

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 9<sup>th</sup> August 2021 at the Village Hall

<b>Present</b>	Councillors	Peter Coe
		John Tero
		Lesley Young
		Alex Juniper
	FRSA	Trevor Martin

1	<b>Elect a Chairman</b> Councillor Peter Coe was elected as the Highways & Community Committee Chairman	
2	<b>Apologies for Absence</b> Apologies were received from Councillor Ruth Arnold and Les Goodwin Tennis Club. The apologies were accepted.	
3	<b>Declarations of Interest</b> There were no declarations made.	
4	<b>Public Question Time</b> There were no members of the public present.	
5	<b>To confirm the Minutes of the last Meeting held 8<sup>th</sup> February 2021</b> The minutes were agreed as the correct record and signed by the Chairman.	
6	<b>Matters Arising from the minutes of the last meetings not covered on the agenda</b> Item 5 - Rife way refuge – Due to costs of relocating services (£70k) this project has been shelved by WSCC.  Item 8 - FRSA Village Signs – FPC have still not been informed of the wording or the precise location or size of the proposed signs and therefore unable to consider whether they support the initiative or not. Trevor Martin (FRSA) provided an overview of the proposed signage, however explained that this will be an item for discussion at the next FRSA meeting.	

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	Once a decision has been reached, Trevor Martin will advise the Parish Council accordingly.	
7	<b>Glebelands Issues including Football Club</b> – Andy Wincell There was nothing to mention.	
8	<b>Tennis Club Issue</b> – Les Goodwin In the absence of Les Goodwin, the Clerk advised that the tennis club has confirmed that there are no issues at this time.	
9	<b>FRSA</b> – Trevor Martin Trevor Martin advised the following: When he re-joined the FRSA there were a number of residents that did not pay their FRSA contributions. This has been rectified with the use of an invoicing system and now 88.5% of payments have been made for 2021 – 2022. There has been a number of changes with committee members over the last 12 months including the Secretary and Treasurer. The details on two databases; have now been condensed to one database with details of the 1365 properties within FRSA maintained road with over 700 of these now receiving FRSA correspondence via email and paying by bank transfer. FRSA has received over £7k of voluntary donations to support our garden sites which is the most we have ever received in a calendar year. The FRSA AGM Meeting will be held in September.	FRSA
	<b>Highways Issues</b>	
10	<b>For information</b> a) Vehicle Activated Speed Indication Device The device been positioned in Sea Lane, Ocean Drive and currently in Langbury Lane. As with previous findings, generally the majority of drivers are driving within the speed limit (85% for Sea Lane and 97% for Ocean Drive) with less than 2% exceeding 35mph. Summary results continue to be posted on the Council Website and Facebook page. We have been asked to position the device at a couple of other locations and are currently looking to see if there are suitable poles available.  b) Onslow Drive grass verge WSCC Highways have had discussions with the caravan park and despite numerous requests, have not updated the Parish Council on the outcome of those discussions.  c) Slow signs in Upper West Drive/Clover Lane – request for additional signage Following further discussion, WSCC raised concerns in principle over installing signage. Following discussion with councillors, there was a suggestion that a	

	<p>formal process should be introduced to ensure that requests for improvements are managed objectively. This will be covered under item 23.</p> <p>d) Junction in Jersey Road facing Alderney Road – request for additional signage FRSA are to refresh junction markings including slow signs as part of their project plans.</p> <p>e) Pavement from office to village hall – To consider the condition of the footpath Was reported via Love West Sussex and a response was received that the footway was inspected on 10/02/21 and although it's uneven in places it doesn't necessarily mean it warrants a repair under the safety plus policy. It was due to have a further inspection in Feb/Mar as a couple of areas were borderline.</p>	
<p>11</p>	<p><b>Issues to be raised</b></p> <p>a) Rife Way CIL money to use but WSCC road The Clerk advised that a resident has queried if CIL Money could be used to improve parking and safety along Rife Way. It was acknowledged that whilst CIL Money is there for community projects, Rife Way is a WSCC highway and will therefore come under jurisdiction of WSCC.</p> <p>b) Goring way speeding The Clerk has received a number of requests for the Vehicle Activated Speed Indication Device to be positioned along Goring Way. Councillor Peter Coe will look to see if there are any suitable posts to use.</p> <p>c) Obstruction of footpath Marine Drive Obstruction of footpath sea lane - Resident has spoken with Councillor Roger Elkins with regards the footpath being regularly blocked by vehicle parking at the corner of Marine Drive &amp; Sea Lane. WSCC highways department has agreed to paint a solid white line at the location.</p> <p>d) Extend yellow lines near school sea lane A resident has raised the issue parking at the north end of Sea Lane at the entrance to the school and asked if the double yellow lines can be extended to prevent parking on the corner. It was acknowledged that this is a WSCC highway and any additional lines will require a Traffic Regulation Order. It was suggested that this is reported on 'love west sussex' app as a safety issue.</p> <p>e) Parking outside shops in centre of village The Clerk spoke of her conversation with the pet shop, and that they were concerned with regards to parking outside the shops and businesses and if vehicles park for long periods of time and if a limit waiting time could be introduced. It was acknowledged that there were a few surveys carried out in the past and that there was no evidence to suggest that vehicles park at this location for long periods. As these surveys were from a few years ago, it was agreed to carry out</p>	<p>PCoe/ Clerk</p>

	<p>a similar exercise. It was also acknowledged that should the Glebelands Parking option progress, this may alleviate the parking issue in the centre of the village.</p> <p>survey for long periods of time</p> <p>Ocean Parade Trevor Martin (FRSA) asked in relation to the Gabion outside the flat in Ocean Parade. Councillor Peter Coe advised that after discussion with WSCC, WSCC has confirmed that this area is a forecourt and not a footpath therefore will be a Planning matter. The Planning Authority, ADC have investigated and confirmed from investigations, the area on which the gabions are sited is not footpath and forms part of the residential unit as determined by the approved plans and Land Registry details.</p>	
<p>12</p>	<p>a) TRO/TTRO Update Consultation period completed on 22nd July, there were 4 objections submitted and 12 comments in support.</p> <p>The WSCC Traffic Officer is recommending to the Head of Highways Transport and Planning that the scheme is implemented as advertised. Provided that the decision is made in line with the recommendation, then it should only be a few more weeks before the lines can be put in place.</p> <p>We have, however, been informed by WSCC Highways that FRSA have written to them to withdraw their offer to cover the full cost of the lines and now offer a contribution of £500. This may delay the process further as clearly additional funding will now need to be identified and approved.</p> <p>Trevor Martin (FRSA) explained that it was hoped that the TRO implementation would coincide with the whit line painting within the village therefore the FRSA would have the equipment available. At this may not be the case, it was felt a contribution may be more appropriate. Trevor Martin will enquire to the cost of the TRO line painting and revert back to the Parish Council.</p> <p>Funding for the signage has been allocated in this year's Parish Council Precept. Councillor Peter Coe also advised that WSCC are changing the TRO Process and that the Parish Council are waiting for further information..</p>	<p>FRSA</p>
<p>13</p>	<p><b>Glebelands Car Park Proposal – To discuss the proposal.</b></p> <p>There has been a productive meeting with ADC who have agreed in principle that it would be feasible to submit a planning application for the construction of a car parking area on the Eastern edge of Glebelands Recreational Ground.</p>	

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	<p>This will require community support with the intent to enhance the facilities and use of the Glebelands Recreational Ground.</p> <p>There are a number of considerations in respect of controlling parking, ensuring the surface is not obtrusive and drainage design. The design would most likely be similar to that in the CRTBO (36 vehicles) or a scaled down version including provision for disabled parking. The site would be leased to the Parish Council with responsibility for maintenance.</p> <p>The Committee agreed a recommendation to Full Council that initial engagement with the community is undertaken to establish the level of support for the development of parking on the Glebelands Recreational Ground.</p>	FC
14	<p><b>Glebelands Recreational Ground</b></p> <p>a) Meeting with ADC There has been a productive meeting held with ADC which has resulted in a MoU between FPC and ADC on the maintenance of the grounds. Key points are:</p> <ul style="list-style-type: none"> <li>No longer a cost to the Parish</li> <li>Separate lease agreement with the Football Club, who have taken on the pump house.</li> <li>Active interest in supporting events on the recreational ground</li> </ul> <p>b) Tennis Court written agreement Agreed that a draft lease will be produced by ADC to FPC for all provisions associated with the Tennis Courts and their management and use. Have agreed in principle and await the heads of terms to be discussed prior to formal agreement.</p>	
15	<p><b>FPC Events &amp; Signage</b> At this time the Parish Council uses inadequate advance warning signage at various locations and on the day of the event, very old and worn diversion signage.</p> <p>To simplify the process &amp; to ensure that the signage is clear and that the Parish Council Maintenance Contractor can erect the signage with ease, a proposal to purchase new signage will be prepared.</p>	PCoe/ Clerk
16	<p><b>Remembrance Day Event – 2021 event</b> It was agreed that the Parish Council will pursue with the full event proceedings in 2021 subject to Government Guidelines in place.</p>	
17	<p><b>Christmas Event 2021 –</b> As with Remembrance Day Event, it was agreed that the Parish Council will pursue with the full event proceedings in 2021 subject to Government Guidelines in place.</p>	Clerk

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	<p>It was agreed that the Christmas Fayre will need to be managed and that stalls to be the recommended 2 metre apart for social distancing.</p> <p>The Clerk will speak to Councillor Ruth Arnold, the Council Representative for the Village Hall, with regards to liaising with the Village Hall. Councillor Lesley Young has also offered to assist.</p> <p>The Parish Council Maintenance Contractor will be asked if they could erect the nativity scene.</p>	J Tero
18	<p><b>Platinum Anniversary of the coronation of the queen.</b></p> <p>The weekend of 2<sup>nd</sup> – 5<sup>th</sup> June 2022 will be a public holiday to celebrate the 70<sup>th</sup> anniversary of the coronation of the Queen.</p> <p>At Full Council it was resolved to work with various groups across the community to organise events to celebrate the Queen’s Platinum Jubilee in June 2022.</p> <p>Councillors Ruth Arnold &amp; Clare Royal have offered to assist. If anyone else has any ideas and would like to assist.</p>	
19	<p><b>Office Equipment – Photocopier</b></p> <p>The Clerk advised that the office photocopier was purchased over six years ago and that the provider has advised that it may be difficult to obtain parts in the future.</p> <p>The Clerk advised that over the last six years, there had been no issues or maintenance costs and that the photocopier had been extremely reliable. It was agreed that no action as required.</p>	
20	<p><b>All about Ferring Magazine – Highways &amp; Community article</b></p> <p>Nothing at this time.</p>	
21	<p><b>Parish Clerk Report including Financial Matters -</b> The Clerk will report any issues</p>	
22	<p><b>WSCC Draft West Sussex Transport Plan 2022-2036 (WSTP)</b> Consultation from Friday 16<sup>th</sup> July to Friday 8<sup>th</sup> October.</p> <p>If Committee Members could forward their comments to Councillor Peter Coe by the ends of the month. Councillor Peter Coe will then write a summary for Full Council approval.</p>	PCoe
23	<p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b></p>	

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	<p>Project proposal form As mentioned earlier, it has been suggested that any requests for projects and/or improvements to road safety should be reviewed to demonstrate that an objective approach has been taken to decision making and to ensure that there is consistency in approach. A proposed form has been circulated prior to this meeting and comments welcomed.</p> <p>Roadside Hedges There is an increase in potential road safety issues relating to hedges not being trimmed, notably on the corner of Alderney and Jersey Road; South Drive at the entrance to the car park and on the corner of Brook Lane and Ferringham Lane.</p> <p>Two of these have been reported via Love West Sussex to which a response was received to the effect that as the roads are private roads, it is not for WSCCC to deal with.</p> <p>Three Residents will be written to and asked to trim the hedges back to their respective fence lines.</p>	
24	<p><b>Date of Next Meeting – Monday 11th October 2021 tbc</b></p> <p>The meeting closed at 11.35am</p>	