

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 5<sup>th</sup> December 2022 at the Village Hall**

|         |             |                         |
|---------|-------------|-------------------------|
| Present | Councillors | Lesley Young (Chairman) |
|         |             | Ruth Arnold             |
|         |             | John Tero               |
|         |             | Clare Royal             |

|   |   |                                  |
|---|---|----------------------------------|
| 1 | <p><b>Apologies for absence</b><br/>Apologies were received from Councillor Terry Jackson. The apologies were accepted. Councillors Stephen Abbott and Roger Elkins were absent with no apologies received</p>  |                                  |
| 2 | <p><b>Declarations of interest</b><br/>There were no declarations of interest.</p>  |                                  |
| 3 | <p><b>Public Question Time</b><br/>There were no residents in attendance.</p>   |                                  |
| 4 | <p><b>To confirm the Minutes of the Parish Facilities &amp; Projects Committee held 31st October 2022</b><br/>The Minutes of the Parish Facilities &amp; Projects Committee held on 31st October 2022 was approved by its Committee Members and signed by the Chairman presiding as a correct record.</p>   |                                  |
| 5 | <p><b>Actions update from the last meeting</b><br/>Councillor Clare Royal has contacted the West Sussex Youth Council regarding the proposed information boards on the pillbox viewing area with no avail. Councillor Lesley Young will contact the Conservation Group as they have indicated that they will be happy to be involved.</p> <p>In relation to the proposed TRO applications for the exit of Church Lane into Ferringham Lane, adjacent to the Church and north end of Greystoke Road, it was noted that the Parish Office has received several correspondences from residents to support the TRO applications. Councillor Clare Royal will review the correspondence and map them across to the TRO criteria.</p> <p>At the Parish Facilities &amp; Projects Committee Meeting 31st October, the Clerk was asked to prepare a complete list of grant allocations for recent years. This has been completed and the Clerk will circulate to Committee Members.</p> | <p>LY</p> <p>CR</p> <p>CLERK</p> |

| 6                                   | <p><b>Project Summary list</b><br/> <b>a. Response Resident Correspondence –</b><br/>                 The Committee agreed that Councillors Clare Royal, Lesley Young &amp; the Clerk will arrange to meet with the resident to discuss further.</p> <p>The above was <b>RESOLVED</b> by the Parish Facilities &amp; Projects (PFP) Committee.</p>   |  |        |              |                                     |             |  |                           |             |   |       |
|-------------------------------------|--|--|--------|--------------|-------------------------------------|-------------|--|---------------------------|-------------|---|-------|
| 7                                   | <p><b>General Items</b><br/> <b>a. Bench Plaques –</b> Councillor Lesley Young advised that she has left messages with the Aldingbourne Trust in relation memorial benches/plaques. She will try to email to seek a response.</p>  | LY   |        |              |                                     |             |  |                           |             |   |       |
| 8                                   | <p><b>Projects</b><br/>                 Potential projects were noted as follows:</p> <table border="1" data-bbox="217 931 1321 2033"> <thead> <tr> <th data-bbox="217 931 624 972">Potential Project</th> <th data-bbox="624 931 810 972">Status</th> <th data-bbox="810 931 1321 972">Update Notes</th> </tr> </thead> <tbody> <tr> <td data-bbox="217 972 624 1816">Public Conveniences – Village Green</td> <td data-bbox="624 972 810 1816">In progress</td> <td data-bbox="810 972 1321 1816">Site meeting held with ADC on 20.9.22. ADC have issued the full proposal and it has been circulated to Councillors for their comments/queries. It is expected at the detail stage to be further queries, however, at this time just two queries reference to the external drinking water tap and that the service area needs to be accessible over the festive period for FPC. ADC has confirmed that the tap will be replaced and that there will be a separate supply if allowed for Christmas lights and other external functions as part of the refurbishment and a key supplied to the service cupboard. The Committee <b>resolved</b> that the proposed plans were acceptable. The Clerk will advise ADC accordingly so that they can prepare the budget figures</td> </tr> <tr> <td data-bbox="217 1816 624 2033">Play Area – Village Green</td> <td data-bbox="624 1816 810 2033">In progress</td> <td data-bbox="810 1816 1321 2033">Outcome of the ADC consultation circulated to Councillors. The Committee has previously resolved to support the ADC specification. ADC has requested designs from</td> </tr> </tbody> </table> | Potential Project  | Status | Update Notes | Public Conveniences – Village Green | In progress | Site meeting held with ADC on 20.9.22. ADC have issued the full proposal and it has been circulated to Councillors for their comments/queries. It is expected at the detail stage to be further queries, however, at this time just two queries reference to the external drinking water tap and that the service area needs to be accessible over the festive period for FPC. ADC has confirmed that the tap will be replaced and that there will be a separate supply if allowed for Christmas lights and other external functions as part of the refurbishment and a key supplied to the service cupboard. The Committee <b>resolved</b> that the proposed plans were acceptable. The Clerk will advise ADC accordingly so that they can prepare the budget figures | Play Area – Village Green | In progress | Outcome of the ADC consultation circulated to Councillors. The Committee has previously resolved to support the ADC specification. ADC has requested designs from | CLERK |
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|--|-------------|--|--|-------------------|
|  |             |  | 6 play companies as per the agreed specification. The designs are due back on Friday 13th January 2023 and ADC will forward the design evaluation details in due course to FPC. In the meantime, ADC would like to arrange a teams meeting with FPC to moderate the scores w/c 30th January. It was felt that there would not be sufficient time for Council to evaluate the designs and agreed that that at the Full Council Meeting on 16th January 2023, two council members will be nominated to attend the meeting w/c 30th January 2023. . | COUNCIL/<br>CLERK |
| Public Conveniences - Beach              | In progress | ADC have visited the site and will consider the options for any improvement works.   |  |                   |
| Gateway and Village signs                | In Progress | Councillor John Tero is leading these projects with the support of Councillor Ruth Arnold. Gateway Signs - Councillor John Tero has checked the three signs and identified that the poles may need replacing on at least one of the signs. He has asked the Administrative Assistant to obtain quotations for just the signs. Village Sign – no further progress has been made at this time. | JT/RA  |                   |
| Warren Pond Information Board            | In progress | Councillor John Tero is leading this project with the support of Councillor Ruth Arnold. Full Council approved the artwork 28th November and example artworks have been circulated to Councillors. Councillor John Tero is currently obtaining quotations to manufacture the information board from two local companies.   |  |                   |
| Patterson's Walk – dual use improvements | Closed      | The Clerk met with ADC Community Parks Officer, Parks & Greenspaces Services. Their position is: Whilst the widening of Patterson's Walk appears to be a simple solution to provide a  |  |                   |

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|    |  |          | shared use of the pathway by cyclists and pedestrians, however, due to challenges with the expense and landownership, ADC considered opinion is that path widening is not a viable solution at this time. The Committee agreed to close this item. |    |
|    | Footpath adjacent to Benton Weatherstone   | Pending  | With information received, this project to be investigated further in 2023.  |    |
|    | Sea Lane – dual use improvements   | Deferred | The Committee agreed to revisit this item from April 2023.   |    |
|    | Provision of dropped kerbs   | Pending  | In the absence of Councillor Roger Elkins there is no further update.  |    |
|    | Additional car parking - Glebelands  | Pending  | Email to ADC for advice regarding procedure and requirements for full consultation. Holding response received and further answers to ADC questions have been supplied. The Committee await further response from ADC.                              |    |
| 9  | <p><b>Parish Events</b></p> <p>On behalf of the Committee, Councillor Lesley Young referred to the recent two Parish Council events, Remembrance Day &amp; Christmas Event and gave thanks to the Council personnel that were involved to ensure that both events were a success.</p> <p>Extended thanks were given to the Village Hall Committee for their support with the Christmas Event and for organising the Fayre and assisting with the road closure.</p> <p>The Committee moved on to consider the option of a specialist contractor to administer the roads closures for future event.</p> <p>The Committee unanimously agreed that a contractor to administer the road closures for the Parish Council events would be a great benefit. It was agreed that the Parish Office will look at options and obtain quotations.</p> |          |  | PO |
| 10 | <p><b>King Charles III Coronation 6<sup>th</sup> May 2022</b></p> <p>At the last Parish Facilities &amp; Projects Committee Meeting 31<sup>st</sup> October it was agreed to instal an appropriate memorial to mark the occasion.</p> <p>The Clerk has circulated a paper of examples of memorials. The Committee agreed that a Clock would be an appropriate memorial and considered that a suitable location, that is most visible to residents would be at the frontage of</p>  |          |  |    |

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|    | <p>the Village Hall.</p> <p>Councillor Ruth Arnold will liaise with the Village Hall Committee to obtain their thoughts and agreement.</p>   | RA |
| 11 | <p><b>Grant Request</b><br/>           Ferring Football Club grant of £600 to install an external AED cabinet was approved by the Committee.</p> <p>The above was <b>RESOLVED</b> by the Parish Facilities &amp; Projects (PFP) Committee.</p> | PO |
| 12 | <p><b>Urgent matters arising, since the preparation of this Agenda &amp; Items to be referred to next Agenda</b><br/>           Councillor Lesley Young gave her apologies for the next meeting.</p>   |    |
| 13 | <p><b>Date of next meeting 23<sup>rd</sup> January 2023</b></p>  |    |
|    | <p>The meeting closed at 8.05pm.</p> <p>Nadine Phibbs<br/>           Clerk &amp; Responsible Financial Officer</p>   |    |
|    | <p><b>Minutes approved</b></p> <p><b>Chairman..... Date .....</b></p>  |    |