidance note. Informed it will essentially require that the housing figures in the current adopted plan are to be tested in step with Strategic Policy. Also informed that once the ADC Local Plan is published, likely late 2023, NDPs will essentially be out of date where they conflict with ADC Policies and therefore need to remain aware of changes in the current ADC process!

CIL Update. Trajectory is aligned with HELAA data. Payment letter due end of this month and we do have a payment. Time limit of 5 years to Spend funding otherwise reverts to ADC. ADC have Infra delivery plan which will be circulated for consultation between March and May. Need to identify any projects for 2022 - 2025 that require funding at District level (if any). Bids will be scored and need to be costed. Relatively open guidelines for Parish Level spending on infrastructure.

Councillors have received a copy of the article for the ‘all about ferring’ magazine. If there are any comments, please forward to Councillor Peter Coe.

d. Planning Committee, Meeting’s 1st & 15th March

Councillor Stephen Abbott advised the following:

Persimmon's application AWDM/1264/20 for the large development on the Chatsmore Farm (Northern Gap) site has been unanimously refused by Worthing Planning Committee in accordance with Officers recommendations.

Councillor Roger Elkins attended an ADC Planning Policy Meeting where he highlighted the importance of designated Local Green Spaces and to include this in the NP revision.

e. Communications Working Group, no meeting held

The Clerk advised that there was nothing to report at this time.

f. Finance & General Purposes Meeting held 1st March

Councillor Terry Jackson thanks Councillor Clare Royal for Chairing the meeting in his absence.

Councillors have received a copy of the minutes and there are just the income & expenditure to approve.

- a) Schedule of payments for December 2020 & January 2021 - approved

The above was **RESOLVED** by Full Council

All minutes are draft and subject to approval at the next meeting

06-03-2021 FPC Committee Structure – to consider committee members

The Clerk advised that prior to this evenings meeting, Councillor Stephen Abbott has expressed an interest in becoming a member of the Environment Committee & Councillor Alex Juniper has expressed an interest in becoming a member of the Environment & Personnel Committees. The updated structure will be circulated.

If any other Councillors would like to become members of any Committees, please advise the Clerk.

07-03-2021 Annual Parish Meeting – To consider format as recommended by F&GP

Council took the decision a couple of years to make the annual meeting of the council a standalone meeting on a Saturday morning.

Due to the current situation, it is unlikely that we will be able to arrange such an event

In the past this meeting was before the Annual Statutory Council Meeting and included the format of, Chairman's report, Brief annual reports from District/County Councillors & Question time.

The Clerk advised that whilst meeting formats are uncertain due to Covid-19, she would suggest that the Annual Parish Meeting will still be requirement on the council's calendar.

The Clerk therefore recommends that FPC revert back to the format as outlined above and takes place at 7.00pm Monday 24th May 2021.

Councillor Stephen Abbott acknowledged that the Annual Statutory Meeting is scheduled for 24th May which falls out of the 'The Local Authorities and Police and Crime Panels

(Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020' that are currently enacted for Meetings on and up to 7th May 2021 and suggest that the Annual Parish Meeting could be held later in the year.

After a lengthy discussion, there was a proposal that was supported by Council that the Annual Parish Meeting & Annual Statutory Meeting could be brought forward to early May in line with the regulations for remote meetings.

The Clerk will look at dates for early May Meetings and circulate an email to Councillors.

08-03-2021 Christmas Event 2021

The Clerk advised that whilst the 2020 event could not go head, the Christmas lights at the village green were switched on over the Christmas/New Year period.

When the Contractor was installing more lights, it was noticed that some of the strings were not working but as they thread to another line of strings therefore cannot be removed. The lights will be removed and the lines checked individually at a cost of £200. A further quotation can then be provided to install all the functioning lights and any additional lights.

09-03-2021 Maintenance works within the village

It was acknowledged that unfortunately the appointed candidate as the FPC Maintenance Person is longer able to commit to the role. It was unanimously agreed to offer the role to another candidate. The Clerk advised that this candidate has provided a revised quotation for the quarterly maintenance programme to include public liability. The Clerk will make to necessary arrangements

The above was **RESOLVED** by Full Council.

10-03-2021 The Glebelands Opportunity – Councillor Terry Jackson

Councillor Terry Jackson advised that WSCC has not responded to the letter sent in September 2020 and that he feels that the Parish Council needs to be more proactive.

It was agreed to write to WSCC emphasizing the option of leasing the Glebelands and request that WSCC respond at their earliest convenience.

Councillor Roger Elkins will be asked to chase the response if it was felt necessary.

All minutes are draft and subject to approval at the next meeting

It was also agreed to make preliminary enquiries in relation to legal advice. It was suggested that ADC may be able to provide some advice.

The above was **RESOLVED** by Full Council.

Due to Councillor Roger Elkins needing to leave the meeting at 9.00pm, Councillors agreed to move agenda item 16 forward.

16-03-2021 Reports from District and County Councillors

Arun District Councillor Colin Oliver-Redgate advised the following:

- Acknowledged the good work by FPC & he continues to attend to enquires from local residents.
- Chatsmore Planning Application refusal was a good result.

Arun District Councillor Roger Elkins advised the following:

- There was nothing to report.

WSSC County Councillor Roger Elkins advised the following:

- The waste sites have been very popular and there are plans to bring the summer opening times forward and introduce a booking system.
- There will be a WSSC Consultation to redesign the early help services providing assistance to families and young people.
- The budget for 2021 - 2022 has been agreed which a large proportion of the increase being allocated to Social Care.

Councillor Roger Elkins left the meeting at 9.00pm.

11-03-2021 Meeting held with ADC 5th March – Outcome of the meeting

The Clerk has circulated her notes from the meeting to all Councillors.

Glebelands Grounds ADC Agreement. in summary, ADC will be issuing a draft lease agreement for the Tennis courts and an MOU for the ground's maintenance.

Glebelands parking proposal. in summary ADC are supportive, have gone away to clarify a number of issues. There is work we need to do when we get those responses to refine the plan and design before we can start to develop a costed plan.

Councillor Terry Jackson suggested that as this is now a standalone project away from the CRTBO, there may be a need to justify the need for a car park at this location and a full consultation with the residents. He went onto say that a car park at this location was discussed back in 2009 and dismissed as it was felt it was not a feasible project.

Councillor Terry Jackson left the meeting at 9.15pm.

12-03-2021 West Sussex Association of Local Councils (WSALC)

Since the circulation of the latest information, the Clerk can advise that WSALC has elected new Board Members and the SSALC CEO has been retained & Mulberry & Co will remain as the service provider.

The Subscription invoice has been issued to FPC with a 10% discount. There is no further action required.

13-03-2021 Submission Draft Worthing Local Plan Consultation (January 2021)

Council **RESOLVED** not to make any comments.

All minutes are draft and subject to approval at the next meeting

14-03-2021 Camping and Glamping Technical Advice Note (TAN) Consultation

This was considered at the Planning & Licensing Committee Meeting 1st March with no particular comments to be made.

Council **RESOLVED** not to make any comments.

15-03-2021 Parking Supplementary Planning Document (SPD) Consultation

This was considered at the Planning & Licensing Committee Meeting 1st March with no particular comments to be made.

Council **RESOLVED** not to make any comments

17-03-2021 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.

Councillor Stephen Abbott advised that he has emailed Councillors Peter Coe & Clare Royal and the Clerk in relation to considering what steps need to be taken regarding Administrative Assistant's return to office working after 12th April and to what extent the office can then re-open following the latest guidance / risk assessment.

Councillors Peter Coe & Clare Royal and the Clerk will discuss and advise Councillors via email.

The Council noted this information.

18-03-2021 Exclusion of the Public and The Press

The Committee, Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Resolved that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

19-03-2021 Letter received from Director of the Glebelands Centre

Councillors acknowledged the contents of the letter and referred back to minute item 10-03-2021, The Glebelands Opportunity and that FPC resolved to write to WSCC and to make preliminary enquiries in relation to legal advice.

The discussion continued with regards to other considerations including purchasing/leasing options, Legal advice including potential liability on Councillors if landlords or directors, lease contents and partnership with local groups/organisations.

In terms of legal advice, it was suggested that SALC may be able to provide specialist knowledge and Councillors could consider any specific questions to put forward to a legal advisor.

20-03-2021 Office Employment Contracts – annual leave

The Clerk's holiday entitlement was reviewed and agreed.

21-03-2021 Vineyard application – Response from ADC

Councillors acknowledged the outcome as per the ADC report. There is no further action required.

The next meeting date is Monday 26th April 2021 (TBC)

The Chairman closed the meeting at 9.55pm

Mrs Nadine Phibbs
Clerk to Ferring Parish Council