

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

FERRING PARISH COUNCIL

Highways & Community Committee (Advisory Powers)

**Minutes of the Highways & Community Committee Meeting
held at 10.00am on Monday 8th February 2021 via the Zoom platform**

Present	Councillors	Peter Coe
		John Tero
		Ruth Sims
		Alex Juniper
	Tennis Club	Les Goodwin
	FRSA	Trevor Martin

1	<p>Apologies for Absence There were no apologies.</p>	
2	<p>Declarations of Interest There were no declarations made.</p>	
3	<p>Public Question Time There were no members of the public present. The Clerk advised that she has received a couple of enquires regarding the ownership of the parking bay at Ocean Parade and raised the concern that the cars parked on the south east bays, outside the estate agent encroach into the road causing a hazard. It was acknowledged that there is one car that was persistently parks at this location causing the hazard. Trevor Martin will investigate further.</p>	FRSA
4	<p>To confirm the Minutes of the last Meeting held 5th October 2020 The minutes were agreed as the correct record and signed by the Chairman.</p>	
5	<p>Matters Arising from the minutes of the last meetings not covered on the agenda</p> <p>Remembrance Day – The day went ahead with its 2020 format with no issues. Vans parked in Highdown Close – No update at this time. Malcom Close - As agreed at the last meeting, the Clerk has written to the Estate agent to ask if they could approach the new owner to tidy the area. Cycling Langbury Lane: The Committee has previously agreed that as a WSCC highway, this should be referred to them.</p>	

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	<p>Rife way refuge – This was anticipated to be completed before Christmas; however, it was discovered that there needed to be work undertaken to move the power cables and therefore work was delayed. It is now anticipated that, due to lead times for obtaining authority for roadspace, it is unlikely to be completed before April.</p>	
6	<p>Glebelands Issues including Football Club – Andy Wincell There was nothing to mention.</p>	
7	<p>Tennis Club Issue – Les Goodwin Les Goodwin advised that there was nothing specific to report but would like to take this opportunity to thank the Clerk & FPC for organising the repainting of the tennis courts. The Tennis Club and its members are extremely happy with the results.</p>	
8	<p>FRSA – Trevor Martin Trevor Martin asked with regards to the TTRO application. Councillor Peter Coe advised that this will be discussed under agenda item 14a Compass Bus/Lower Ferring Parking, TRO/TTRO Update</p> <p>Councillor Peter Coe asked in relation to the 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.</p> <p>Trevor Martin advised that these are to be sited at entry points of the village to advise that the village roads are maintained by FRSA and welcome visitors to the village. Trevor will confirm the exact locations & wording and advised that permission from land owners will be obtained.</p> <p>Councillor Peter Coe suggested that FRSA also inform WSCC as the highway authority.</p>	FRSA
	<p>Highways Issues</p>	
9	<p>For information</p> <p>a. Vehicle Activated Sign Update Not currently deployed as relatively quiet around the village. Looking at new locations, will restart in next week.</p> <p>b. Onslow Drive grass verge Over the years there has been issues with Caravan deliveries damaging verge. WSCC have advised that they have discussed this matter with the caravan park and that widening road or tarmacking the grass is not an option. It was agreed that Councillor Peter Coe will draft a letter to WSCC. FRSA will be happy to support this letter.</p>	PCoe/ Clerk

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10	<p>Slow signs in Upper West Drive/Clover Lane Councillor Peter Coe has personally looked at the junction and agree there is potential for an accident between vehicles travelling North on West Drive and those turning into Clover Lane from the North. Potential solution for a junction warning sign adjacent to the Electric Sub Station. WSCC Highways confirmed they have no opposition to a compliant 600mm sign being installed, also advised that Slow marking and continuous line currently painted do not conform to the Traffic Sign Regulations. Also, aware that FRSA do not support the installation of the signage. Possibly need to gain wider consensus from residents in immediate area. Recommendation to F&GP Committee and Full Council for installation of sign. Sign & Post cost circa £100 plus installation. The Clerk will discuss installation with the FPC handyman. FRSA have no objection to this recommendation.</p>	PCoe/ Clerk
11	<p>Junction in Jersey Road facing Alderney Road Councillor Peter Coe attending an onsite meeting with the residents and looked at various options, including a mirror which would not be viable due to angle of sun. Changing road marking to STOP would require street signs and unlikely to have any impact. Difficult when approaching from Beach End not to cross the centre line due to design of junction. Existing markings have faded – can FRSA add refresh of junction markings to their future projects list. FRSA agreed to refresh the white lines at Jersey Road and to install SLOW in white lines either side of the junction.</p>	FRSA
12	<p>Pavement from office to village hall It has been reported that the condition of the pavement from the office to the village hall is in a poor state and would benefit from new tarmac being laid. It was agreed that in the first instance that this will be reported to 'love west sussex'</p>	PCoe
13	<p>Sea Lane Flooding WSCC Planned repair of 20m of pipe originally scheduled for 20th January, delayed to 15th February. WSCC did deploy gully sucker on weekend of 30th January when the road was flooded.</p>	
14	<p>Compass Bus/Lower Ferring Parking Councillor Peter Coe a) TRO/TTRO Update As reported at Full Council, application for the TTRO was submitted to WSCC only to be advised that this was no longer an accepted approach. Assurances have been given the original TRO process will be front loaded and take the revised plan into consideration. No updates as yet, to chase WSCC.</p>	
15	<p>Glebelands Car Park Proposal</p>	PCoe/ Clerk

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	<p>Councillor Peter Coe advised that in the CRTBO for the Glebelands, there is provision for the creation of a car park on the grassed area off Rife Way. FPC have been trying to meet with ADC to discuss this part of the plan for some considerable time we are am pleased to report that a meeting is to be held with ADC to develop an in principal solution with the Parish which would then be considered in greater detail by the Property team in terms of formalising an agreement to proceed.</p>	
	<p>Community Issues</p>	
<p>16</p>	<p>Glebelands Recreational Ground</p> <p>a) Meeting with ADC The management agreement with ADC for the Glebelands Field expired some time ago and they are keen to set up a memorandum of understanding as a more appropriate and less formal approach to the future management. This does not impact on the current lease that the Football Club have with ADC. A meeting will be arranged to discuss this matter. If there are any specific concerns or considerations, please can you let the Parish Clerk know.</p> <p>b) Tennis Court written agreement In their initial review of the management agreement, ADC identified that there was no formal agreement in place for the Tennis Courts and therefore it has been agreed that they will draft a lease between and Arun and Ferring Parish Councils to include all provisions associated with the Tennis Courts and their management and use. This will be a peppercorn rent with heads of terms to be agreed. FPC are arranging a meeting to discuss this agreement which will then be approved by Full Council, subject to relevant legal checks.</p> <p>c) ADC Pumphouse As part of a wider review of the arrangements for the use of the Glebelands Field with ADC, there may be an opportunity to bring the Pumphouse back into use, possibly as a changing facility for the Tennis Club. If this is likely to be of benefit, then it will be included in discussions. Les Goodwin on behalf of the Tennis Club advised that this option has been discussed. Whilst appreciated, the tennis club felt the use of the pumphouse is not required and that the annual electricity cost makes it a non-viable option, therefore if offered the use of the pumphouse, this will be declined.</p>	<p>PCoe/ Clerk</p>
<p>17</p>	<p>Annual Parish Meeting – 2021 arrangements 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 below format</p> <p>The format of the meeting is:</p>	

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	<ol style="list-style-type: none"> 1. Chairman's report 2. Brief annual reports from District/County Councillors 3. Question time <p>The Clerk advised that whilst meeting formats are uncertain due to Covid-19, she would suggest that the Annual Parish Meeting will still be a requirement on the council's meeting calendar. The Clerk therefore recommends to F&GP Committee and Full Council that FPC revert back to the format as outlined above.</p>	
18	<p>Christmas Event</p> <p>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. Whilst the Contractor was installing more lights, it was noticed that some of the strings are not working but they thread to another line of strings therefore cannot be removed. It was suggested, early 2021, to remove the lights that are in strings from tree to tree, check the lines individually, the ones that do not work throw away, the ones that do replace in the tree.</p> <p>The Clerk can confirm that the quotation to remove and check the lights will be £200. A further quotation can then be provided to install all the functioning lights and any additional lights.</p> <p>It was acknowledged the Christmas event has it own approved budget.</p>	Clerk
19	<p>All about Ferring Magazine – Highways & Community article</p> <p>Councillor Peter Coe and the Clerk will put together an article.</p>	PCoe/ Clerk
20	<p>Parish Clerk Report including Financial Matters</p> <p>There was nothing to mention.</p>	
21	<p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda</p> <p>There was nothing to mention</p>	
22	<p>Date of Next Meeting – Monday 14th June 2021</p> <p>The meeting closed at 11.00am</p>	