

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 25<sup>th</sup> April 2022** the Village Hall. The meeting commenced at 7.30pm.

### **Present:**

**Parish Councillors:** Councillor Peter Coe (Chair), Councillor Clare Royal (Vice Chairman), Councillors, Stephen Abbott, Alex Juniper, John Tero, Ruth Arnold, Terry Jackson, Paul Moss, Mark Stacey, Lesley Young & Roger Elkins.

**West Sussex County Councillor:** Councillor Roger Elkins

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

**Residents:** There were three residents in attendance

Councillor Peter Coe, Chairman welcomed all present to the meeting and commenced the formal proceedings.

### **01-04-2022 Apologies for absence**

There were no apologies.

### **02-04-2022 Declarations of interest**

Councillor Peter Coe declared an interest in agenda item 5 f. Finance & General Purposes, c. Queen Platinum Jubilee due to his involvement with the event.

### **03-04-2022 Public Questions**

There were no public questions.

### **04-04-2022 Minutes of the Full Council Meeting**

The Minutes of the Full Council Meeting held on 7th March 2022 were approved by Council and signed by the Chairman presiding as a correct record.

### **05-04-2022 To receive and consider reports from Committees including the authorisation of orders for payment:**

#### **a) Environment, Footpaths and Amenities, meeting held 28<sup>th</sup> March (Councillor Clare Royal)**

The minutes have been circulated and there are the following updates:

a. The Jubilee Plaque at entrance to Glen Gardens is currently being restored. The Environment Committee unanimously agreed that the cost of £85.00 will come under dispensations for expenditure of up to £250.00 for minuted instructions from Committee's as resolved at FPC Full Council 26<sup>th</sup> July 2021.

b. Councillor Clare Royal advised that she has been approached by the 'all about ferring' editor to do an interview for the magazine.

#### **b) Highways & Community, Meeting , no meeting held (Councillor Peter Coe)**

Councillor Pete Coe advised that there is nothing to report.

#### **c. Neighbourhood Development Plan Committee, no meeting held (Councillor Peter Coe)**

Councillor Peter Coe advised that there is nothing to report.

Councillor Roger Elkins confirmed that the ADC Planning Policy Committee Meeting in relation to the local plan is yet to be arranged.

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**d. Planning Committee, Meeting held 4<sup>th</sup> & 25<sup>th</sup> April (Councillor Stephen Abbott)**

Councillor Stephen Abbott advised that there is nothing further to report.

**e. Communications Working Group, no meeting held**

There was nothing to report

**f. Finance & General Purposes Meeting held 21<sup>st</sup> February (Councillor Lesley Young)**

Councillor Lesley Young advised the minutes have been circulated.

Questions on reported items and approval of the report including:

- a. Schedule of payments for February were approved.
- b. Grant Request – Grant request from 4sight for £250 was approved.
- c. Queen Platinum Jubilee – It was noted that this is a contingency plan should other sources of funding not bear fruit. It was resolved that the Parish Council will provide additional financial support to the Platinum Jubilee celebrations, to a maximum of £2,000, in the event that donations and sponsorships do not meet the planned expenditure.
- d. Parish Online License – The WSALC revised invoice for £90 annual fee was approved.
- e. Mullbery & Co Training – At the Finance & General Purposes Committee Meeting, opportunities for upskilling Councillors; Clerk and Admin Assistant with WSALC Approved supplier were discussed and a number of planning courses identified. It was suggested to allocate a budget of £1,000 to allow councillors to attend courses on request/nomination by Chair/Committee Chairs as appropriate.  
It was resolved that Council allocate the sum of £1,000 for the funding of training courses in 2022 - 2023.
- f. Community Noticeboard & Warren Pond Fencing – It was advised that matter regarding the Community Noticeboard is now resolved and the Clerk has organised for the work to be completed. In addition, the new fence panel has been erected at Warren Pond.
- g. Zoom Annual Renewal – it was agreed to renew the annual license .

The above was **RESOLVED** by Full Council

**06-04-2022 Project Group** – Councillor Lesley Young provided the following update.

**Pill Box project(s)** - recommendation to progress with the project(s), (Ramp; Telescope/Interpretation Boards and Pill Box refurb) together

Council has been provided with the Patterson's Walk Pill Box Project briefing paper which outlines the suggested improvements to the site including:

- Provision of educational material including a telescope and information boards on the Promenade Deck.
- Improving access to the promenade deck for those with restricted mobility.

Councillor Peter Coe suggested in considering the proposals, they should be taken on an individual basis and to commence with Proposals 1 and 2, and then 3 and 4 as they are likely to generate wider discussion.

After a lengthy discussion, Council resolved the following:

**Proposals**

Proposal 1. That Council support the overarching proposal to enhance the amenity of the Pill Box and surrounding areas.

*Council agreed that the proposal 1 is too broad and to be removed as an item.*

Proposal 2. That Council approve the purchase of a community telescope and interpretation boards at a total cost not to exceed £11,000 (excluding VAT).

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Councillor Peter Coe advised that Rampion on 14<sup>th</sup> April has confirmed that they will sponsor the project on a 50/50 basis (£5,325).

*Council agreed to pursue with the purchase of community telescope and four interpretation boards on the basis of a split 50/50 cost with Rampion, with the total cost not to exceed £11,000 (excluding VAT) including installation, with FPC contributing no more than £6000.*

Proposal 3. That Council approve the appointment of Sloane and Brown to carry out a survey, design and, subject to confirmation of requirement, a planning application for a DDA ramp to provide access to the promenade deck at a cost not to exceed £4,500 (excluding VAT).

*Proposal 3 is deferred to a later time for discussion.*

Proposal 4. That Council agree, on completion of design work, to engage with contractors to obtain formal estimates/quotes to determine the scope and costs of works in accordance with the design and planning requirements; prior to consultation with residents

*Proposal 4 is deferred to a later time for discussion.*

The above was **RESOLVED** by Full Council

**07-04-2022 Council/Committee Restructure** – Recommendation to reorganise the structure of the Parish Council Committees as discussed at the Council Forum 13<sup>th</sup> April.

The outcomes of the Forum to discuss the restructure of the committees has been circulated together with the Proposal agreed at the Forum. It was considered that the plan will improve engagement and efficiency of the Council as a whole.

After a lengthy discussion, Council voted 8 – 3 in favour to pursue with the Council Restructure as outlined in Councillor Terry Jackson proposal & Councillor Peter Coe recommendation paper.

In Summary, the structure is as follows:

**Full Council** – Decision Making, meets bi-monthly with all Councillors to attend

**Parish Facilities and Projects (PFP) Committee** – (*Decision Making Powers*) meets monthly and attended by all councillors.

**Planning and Licensing Committee** – (*Decision Making Powers*) meetings in line with planned Full Council and PFP meetings (No Change to existing committee)

**Neighbourhood Development Plan Committee** – (*Decision Making Powers*) meet as required and attended by all councillors. (Currently suspended pending clarity on future of Arun Local Plan).

**General Parish Issues Committee (GPI)** – (*Advisory Powers only*) Meeting quarterly. Quorum of Councillors plus non-councillors from representative groups. All members will have voting rights (Standing Order 3m).

As a result of the Council Restructure, the following Committees will be dissolved:

Highways & Community Committee

Environment Committee

Finance & General Purposes Committee

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**08-04-2022 Town and Parish Council Community Infrastructure Levy (CIL) – update**  
The Clerk has provided Councillors with an update on CIL payments received with the current total at Total £7874.99.

It is understood that CIL monies are a separate entity in term of spending and can only be spent on Infrastructure based projects which includes:

- Roads and other transport facilities
- Flood defences
- Schools and other education facilities
- Sporting and recreational facilities (for example upgrades to play equipment)
- Open spaces
- Green Infrastructure (may include tree or hedgerow planting)

**09-04-2022 Resident Land Gift** – To consider an offer of a small piece of land (*Councillor Peter Coe*)

The Office was approached on 7<sup>th</sup> April by a resident offering to donate a plot of Land to the Council for the benefit of the community. The plot is part of the existing Garden and is approximately 400m<sup>2</sup> (1/10<sup>th</sup> acre) comprising fruit trees and a wildlife area accessible from a footpath. It was noted that there would be a covenant preventing future sale or building on the land.

In terms of costs, there will be a need for a gate in the fence from the footpath and fencing off as well as ongoing maintenance to maintain as a mini nature space. There would also be legal fees associated with the transfer of the land. Councillor Peter Coe will circulate further details in due course.

**10-04-2022 Memorial bench in Sea Lane** – to approve WSCC License

In relation to the proposed bench at Sea Lane and concerns previously raised regarding two of license clauses. Together with the Clerk, Councillor Peter Coe has reviewed submissions from the initiators contractor and can confirm that the requirements of the WSCC licence have now been met. The requirement for removal of graffiti can be managed by the Parish Council through the Handyman or liaison with ADC.

Council authorised the Clerk to the sign the WSCC licence to allow the installation to proceed.

The above was **RESOLVED** by Full Council

**11-04-2022 Worthing Local Plan - Main Modifications Consultation** – (5th April 2022 until 17th May 2022)

Council noted the consultations with no comments. It was unanimously agreed no action is required.

The above was **RESOLVED** by Full Council

**12-04-2022 Ferring Village Hall** – Parish Council liaison (*Councillor Ruth Arnold*)

It was advised that the next meeting is the AGM on 21<sup>st</sup> May.

**13-04-2022 Reports from District and County Councillors**

**Arun District Councillor Colin Oliver-Redgate advised the following:**

- Has raised concerns with authorities in relation to the receding of the shoreline.

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- Has been assisting residents with local issues and has kept the Clerk informed and involved ADC as required.
- Interested in the progress being made by the village groups and organisations for the Platinum Jubilee Celebrations in early June

**Arun District Councillor Roger Elkins advised the following:**

- There was nothing to report.

**WSSC County Councillor Roger Elkins advised the following:**

- Concerns have been raised in relation to the County's Children Services whilst being run by WSSC. However, an Independent Panel is satisfied with the improvements made and the service does not need to go into a trust.
- Due to the number of fatalities on the roads, WSSC has formed a Highways Working Party to look at the safety of the county's roads.
- WSSC are enquiring in local areas have suitable locations for electric car charging points.

Councillor Terry Jackson referred to the new benches currently being installed by ADC Contractors along Paterson's Walk and asked Councillor Roger Elkins if he could suggest to ADC that the ADC Contractors remove the no cycling and penalty signage from Patterson's Walk whilst on site.

**14-04-2022 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.**

There was nothing to mention.

**The next meeting date is 23<sup>rd</sup> May 2022**

The Chairman closed the meeting at 9.20pm

Mrs Nadine Phibbs,  
Clerk to Ferring Parish Council

**Minutes approved**

**Chairman .....**      **Date .....**