

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: ferring-pc@btconnect.com

Minutes of the meeting of FERRING PARISH COUNCIL held on **Monday 3rd December 2018** at Ferring Village Hall. The meeting commenced at 7.30pm.

Present:

Parish Councillors: Councillor Carole Robertson (Chairman), Councillor Stephen Abbott (Vice Chairman) Councillors, Geoff Mines, Terry Jackson, Peter Evans Lesley Young & Stephen Horne.

West Sussex County Councillor: Not in attendance

Arun District Councillor: Councillor Colin Oliver-Regate

Residents: Five residents in attendance

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

01-12-2018 Apologies for absence

Apologies were received from Councillors Roger Elkins & Ruth Sims. The apologies were accepted by Council.

02-12-2018 Declarations of interest

Councillors Peter Evans, Lesley Young & Carole Robertson in their capacity as a Director of the Glebelands declared an interest in agenda item 5,d,a, Neighbourhood Plan Implementation (including 3 x CRTBO's).

Councillor Carole Robertson in her capacity as a Trustee of Airs declared an interest in agenda item 5,d,a, Neighbourhood Plan Implementation (including 3 x CRTBO's).

03-12-2018 Public Questions

There were no public questions.;

04-12-2018 Minutes of the Council Meeting held on Monday 22nd October 2018

The Minutes of the Full Council Meeting held on Monday 22nd October 2018 were approved by Council and signed by the Chairman presiding as a correct record with the following amendment: 05-10-2018, d, second point, Form a Glebelands Working Group: It was RESOLVED to form the Working Group consisting of all Councillors should read Form a Glebelands Working Group: It was RESOLVED to form the Working Group consisting of Councillors

05-12-2018 To receive and consider reports from Committees including the authorisation of orders for payment:

a) Environment, Footpaths and Amenities, no meeting held

Councillor Geoff Mines reported the following:

- **Conservation Area Boundary:** In our Neighbourhood Plan, proposal 2 stated that: *'The Parish Council proposes that the local planning authority considers amending the boundary of the designated Ferring Conservation Area. Thereafter, it is proposed that the District Council, Parish Council and Ferring History Group will together prepare a*

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new Conservation Area Appraisal to promote the future conservation and enhancement of its special architectural and historic interest'.

Ferring History Group & Ferring Conservation Group have produced a detailed proposal that has been circulated to Councillors. It was **RESOLVED** that the Parish Council supports the submittal of the proposal.

- **Village Green Frontage:** Work has started with the Village Green frontage. ADC has removed one tree, cut the ivy on the trees & pruned the hedge around the noticeboard area. Further works will include clearing the various shrubby undergrowth and spraying to minimise regrowth, grass seeding the cleared area and planting appropriate bulbs, making a short pathway through the middle of the area to the main part of the village green & continuing the knee rail fence along this area. Councillor Peter Evans asked in relation to the maintenance of the flag pole on the village green. It was advised that this was checked when the planters beneath the flag pole were replaced last year.

b) **Highways & Community, Meeting held 5th November**

Councillor Stephen Horne reported the following:

- **Annual Parish Meeting:** Councillor Stephen Horne referred to the suggested format of the Annual Parish Meeting that has been circulated to Councillors. The format will include Chairman's Report, brief WSCC & ADC Reports. Question Time and opportunity to circulate to talk with Parish, District & County Councillors. Local Groups that work with the Parish Council will be invited and the meeting will be open to residents. It was **RESOLVED** to pursue with the above format.
- **Events Signage:** It was advised that the Clerk has obtained a number of diversion signs. In addition, quotations for further road closure signage has been obtained: 2 x cycle dismount (£29.80 each excluding VAT), 5 x advance road closure (£31.80 each excluding VAT) & 1 x parking suspended (£33.74 each excluding VAT) – total including delivery of (£273.78 excluding VAT). It was **RESOLVED** to purchase the above signage.
- **Traffic Regulation Order:** Councillor Stephen Horne advised Councillors that West Sussex County Council proposes to make a permanent Traffic Regulation Order that will prohibit vehicles from waiting at any time (double yellow lines) on both sides of Langbury Lane in Ferring, at its junction with Glenbarrie Way. The consultation is open until 6th December. It was **RESOLVED** to submit a comment of support.
- **Events:** The Remembrance Day Service was a success and the Concert held at the Glebelands on the 10th November was a huge success with thanks to Colin Oliver-Redgate for selling so many tickets. Arrangements for the Christmas Event are progressing well, the lights have been installed and the Nativity Scene that will be on the Village Green is taking shape.

c) **Planning Committee**

Councillor Stephen Abbott advised that the Planning Committee Meeting was held 19th November & this evening (3rd December).

- In relation to planning application FG/159/18/PL, WSCC have confirmed that they should have based their response on Private Streets as opposed to Private Roads and that they had not taken into consideration the rights of way regarding the access. ADC is now arranging an independent traffic assessment. Councillor Stephen Horne asked in relation to the responsibilities of the private roads/streets. Councillor Carole Robertson advised that it has become apparent that there is some confusion with this, made more evident with the WSCC Highways comments regarding the Bluebird Café. Councillor Carole Robertson will write to WSCC and ask for this matter to be addressed at JEAAC and that WSCC provide a definitive answer.

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- Councillor Stephen Abbott advised that he had attended the Development Control Committee hearing in relation to FG/56/18/PL the Old Grain Silo application for change of use. The application was approved, despite presenting objections firmly made on the factual grounds of non-compliance with the Development Plan Policies within a defined Gap. On a positive Councillor Stephen Abbott advised that he has received a formal notice for Tree Preservation Orders on 39 trees at Land at former McIntyre Nursery. The Order took effect, on a provisional basis on 5th November, it will continue in force on this basis for 6 months or until the Order is confirmed by the Council.

d) **Neighbourhood Plan Implementation (including 3 CRTBO'S), no meeting held**

Councillors Peter Evans, Lesley Young & Carole Robertson in their capacity as a Director of the Glebelands declared an interest.

Councillor Carole Robertson in her capacity as a Trustee of Airs declared an interest.

- **Approve the Village Hall Committee response letter:** The final draft of the letter has been circulated to all Councillors. After a short discussion and vote it was **RESOLVED** to send the response letter to the Village Hall Committee.
- **Structure of the Neighbourhood Plan Implementation (including CRTBO's) Committee:** It was agreed to discuss the structure of the Committee at the Neighbourhood Plan Implementation (including CRTBO's) Committee Meeting on 17th December. In response to Councillor Roger Elkins request for the need for professional advice in relation to a financial appraisal, Councillor Carole Robertson has contacted AiRS.
- Councillor Terry Jackson referred to the ADC Local Plan and that FPC still do not know how many dwellings that need to be built within Ferring. Councillor Carole Robertson advised that ADC cannot impose any further number of dwellings to be built.

e) **Finance & General Purposes**

The Chairman presented the minutes of the meeting held on 19th November 2018. The following matters/recommendations from the minutes were considered:

- **Schedule of payments:** September & October (attached for approval) **RESOLVED**
- **Cedar Tree removal contribution:** The Committee will recall the ongoing issue with the Cedar Tree. ADC has agreed to 50% of the cost and four residents have also agreed to contribute and one of them has attended the Environment Committee, Finance Committee and also Full Council Meetings to put their case to Councillors. It is understood that the tree has now been removed. As a goodwill gesture, it was unanimously **RESOLVED** to contribute of £100 to the removal of the tree.
- **Public Conveniences, response to ADC with the option for a commercial opportunity:** Councillor Carole Robertson advised in relation to the public conveniences near the Bluebird Cafe. ADC has contacted FPC to enquire about a possible commercial opportunity for these facilities in order they remain open and viable in the longer term. Councillors may recall that ADC following the meeting of its Environment & Leisure Working Group on the 19th December 2017 resolved that the Council would aim to retain a public convenience facility at Ferring Rife, looking to achieve this through commercial partnership opportunity that will be explored by the Council's Property & Estates Service and Ferring Parish Council. It was **RESOLVED** to respond with the details of the option of a commercial opportunity as discussed..

06-12-2018 Reports from District and County Councillors

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

- At the ADC Overview Select Review Committee this evening they will be discussing Council Tax reduction. Leisure Operation Contract & ICT Team & their services.

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- At the ADC Environment & Leisure Committee Meeting, the Events Policy & procedures, public conveniences & 2020 Visions programme will be discussed.

WSSC County Councillor, in the absence of Councillor Roger Elkins, Councillor Carole Robertson reported the following points:

Sale of fake tobacco: Four men involved in the sale of fake tobacco in Worthing have been sentenced to 200 hours community service and ordered to pay more than £4,000. They came to the attention of West Sussex Trading Standards when Scamp the sniffer dog helped officers find illicit tobacco and cigarettes at a shop in Montague Street, Worthing.

WSSC believes bringing services under one roof at Worthing Library: A consultation on bringing together community services in Worthing has launched. It comes after local people were asked for their views by West Sussex County Council in August and September about the idea of some services being under one roof. A proposal is now being put forward to move Footprints Children and Family Centre (Worthing – Crescent Road site), Worthing Find It Out centre and Worthing Registration Services into Worthing Library.

The county council believes bringing services under one roof at Worthing Library will provide a more efficient, effective and sustainable service. Over the summer, more than 115 local people put forward their ideas in an online survey about bringing together some services in one building. The public consultation which opened 3rd December runs for six weeks.

A new approach to supporting victims and survivors of domestic abuse has just launched in West Sussex: The three-year programme adopts a whole family approach and has been developed by survivors of domestic abuse. The partnership between West Sussex County Council, UK wide domestic abuse charity SafeLives, and specialist frontline services makes West Sussex one of only two 'Beacon' sites in the country to pilot the work.

The three-year West Sussex Connect pilot officially began on 14th November 2018 with a launch event at the Assembly Room, Chichester

The West Sussex Connect project will provide a package of support for individuals and families experiencing domestic abuse, helping people recognise the signs of abuse before it escalates and offer a range of new interventions to address needs.

Further information or support for domestic abuse across West Sussex should ring 07834 968539 or 033 022 28181.

Drainage ditch owners are being urged to take action now to prevent flooding when wintry weather descends: People with a watercourse, ditch, stream, river or culvert on or next to their land are known as 'riparian owners'. They are responsible for maintaining the watercourses to ensure they are not a flood risk to other people or properties.

Removing vegetation, grass, weeds, shrubs and other debris helps water to run freely and prevent flooding. Following feedback from parish councils and community groups, the county council has updated its guides to riparian ownership and responsibilities. A new leaflet, short film, posters and more detailed guidance are available online. Please

see www.westsussex.gov.uk/ditchtheproblem

Rogue Trader: A Sompting man has been sentenced to seven months in prison after he conned a vulnerable resident out of thousands of pounds.

To report a rogue trader contact Trading Standards online at

www.westsussex.gov.uk/tsreport or via Citizens Advice on 03454 040506.

07-12-2018 Reports from Members in respect of Meetings attended and not addressed elsewhere on the Agenda

There was nothing to mention.

08-12-2018 Parish Council Emails

Councillors Geoff Mines & Stephen Abbott referred to the supporting documentation that has been circulated to all Councillors and explained the options for the Parish Council email system.

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Councillors Stephen Abbott & Geoff Mines recommend having Clear Solutions set up a new e-mail provider as we move that away from BTConnect and enables us to include provision of business e-mails for Councillors to meet our GDPR compliance aims. All the rest of the IT provisions remain unchanged pending any future project to review of the office IT requirements and their future provisions.

It was **RESOLVED** to pursue with the recommendation as outlined above.

09-10-2018 WSCC Public Consultation proposed Adults Services and Strategy

WSCC are Consulting on the proposed Vision and Strategy for Adults' Services which will guide Adults' Services over the next three years and beyond reflects the views of people who use our services, their families and carers, our partners, stakeholders and communities. The consultation runs until 14 December 2018, and you can share your views by visiting www.westsussex.gov.uk/adultsvision

It was **RESOLVED** that FPC will submit a comment.

10-12-2018 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda

There was nothing to mention

The next meeting will be held Monday 14th January 2019 at the Glebelands

The Chairman closed the meeting at 8.35pm

Nadine Phibbs
Clerk to Ferring Parish Council