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 21st October 2019** at Village Hall. The meeting commenced at 7.30pm.

Present:
Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors, Ruth Sims, Clare Royal, Lesley Young, Peter Coe & Roger Elkins.

West Sussex County Councillor: Councillor Roger Elkins
Arun District Councillors: Councillors Roger Elkins & Colin Oliver-Redgate
Residents: One resident in attendance

The Chairman, Councillor Carole Robertson welcomed all present to the meeting and commenced the formal proceedings.

01-10-2019 Apologies for absence
Apologies were received from Councillor Terry Jackson.
The apology was accepted.

02-10-2019 Declarations of interest
There were no declarations of interest.

03-10-2019 Public Questions
There were no public questions

04-10-2019 Minutes of the Council Meeting held on Monday 2nd September 2019
The Minutes of the Full Council Meeting held on Monday 2nd September 2019 were approved by Council and signed by the Chairman presiding as a correct record.

05-10-2019 Councillor Vacancies
The Chairman advised the Council that there are currently four vacancies for Councillors and we have received three applications. The Chairman welcomed Sally Crathern, Elizabeth Perry & John Tero (the applicants) to the meeting and asked them to make a short presentation about themselves, their interests in the Parish Council and their reasons for wishing to become a Councillor. Following the presentations, Councillors were given the opportunity to ask any questions to both applicants.

The result of the ballot **RESOLVED** to co-opt Sally Crathern, Elizabeth Perry & John Tero to serve as Councillors until the next ordinary election.

Sally Crathern, Elizabeth Perry & John Tero read out their Declaration of Acceptance of Office, signed the declaration form and the Code of Conduct undertaking and joined the meeting. In addition Sally Crathern, Elizabeth Perry & John Tero signed a request for dispensation to take part in discussion of, and vote on, any matter relating to setting the precept.

06-10-2019 To receive and consider reports from Committees including the authorisation of orders for payment:

a) **Environment, Footpaths and Amenities, Meeting held on 23rd September**
Councillor Stephen Abbott advised the following:
Village Green Frontage (ADC works): Councillor Stephen Abbott advised that he is yet to meet with the ADC Parks Department, however it was advised that ADC has agreed to carry out the following: the soil to be levelled, extend knee rail and tidy up weeds and supply bulbs. The area behind the boat up to the toilets is proposed to be planted with shrubs and bulbs.
Overgrown Trees North of Warren Pond: The Conservation Group had reported that there are two overgrown trees north of the pond. It has been confirmed that this is not the Parish Council land. However, after a brief inspection, it was suggested that the trees are not overgrown but the smaller tree would benefit from the lower twig like branches being cut. It was suggested that this could be done at the annual clearance on 9th November.

b) **Highways & Community, meeting held 27th August**
In the absence of Councillor Terry Jackson, the Clerk advised that there was nothing to advise.

c) **Neighbourhood Plan Implementation (including CRTBO's) Committee, Meeting held on 30th September**
Councillor Carole Robertson advised that there was no further update since the meeting on 30th September.
Chatsmore Farm development: It was acknowledged that Persimmon Homes are proposing to build 465 dwellings on the northern gap as part of the Chatsmore Farm development. A Public Consultation organised by Pegasus Group was held on 7th October.

d) **Planning Committee, Meetings held 7th & 21st October**
Councillor Stephen Abbott reported the following:
Update on Planning Objections
FG/74/19/PL, Highdown Industrial Park Littlehampton Road, 2 No. commercial B1/B8 use buildings with associated car parking, access & refuse storage, this application is a Departure from the Development Plan. This application was recommended by ADC officers for approval but was refused at Development Control.
K/16/19/PL, four bedroom dwelling, at The New Stables, Kingston has been refused.

e) **Finance & General Purposes**
Councillor Lesley Young presented the minutes of the meeting held on 7th October.
The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** August *(attached for approval)*
- **Skip hire for Warren Pond clearance** – it was agreed to hire a small skip at a cost of £90.
- **Village Green Tree cutting** – It was agreed to go ahead with the tree cutting at £160.
- **Village green frontage** - A request for a financial contribution to ADC for works to be carried out – It was agreed to offer a contribution of £500.
- **Repair to Parish Office Noticeboard** – It was agreed to the quotation of £100.

The above was **RESOLVED** by Full Council

07-10-2019 Reports from District and County Councillors
Arun District Councillor Roger Elkins advised the following:

- ADC acknowledge that Persimmon Homes are proposing to build 465 dwellings on the northern gap as part of the Chatsmore Farm development and that a Public Consultation organised by Pegasus Group was held on 7th October.

Arun District Councillor Colin Oliver-Redgate advised the following:

- Has attended the Public Consultation organised by Pegasus Group held on 7th October to view the plans for Chatsmore Farm development.
- At a recent ADC Full Council Meeting, he raised his concerns regarding the roll out of 5G. This will be an item on the next ADC Full Council agenda.

WSCC County Councillor Roger Elkins advised the following:

- The WSCC Governance Committee Working Group survey on the areas Joint Arun Area Committees (CLC) meeting was closed for comment in August.
- Councillor Roger Elkins thanked Councillor Peter Coe for formulating the FPC response to the WSCC Electric Vehicle Strategy Consultation.
- WSCC in association with SALC are offering local groups/communities to get involved with local issues to help improve local places and spaces.
- Councillor Paul Marshall is the new Leader of WSCC.
- WSCC are running a Transport for South East Consultation for members of the public to give their views on how transport should be in the future. The Consultation is available on the WSCC website and there is an event in Brighton on 23rd October.
- The WSCC Environment Select Committee has suggested that their preferred route for the A27 is the Bearsted route.

08-10-2019 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

There was nothing to mention.

09-10-2019 Neighbourhood Plan Review – Summary of Progress

Councillors will recall that there is a requirement to review the Neighbourhood Plan every five years with the first review is due December 2019.

Councillor Peter Coe is heading the Neighbourhood Plan Review Group and has provided the following:

Background. *Following advice from Donna Moles (Senior Planning Officer at ADC), the review was focused on the policies and monitoring framework to see how effective it has been since the plan was published. It was also confirmed that if the plan was rewritten it would need a new referendum.*

Approach. *In preparation for the working group an initial desktop review was undertaken, and an approach developed to look at the three distinct areas within the report:*

> ***Stage 1.*** *Review the Land Use Policies and their ongoing relevance, the existing monitoring framework and any progress or achievements over the past 5 years.*
>
> ***Stage 2.*** *Review the proposals made in the plan and update progress and/or any related issues.*
>
> ***Stage 3.*** *To refine the strategic objectives and measures to determine the original baseline, identify achievable targets and identify suitable measures of success.*

Review Meeting. *A decision was taken to address each area in turn and that the focus of the first meeting would be a review of the Land Use Policies which was carried out on the 5th September by Councillors Coe, Abbott and Jackson.*

Findings. *The findings of the review of the Land Use Polices have been circulated to all council members with the key issues being:*

Policies are being used to support objections to development where they do not comply with the neighbourhood plan.
The aims of the CRTBOs remain valid, however the ability to achieve them as originally planned is in doubt.
Whilst some of the policies relating to development North of Littlehampton Road are achieving the aims, others ae not being fully enforced, particularly "Exceptional Circumstances" in respect of demonstration that alternative locations are not available for development.
Additional Local Green spaces have been identified and should be added to the proposals map (Pantiles, Warren Pond and East Side of the Rife nature area).
Several small amendments to the text of the plan to reflect current situation.

***Next Steps**. Approval of the findings of the review of the Land Use Policies.*

***Further Work**. Review of Proposals and Strategic Objectives at date to be decided in October and/or November.*

It was agreed that the review of the Neighbourhood Plan will be submitted to ADC by December. The strategy will be finalised at a later date.

10-10-2019 Annual Return for the year-ending 31st March 2019
The Clerk advised that the External Audit and the accompanying Risk Assessment Project File has been returned to the Parish Office with no errors, comments or recommendations.

The Council gave their appreciation to the Clerk and she was thanked for all her efforts.

11-10-2019 The Glebelands Opportunity
In the absence of Councillor Terry Jackson, the Clerk advised that there was nothing to advise. Councillors Stephen Abbott & Peter Coe agreed and advised that the project is ongoing.

12-10-2019 Office Equipment
A summary of the quotations has been previously circulated to Councillors and it is evident that both providers could meet our IT requirements.

It was unanimously agreed to instruct Clear Computing to provide the new IT equipment.

The above was **RESOLVED** by Full Council

Councillor Terry Jackson was thanked for his time spent researching this project.

13-10-2019 Parish Flyer Distribution
The Clerk has previously circulated a paper explaining that for a number of years the Parish Council has used M&D Services to distribute the parish flyer.

However, M&D Services has advised that from January 2020, they will no longer be able to deliver the flyer.

M&D Services has supplied details of another local distributor known as foot soldiers who also deliver flyers for ADC, and a couple of Parish Councils (Climping and Kingston).

The Clerk's recommendation to ask that foot soldiers to become our parish flyer distributor.

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

The above was **RESOLVED** by Full Council

14-10-2019 Warden/Community Officer
In view of the changes to the way that Police Community Support Officers (PCSOs) will be allocated and deployed from 4th November, it was unanimously agreed to defer this item to the next Full Council meeting on 2nd December.

15-10-2019 Highways & Community Committee Speeding Issues
Councillor Peter Coe provided an overview of the Measures to reduce speeding Proposal that has previously been circulated to Councillors.

It was unanimously agreed to pursue with the purchase of the vehicle activated signage from Swarco.

The above was **RESOLVED** by Full Council

Councillor Peter Coe was thanked for his time spent researching this project.

16-10-2019 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda
As agreed under minute item 14-10-2019 above, Warden/Community Officer will be an item on the next agenda.

The Council noted this information.

17-10-2019 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.

18-10-2019 Personnel Sub-Committee – Parish Office Appraisals
Councillor Lesley Young reported to Full Council on 2nd September that the performance review of the Parish Clerk had taken place on 21st August 2019 and had been undertaken thoroughly and rigorously by herself and Councillor Clare Royal against specific performance criteria as well as looking at overall performance.

As requested the resolution paper has been circulated with details of the agreement in principle.

In addition, the performance review of the Administrative Assistant had taken place on 17th October 2019 and had been undertaken thoroughly and rigorously by the Clerk against specific performance criteria as well as looking at overall performance.

The resolution paper has been circulated with a recommendation.

The above was **RESOLVED** by Full Council

The next meeting will be held Monday 2nd December 2019

The Chairman closed the meeting at 8.45pm

Nadine Phibbs, Clerk to Ferring Parish Council