

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 on Monday 6th March 2023 at the Village Hall at 7.00pm**

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| Present | Councillors | Ruth Arnold (Vice Chairman) |
| | | Roger Elkins |
| | | Terry Jackson |
| | | John Tero |
| | | Clare Royal |

Due to the known absence of Councillor Lesley Young, if the Chair is absent from a meeting, the Committee Vice-Chair (if there is one) if present, shall preside. (*standing order 3, m*). Councillor Ruth Arnold welcomed all to the meeting of the Parish Facilities & Projects Committee.

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| 1 | Apologies for absence Apologies were received from Councillor Lesley Young. The apologies were accepted. |
| 2 | Declarations of interest There were no declarations of interest. |
| 3 | Public Question Time There were no residents in attendance. |
| 4 | To confirm the Minutes of the Parish Facilities & Projects Committee held 23rd January 2023 The Minutes of the Parish Facilities & Projects Committee held on 23 rd January 2023 was approved by its Committee Members and signed by the Chairman presiding as a correct record. |
| 5 | Actions update from the last meeting There was nothing to mention. |
| 6 | General Items a. Bench Plaques – 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. |
| 7 | Potential Project Status |

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| Public Conveniences – Village Green | In Progress | <ul style="list-style-type: none"> • Potential project originated via ADC and added to projects list in March 2022 • 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 resolved that the proposed plans were acceptable. • The Clerk will advise ADC accordingly so that they can prepare the budget figures. • Full Council 16th January 2023 resolved in principle, FPC have allocated the requested contribution in their Precept 2023 – 2024, this is subject to receiving a detailed breakdown of the associated costs and a timeline project update. • Accurate costs for the works once the procurement exercise is complete. With current work demands and other priorities, ADC doubt they will start the works till much later in the year but will have completed in financial year 2023/2024. |
| Play Area – Village Green | In Progress | <ul style="list-style-type: none"> • Potential project originated via ADC and added to projects list in March 2022 • Outcome of the ADC consultation circulated to Councillors. • The Committee has previously resolved to support the ADC specification. • ADC has requested designs from 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. • 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 at the next Full Council Meeting two Council members will be nominated to attend the meeting w/c 30th January 2023. • Subsequently, at Full Council 16th January 2023, it was agreed that Councillors Ruth Arnold, Roger Elkins & John Tero will attend the teams meeting with ADC 3rd February 2023. The Clerk has provided the Councillors attending the meeting with the relevant documentation and meeting invite. • Councillors met to discuss and agree preferred supplier and proposed features. • ADC has acknowledged the email sent to them on 28th February suggesting the further considerations and questions. |
| Public Conveniences – Beach | In Progress | <ul style="list-style-type: none"> • Potential project originated in respect to the village green facility and added to projects list in March 2022 • ADC have visited the site and will consider the options for any improvement works. • It was agreed that the Clerk will write to ADC to enquire if they have considered the options for any improvement and if a proposal can be included in the ADC budget 2024 – 2025 financial year. |
| Gateway and Village signs | In Progress | Action: JT |
| <ul style="list-style-type: none"> • Potential project originated via Environment Committee and added to projects list in March 2022 • Councillor John Tero is leading these projects with the support of Councillor Ruth | | |

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| <p>Arnold.</p> <ul style="list-style-type: none"> • Gateway Signs - Councillor John Tero has checked the three signs and identified that all of the poles, apart from slight rust on one, are in good condition, and that the proposed gateway signs can be erected to the existing poles. • FPC has received a quotation from a WSCC recommended supplier, which has been forwarded to WSCC to confirm it is acceptable. • In addition, FPC has asked for confirmation that the existing poles can be used and in order to proceed asked WSCC to create an enquiry and these will be progressed by way of a S115 licence covering all three sites under one licence. A notice will need to be placed at all four sites for 28 days, and assuming WSCC receive no unresolvable objections, WSCC will then be able to issue the licences to FPC. • Village Sign – Councillor John Tero advised that there has been no further progress with this project. |
| <p>Warren Pond Information Board In progress Action: JT</p> |
| <ul style="list-style-type: none"> • Potential project originated via Environment Committee and added to projects list in March 2022 • Councillor John Tero is leading this project with the support of Councillor Ruth Arnold. • Full Council approved the artwork 28th November and example artwork has been circulated to Councillors. • Councillor John Tero confirmed that he has obtained a quote to manufacture the information board at an approximate cost of £700 - £900. • In the meantime, Councillor John Tero will arrange a meeting with the retired WSCC Ranger and Conservation Group following receipt of the comprehensive report that assessed the pond. |
| <p>Footpath adjacent to Benton Weatherstone Pending Action RE</p> |
| <ul style="list-style-type: none"> • With information received, this project to be investigated further in 2023. • Councillor Roger Elkins advised that WSCC can provide land registry information to establish land ownership at a small cost. |
| <p>Sea Lane – dual use improvements Pending</p> |
| <ul style="list-style-type: none"> • Potential project originated via HAC Committee and added to projects list in March 2022 • Councillor Terry Jackson has identified the required criteria for the WSCC Community Highway Scheme (CHS) and advised that the application will require substantial evidence. |
| <p>Provision of dropped kerbs Pending Action RE</p> |
| <ul style="list-style-type: none"> • Potential project originated via HAC Committee and added to projects list in March 2022 • An initial survey has been carried out to identify where dropped kerbs and tactile pads would benefit those who have mobility issues and/or are visually impaired. • Councillor Roger Elkins, accompanied by a WSCC Highways Manager, has visited some of the locations highlighted in the initial survey. • It was noted that many of the locations identified do not meet the standard criteria, therefore cannot be pursued. • The other locations identified will be looked at in due course. • Councillor Roger Elkins will produce a summary and a mapping document of the location findings. |

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| | <p>Additional car parking – Glebelands Pending</p> <ul style="list-style-type: none"> • Potential project originated via HAC Committee and added to projects list in March 2022 • 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 Clerk will chase the ADC response. |
| 8 | <p>Parish Council Events Assistance – To consider quotations for specialist contractor to administer the road closures for future FPC events.</p> <p>At a previous meeting, 5th December, minute item 9, the Committee considered the option of a specialist contractor to administer the roads closures for future events and asked the Clerk to obtain quotations.</p> <p>The Committee was presented with two quotations and unanimously agreed to use MS Services as the contractor to administer the road closures for future Parish Council events.</p> <p>The above was resolved by the Parish Facilities & Projects Committee.</p> |
| 9 | <p>Parish Council Events 2023 – The Committee considered FPC forthcoming events.</p> <p>a. Annual Parish Meeting – The Committee agreed the following: The meeting to take place prior to the FPC Annual Statutory Full Council Meeting on 15th May 2023 with the agreed format of the meeting is:</p> <ol style="list-style-type: none"> 1. Chairman's report 2. Brief annual reports from District/County Councillors 3. Question time <p>b. Council Blessing following the Election 2023 – The Committee agreed the following: Following the Parish Council Elections on 4th May 2023, the Committee agreed to arrange a Council Blessing at St Andrews Church with the agreed format as:</p> <ol style="list-style-type: none"> 1. Church Service 2. Small gathering with Parish Councillors and other organisations/clubs 3. Refreshments will be served. 4. The Clerk advised that the Parish Office will organise the event. 5. The Clerk will circulate possible dates to Councillors. <p>The above was resolved by the Parish Facilities & Projects Committee.</p> |
| 10 | <p>Ferring Festival 2023 – Update from Full Council Meeting 16th January 2023 Council agreed that the Ferring Festival proposal will need to be reviewed and will be an item for discussion at the next Full Council Meeting 27th March 2023.</p> |

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| 11 | <p>King Charles III Coronation 6th May 2023 Councillor Terry Jackson provided an overview of the proposal and quotations received (<i>previously circulated to Committee Members</i>) and advised that the type of clock cannot be illuminated. However, there may be an option to erect external lighting at the side of the clock.</p> <p>The Committee agreed that they favoured the convex clock in royal blue with gold numeral with the name of 'Ferring Parish Council' included on the clock face.</p> <p>Councillor Terry Jackson will arrange a meeting with the Village Hall Representative and Electrician to discuss the location and fitting of the clock.</p> <p>The Committee unanimously agreed to pursue with this project with an agreed budget of up to £4000 for purchase and installation of the clock.</p> <p>The above was resolved by the Parish Facilities & Projects Committee.</p> |
| 12 | <p>General Parish Issues Committee</p> <p>a. TRO Applications – Recommendation from General Parish Issues Committee The Parish Facilities & Project Committee noted that the General Parish Issues Committee has considered four possible TROs within the village.</p> <p>Based on the required TRO Criteria, it has been recommended that just one of the TRO's should be pursued.</p> <p>After a brief discussion, the Parish Facilities & Project Committee agreed to submit a TRO application for the exit of Church Lane into Ferringham Lane, adjacent to the Church</p> <p>The Parish Office will explore the TRO process and complete the application.</p> <p>The above was resolved by the Parish Facilities & Projects Committee.</p> <p>b. Warren Pond Report – Visit to assess site management. Councillor John Tero advised the Committee that there is a Management Plan written in 2014 and that a retired WSCC Ranger has kindly sent the Parish Council and conservation Group a comprehensive report assessing the pond.</p> <p>Councillor John Tero confirmed that there is an 'actions bullet list' which will be looked at in detail and it was agreed an onsite meeting will be arranged with the retired Ranger & Conservation Group</p> <p>c. Beehive Lane/Little Paddocks Way manhole cover FRSA has approached FPC with regards to a Manhole corner of Beehive and Little Paddocks Way.</p> <p>Back in 2016 FRSA were informed that a steel plate lid had been placed over this open manhole lid and it had become miss placed dangerous and was allowing silt to ingress into the manhole and block the drainage. In 2022 it was noted that the manhole was in a very poor state. FRSA has tried but failed to locate the owners.</p> |

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| | <p>It is recommended that action is taken asap to prevent flooding with FRSA providing two possible solutions. FRSA are asking for FPC assistance with funding this item possibly via an operation watershed application.</p> <p>After a brief discussion, the Committee noted that Ferring Parish Council does not have expertise in drainage or any other local service so would rely on the appropriate Authority to be involved.</p> <p>It was agreed that in the first instance, the Clerk will reply to FRSA to advise that the Parish Council cannot comment on the appropriateness of the options as stated in the email and would suggest that, perhaps, FRSA would like to seek further guidance and support directly with the WSCC Operation Watershed Project which has successfully supported local communities by funding over 400 projects.</p> <p>There was a second suggestion that the Parish Council could split to cost of the option 1 quotation and pay 50% - 50% with FRSA.</p> |
| 13 | <p>All About Ferring Magazine The Committee agreed that there was no suitable article at this time.</p> |
| 14 | <p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention.</p> |
| 15 | <p>Date of next meeting 5th June 2023</p> |
| | <p>The meeting closed at 8.45pm.</p> <p>Nadine Phibbs Clerk & Responsible Financial Officer</p> |
| | <p>Minutes approved</p> <p>Chairman..... Date</p> |