

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

FERRING PARISH COUNCIL

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Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 18th September 2017** at Ferring Village Hall. The meeting commenced at 7.00pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillors Terry Jackson, Geoff Mines, Stephen Horne, Stephen Abbott, Roger Elkins, Richard Plumb, Frazer Palmer and Maura Blackburn.

West Sussex County Councillor: Councillor Roger Elkins

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

Residents: No residents attended

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

01-09-2017 Apologies for absence

Apologies were received from Councillors Peter Evans & Ruth Sims

02-09-2017 To elect a Vice Chairman of the Council

Councillor Stephen Abbott was elected as Vice Chairman of the Council.

03-09-2017 To receive the Vice Chairman's declaration of acceptance of office

Councillor Stephen Abbott read and signed the Vice Chairman's Declaration and it was signed by the Parish Clerk as the Proper Officer.

04-09-2017 Declarations of interest

There were no declarations of interest

05-09-2017 Public Questions

There were no residents in attendance.

06-09-2017 Minutes of the Council Meeting held on Monday 17th July 2017 & Extra Ordinary Council Meeting held on Monday 14th August 2017

The Minutes of the Full Council Meeting of Council held on Monday 17th July 2017 & Extra Ordinary Council Meeting held on Monday 14th August 2017 were approved by Council and signed by the Chairman presiding as a correct record.

07-09-2017 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, meeting held 10th August

Councillor Geoff Mines reported on the following items:

Village Green Boat: The project is progressing well and the boat will be installed over the next few weeks.

Planters on the Village Green: The replacement planters have now been made and will be installed shortly ready for winter planting by Ferring Nurseries.

Patterson's Walk: Councillor Geoff Mines advised that the path is to be planned 1.2 metres wide; however WSCC has suggested that the width should be 2 metres. In view of this a

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further quotation has been obtained with the cost increasing from £2700 to £3200. It was **RESOLVED** that the new quotation was accepted and to pursue with the suggested 2 metres wide path.

Pathway at Rife: Councillors will recall that at FC 22nd May, it was agreed to purchase MOT hardcore material for the pathways to the Rife. It was advised that the work will take place 21st September by WSCC Volunteer Group and the Conservation Group.

Warren Pond: The Warren Pond annual clearance is scheduled for 14th October.

Other Projects: Other possible Environment Projects as a result of the Committee minutes include changes to the cycle racks at the east side of the village green and planting trees around the pylon on the village green. Councillor Terry Jackson stated that he would not support the Parish Council funding these mentioned projects.

b) **Highways & Community, meeting held 14th August**

Councillor Terry Jackson reported:

Emergency Plan Group:

- Councillor Stephen Horne reported that there was a good turnout of local representatives to the recent Emergency Plan Group Meeting.
- Councillor Stephen Horne advised that members of the Emergency Plan Group had discussed if the group should be renamed as the Emergency Incident Group. Councillors agreed that the name should remain Emergency Plan Group to keep in keeping with other local authorities.

WSCC S106 Highways money: Councillor Stephen Horne asked with regards to the S106 money for the junction Glenbarrie Way & Langbury Lane. The Parish Clerk advised that she already asked and chased her contact at WSCC Highways Department who is now investigating.

Other Highways Matters: The Parish Clerk advised that she is actioning the other matters as agreed at the last Committee Meeting. This includes hard standing at St Andrews Close, HGV advisory sign in Ferring Street, 'cut pollution' sign at the level crossing, road traffic island as a pedestrian refuge in Rife Way, Sea Lane Outflow, chain hoop for the basketball court hoop and cycle racks near Ocean Drive

Clappers Lane crossing: The Parish Clerk advised that some months ago Network Rail carried out extensive modifications to the crossing and included in this was the addition of hatches to allow dogs to pass through.

Some weeks later a representative from Network Rail came into the Parish Office raising concerns that both of the hatches were being tied open and asked if the Parish Council could erect a sign to ask residents to ensure that the hatches were closed after use. The Parish Council prepared a sign but the problem continued.

The situation now is that the hatches have been tied so that they are permanently open. Ferring Parish Council has made Network Rail aware of this safety issue. Network Rail has installed CCTV and has involved the Transport Police. Network Rail has also instructed their maintenance team to remove the hatches and the two cross beams and replace with cross beams all the way across the stile.

c) **Planning Committee**

Councillor Stephen Abbott advised that the Planning Committee Meetings were held 21st August & 4th September.

d) **Neighbourhood Plan Implementation (including 3 CRTBO'S)** meeting held 31st July
Councillors have received a copy of the Committee meeting minutes held 31st July.

Councillor Carole Robertson advised that the meeting with WSCC on 6th was an improvement on previous meetings.

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The objective of the meeting was to open discussions in relation to the FNP & the purchase of the Glebelands Freehold.

Councillor Carole Robertson provided WSCC with an overview of the FNP and CRTBO's with the additional explanation that Ferring is the only Parish to hold CRTBO's within the Country.

Councillor Carole Robertson advised that due to the VHC charity status that it is imperative that the Freehold is purchased to fulfil their community and legal obligations.

Councillor Carole Robertson advised that at this time, all stakeholders (FVH, Retirement Club, Football Club & FPC) are all prepared and committed to work together

WSCC, in principle, agree that they are happy to sell the freehold to FPC. However, there will be restrictions, covenants and clauses attached to the purchase agreement with expected proposal of a right to buy with a three year window. All of the above are yet to be agreed and are currently being considered by WSCC Legal Team.

It was felt that there is every prospect that a decision on the price and terms of the freehold could be agreed by Christmas 2017.

WSCC requested new valuations of the Village Hall site and Allotment and private land to be obtained.

Councillor Roger Elkins requested WSCC provide a statement including terms of reference.

It was agreed to arrange a further meeting late October 2017.

Councillor Carole Robertson reported all the above to the VHC at their meeting on 13th September.

It was agreed that FPC requires commitment from the VHC that they are onboard with the complete project and that they will fund raise and prepare the Business Plan before any commitment is made to WSCC.

It was agreed FPC to arrange a Neighbourhood Plan Implementation Committee Meeting in October.

e) **Finance & General Purposes**

The Chairman presented the minutes of the meeting held on 21st August 2017. The following matters/recommendations from the minutes were considered:

- Schedule of payments – The schedule of payments for June & July
- Fire Extinguishers Replacement CO2 & additional Class A Water £130 plus VAT

The above were unanimously **RESOLVED** by the Full Council.

- After a lengthy discussion it was **RESOLVED** that the Gateway Sign will be referred back to the Environment Committee for further consideration. It was suggested that more than one sign could be purchased, one for each end (north & south) of the village with a budget of up to £1000.

08-09-2017 Reports from District and County Councillors

a) Arun District Councillor Colin Oliver-Redgate reported the following points:

- Extremely disappointed with the approved plan for Sea Drive development.

b) Arun District Councillor Roger Elkins reported the following points:

- Due to difficult land conditions the projected cost of the new swimming/leisure facility in Littlehampton has increased from £16 million to £19 million.
- The ADC management structure is now complete leaving just two senior managers, a Service Manager and a Place Manager.
- ADC has finalised their social housing review.
- The A27 consultation has commenced.
- The Arun Local Plan Examination commences 19th September.

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- Preparations have commenced in relation to the A259 improvements. The Parish Clerk will email further information to Councillors.

c) County Councillor Roger Elkins reported the following points:

- It was reported that there are changes to winter opening hours at household waste recycling sites.
- Questions can be emailed to the Sussex Police Crimes Commissioner.
- WSCC are expanding their Successful Friendship Scheme. A befriending scheme for children in care has been such a success it is set to expand. Further information can be obtained at Worthing Library 17th October 6 – 8pm.
- Following a couple of accidents, WSCC Highways Department are considering a revised layout of part of Sea Lane. Engineers will meet at the site this week to discuss the options.
- Councillor Roger Elkins will look at the state of the path way north side of Sea Lane.

09-09-2017 Reports from representatives on outside bodies:

Ferring Village Hall – Councillor Maura Blackburn reported the following points:

- At the Village Hall Committee Meeting 13th September, Councillor Carole Robertson addressed the meeting regarding current developments regarding the purchase of the Glebelands from WSCC. It was encouraging to hear that the 'log jam' that had been holding up negotiations appears to have been removed and that WSCC should be coming forward with a final price before Christmas (2017). Since possible 'restrictions' and 'covenants' were mentioned, the committee will await these details before coming to a decision. The Parish Council will receive a letter confirming this.
- Other matters, regular maintenance of the hall continues with £4937 agreed for the roof repair. The front wall has been repaired with the builder endeavoring to match new mortar to old. A booking clerk has still not been appointed. The post is being advertised more widely.
- Councillor Maura Blackburn was requested to ask the VHC the status of the blown windows at the village hall.

10-09-2017 Office Refurbishment

The Parish Clerk has sent all Councillors an overview of the work, accepted quotations and details of sundry costings for the office refurbishment as part of the Full Council Councillor pack requesting that any questions relating to the enclosed documentation must be submitted to the Clerk via email before 10.00am on Monday 18th September 2017.

After a lengthy discussion and many questions it was **RESOLVED** to continue with the office refurbishment.

11-09-2017 Remembrance Day

It was **RESOLVED** that Councillors Stephen Horne & Richard Plumb will co-ordinate the event. The Parish Clerk will provide all relevant information required to co-ordinate the event.

12-09-2017 Parish Council Website

Full Council Minutes: It was **RESOLVED** that draft Full Council Minutes will be uploaded on to the website prior to approval.

Parish Website: FPC has a website which is hosted by Arun District Council and built using software from Verseone Ltd.

The software has not been upgraded for eight years which is not a problem for FPC but is for Verseone who have to maintain a very out of date product for which they receive no payment. ADC has upgraded during this time but did not pay to upgrade the Parish version. At the present time the day to day management of the web site is carried out by Processmatters2. They seek news items that they feel are important

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to the residents, such as the Local Plan consultation, and add them to the site without reference to the Clerk. They also update the pages of the site and keep them fresh at a small annual cost, by Maureen Chaffe of ProcessMatters2. FPC has now to consider a new website. The Parish Clerk has sent all Councillors comprehensive details of potential website platforms.

It was **RESOLVED** that a Working Group will be formed to discuss the options and report back to Full Council in December. The Working Group members will be Councillors Stephen Abbott, Geoff Mines and Frazer Palmer. The working Group will consult with the Parish Clerk.

13-09-2017 Network Rail

The Parish Clerk advised the Committee that Network Rail is looking to carry out some work on Parish Council land near the allotments early 2018. Councillor Geoff Mines kindly accompanied the Clerk to meet representatives to discuss the works. The Parish clerk will keep Councillors informed of developments.

In addition, the old signal building at the railway crossing can be removed however, this work will take place over a couple of nights and potentially be noisy for local residents. It was agreed that the Parish Clerk will enquire if FPC will incur any costs to remove the building before Council makes any decision.

14-09-2017 Out and About Project

Due to the weather conditions a few of this summers Out and About sessions were cancelled. The Parish Clerk has negotiated that Freedom Leisure will provide a couple of free sessions during next Easter Holidays.

15-09-2017 External Audit

The Parish Clerk advised Councillors that the completed External Audit has been returned with NO queries, comments or recommendations.

16-09-2017 Items to be referred to next agenda and items for information only:

There was nothing to mention

The next meeting will be held Monday 16th October 2017

The Chairman closed the meeting at 9.00pm

Nadine Phibbs
Clerk to Ferring Parish Council