

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

**FERRING PARISH COUNCIL
PARISH FACILITIES & PROJECTS COMMITTEE (PFP)
(Decision Making Powers)**

**Minutes of the Parish Facilities & Projects Committee (PFP)
meeting held at 7.00pm on Monday 3rd October 2022 at the Village Hall**

Present	Councillors	Lesley Young (Chairman)
		Ruth Arnold
		Terry Jackson
		Clare Royal

1	<p>Apologies for absence Apologies were received from Councillors Stephen Abbott, John Tero and Roger Elkins. The apologies were accepted.</p>	
2	<p>Declarations of interest There were no declarations of interest.</p>	
3	<p>Public Question Time There were no questions.</p>	
4	<p>To confirm the Minutes of the Parish Facilities & Projects Committee held 5th September 2022 The Minutes of the Parish Facilities & Projects Committee held on 5th September 2022 was approved by its Committee Members and signed by the Chairman presiding as a correct record.</p>	
5	<p>Actions update from the last meeting Councillor Young confirmed that most actions from the previous meeting would be covered under item 7 on today's agenda. However, she updated the Committee that she had emailed St Oscar Romero School regarding the proposed information boards on the pillbox viewing area and a response was awaited. Councillor Jackson asked if Ferring Primary School had been approached and Councillor Young confirmed that the Headteacher of Oscar Romero was also a governor at the primary school, but it was likely that the type of information suggested for the boards was more appropriate to older students.</p> <p>Councillor Royal offered to contact the West Sussex Youth Council regarding possible involvement.</p>	CR
6	<p>General Items a. Bench Plaques – Councillor Young confirmed that she is still pursuing more information on this policy from Arun District Council.</p>	LY
7	<p>Projects Councillors agreed that current capacity impacted on project development. The current position of potential projects was noted as follows:</p>	

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Potential Project	Status	Update Notes	
Public Conveniences – Village Green	In progress	Site meeting held with ADC on 20.9.22. Full proposal from ADC awaited.	Clerk/ PO TJ Clerk TJ RE LY
Play Area – Village Green	In progress	ADC have launched public consultation. FPC have confirmed their wish to be involved in this project.	
Public Conveniences - Beach	In progress	ADC have visited the site and will consider the options for any improvement works.	
Warren Pond Information Board	In progress	Conservation Group preparing content. Quotation for artwork to Full Council on 28.11.22. Discussion at GPI meeting on 17.10.22 re the board.	
Gateway and Village signs	Pending	Response received from WSCC. Next step: Councillor Jackson to produce a project process template to inform further discussion on progressing these projects to meet WSCC requirements.	
Flagpole - Village Green	Cancelled	Following response from ADC and the complexity of progressing this project, it was agreed not to proceed.	
Village Green north strip	Pending	Clerk to write to ADC to confirm a £500 contribution to the proposed works and to request written confirmation of the cancellation of the £500 agreed in 2019 but never invoiced.	
Patterson's Walk - dual use improvements	Pending	ADC have agreed to meet with FPC to discuss. Meeting date to be arranged.	
Sea Lane – dual use improvements	Pending	WSCC have provided online link for more information. Councillor Jackson to investigate what would be involved.	
Footpath adjacent to Benton Weatherstone	Cancelled	It is confirmed this is private land and it was agreed not to proceed.	
Provision of dropped kerbs	Pending	Update from ADC via Councillor Elkins awaited. Deferred to PFP on 31.10.22.	
Additional car parking - Glebelands	Pending	Councillor Young to draft an email to ADC for advice regarding procedure and requirements for full consultation.	
8	<p>Parish Events</p> <p>a) <u>Remembrance Day</u> It was noted that preparations for Remembrance Day are progressing well. The wreaths being delivered on 10th October. Admin Assistant to contact maintenance contractor to confirm arrangements for signage.</p> <p>b) <u>Christmas Event</u> A meeting has taken place with the Village Hall Trustees. Due to a lack of FPC capacity, the Village Hall have offered to help with marshalling. The Committee recorded its thanks to the Village Hall for their help and support to make this event a success.</p> <p>It was noted that the Salvation Army and Terry Clough Choir are booked – entertainment is being sourced. The Committee approved the purchase of additional lights from the budget for this event to replace broken lights.</p>		PO PO

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	<p>The Committee asked the Admin Assistant to contact FPC maintenance contractor regarding the installation of the nativity scene.</p> <p>Councillor Arnold informed the Committee that the Christmas tree at the Village Hall is to be replaced free of charge.</p>	PO
9	<p>Grant Requests Glebelands Centre grant of £460 was approved by the Committee. Ferring CE Primary School grant of £200 was approved by the Committee.</p>	PO
10	<p>Communication with Ferring Residents – Due to lack of capacity of councillors Ferring Parish Council are not in a position to do informal sessions. This will be reviewed in the next financial year.</p>	
11	<p>All about Ferring Magazine - There was nothing to mention.</p>	
12	<p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention.</p>	
13	<p>Date of next meeting 31st October 2022</p>	
	<p>The meeting closed at 8.10pm.</p> <p>Amanda Thomas Administrative Assistant</p>	
	<p>Minutes approved</p> <p>Chairman..... Date</p>	