

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 15<sup>th</sup> July 2024** the Village Hall. The meeting commenced at 7.30pm.

### **Present:**

**Parish Councillors:** Councillor Clare Royal (Chairman), Councillor Ruth Arnold (Vice Chairman), Councillors, Lesley Young, Terry Jackson, Andy Walker, John Tero & Roger Elkins.

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

**Arun District Councillors:** Councillor Roger Elkins

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

Councillor Clare Royal, Chairman, welcomed all present to the meeting and commenced the formal proceedings.

### **01-07-2024 Apologies for absence**

Apologies were received from Councillors Graham Bootle & Simon Bromley & District Councillor Mark Turner. The apologies were accepted.

### **02-07-2024 To receive the Vice Chairman's declaration of acceptance of office**

Councillor Ruth Arnold read out and signed the Vice Chairman's declaration of acceptance of office.

### **03-07-2024 Declarations of interest**

There were no declarations of interest.

### **04-07-2024 Public Questions**

There were no public questions.

### **05-07-2024 Minutes of the Annual Statutory Council Meeting 20<sup>th</sup> May 2024**

The Minutes of the Annual Statutory Council Meeting 20<sup>th</sup> May 2024 were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

### **06-07-2024 Actions update from the last meeting**

There was nothing to mention.

### **07-07-2024 To approve Terms of Reference for each Committee**

The Terms of Reference for the Environment Liaison, Roads, Community & Sports, Planning & Licensing and Finance & General Purposes Committees were approved by Council.

The above was **RESOLVED** by Full Council

### **08-07-2024 To appoint representative to outside bodies**

- a. Councillor Ruth Arnold was appointed as the Police Liaison, NDT Police Arun Parishes.

**09-07-2024 To receive and consider reports from Committees including the authorisation of orders for payment:** – Relevant minutes have been circulated with no further comments or questions.

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**a.Environment Liaison Committee** - Councillor John Tero, meeting held 10<sup>th</sup> June

- a. The Committee, at their next meeting will be discussing the option to put up plaques within the village to highlight any Parish Council projects and achievements.

**b.Planning & Licensing** – Councillor Ruth Arnold, meetings held 10<sup>th</sup> June & 1<sup>st</sup> & 15<sup>th</sup> July  
There was nothing further to report.

**c.Neighbourhood Development Plan Committee** – no meeting held

Following the General Election, it was noted that there are proposed changes to the National Planning Policy Framework (NPPF) which will affect any progress with the review of the Local Plan and FPC Neighbourhood Development Plan.

**d.Roads, Community & Sports Committee** - Councillor Clare Royal, meeting held 17<sup>th</sup> June

Council to note the following:

- a. Langbury Lane Rising Issues
- b. TRO Proposal for double yellow lines on the west side of the central paving in Ferring Street.
- c. Active Communities Audit for 2024 - 2025.
- d. Community Training Opportunities.

Councillor Roger Elkins provided an update in relation to the Provision of Dropped Kerbs. As previously reported, 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, 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.

One location near the Henty Public House was considered as a possibility and if it meets the required criteria. Unfortunately, due to visibility, a dropped kerb is not viable at this location. Councillor Roger Elkins will raise this matter again to enquire if there is an alternative option.

**e.Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). Councillor Lesley Young, meeting held 1<sup>st</sup> July

- a. **Accounts and Finance** - Income and Expenditure April & May 2024 – Approved
- b. **Tennis Court Maintenance** –Court Maintenance

There are areas of the courts which could do with some maintenance, the top surface of the tarmac on the north-east end of one of the courts is beginning to fail.

Following a meeting with the court maintenance company on 10<sup>th</sup> April, two quotations have been supplied to:

1. Repair the court £800.00; or
2. Repair the court and also treat both courts to provide a better finish and longevity of the court surface £4845.00.

The Committee noted that the court maintenance company has been nominated at quotation stages to complete works at the tennis courts for several years including resurfacing in 2014, clean and repaint 2020 and the installation of new fencing in 2022. It was also noted that any maintenance to the tennis courts is self-funded from income derived from Tennis Club annual

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subscriptions and court usage charges. After a brief discussion, Council agreed to pursue with option 2.

The above was **RESOLVED** by Full Council

**c. Replacement of three metal Bus Shelters**

To progress this as a project, the Parish Office obtained three quotations and full specifications for consideration at the Environment Liaison Committee Meeting 29<sup>th</sup> April.

The Clerk provided the Project Group (Councillors Andy Walker & John Tero) with a task list for the bus shelter project at their meeting on 17<sup>th</sup> May. Councillor John Tero said that there was a crack in the concrete plinth at the shelter north of the railway and that he would check the plinth for suitability for the new shelter.

At the Environment Liaison Committee on 10<sup>th</sup> June 2024 minute item 10,a Councillor John Tero explained that the quotations for new bus shelters had been circulated at the last meeting but a decision was not made. Further to this, Councillors Andy Walker and John Tero met in the office (17<sup>th</sup> May) to go through the quotations and decided that it would be beneficial to call an additional committee meeting in order to go ahead with the shelters during the summer months. The Environment Liaison Committee voted for Shelter Solutions to do the work and for this to be recommended to Finance & General Purposes Committee meeting on the 1st July.

At the Environment Liaison Committee, it was noted that there was a crack in the concrete plinth at the shelter north of the railway and that the parish office will highlight this to the preferred supplier when placing the order for the three bus shelters.

The Environment Liaison Committee Meeting on 10<sup>th</sup> June and Finance & General Proposes Committee Meeting 1<sup>st</sup> July, Shelter Solutions was recommended as the preferred supplier at a quotation total at £16,915.00 + VAT to purchase of all 3 shelters including seats (the quotation includes the removal of existing shelters, supply and fit of the replacement shelters).

The quotation from Shelter Solutions for three bus shelters was approved and **RESOLVED** by Full Council.

However, Councillor John Tero has this evening, advised Council that the concrete plinth for the shelter north of the railway will need to be replaced.

The Clerk will contact Shelter Solutions to enquire if they can provide the replacement concrete plinth.

Whilst Council has resolved the quotation for three bus shelters, this is subject to resolving the issue with the concrete plinth for the shelter north of the railway. Council acknowledged that this may increase the overall cost and possibly delay the installation.

Council **RESOLVED** an additional of up to £1500 contingency in order to complete any additional works and that Councillors Lesley Young, John Tero & Clare Royal have the delegated power to make the final decision on the basis that Shelter Solutions can provide the replacement concrete plinth.

If Shelter Solutions are unable to provide the replacement concrete plinth, the Project Group will seek an alternative option.

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- d. **AED replacement pads £230 exc VAT** – Approved
- e. **Financial Regulations** – Council approved the FPC Financial Regulations.

The above was **RESOLVED** by Full Council

Councillor Roger Elkins referred to minute item 11,b. Bank Interest Rates  
The Clerk provided an overview of the bank accounts held and their interest rates and account options. The Committee noted that the Parish Council currently holds six bank accounts.

The Committee members in attendance felt that it is not appropriate to use fixed accounts for public money.

Councillor Roger Elkins advised that we should be mindful that there are better rates available.

**10-07-2024 Council noted payments made under dispensation for expenditure.**

- a. **Warren Pond** – Benches 403.60. (*Environment Liaison Committee 10<sup>th</sup> June 2024*).

**11-07-2024 Ferring Rife Public Conveniences** – Refurbishment proposal

The public conveniences on the Village Green will be refurbished later this year and the Parish Council has agreed a large contribution towards the work.

Whilst agreeing the works for the Village Green Public Conveniences with ADC Property & Estates, there was also discussion regarding the possibility of a refurbishment at the Ferring Rife Public Conveniences. Council noted that the proposed refurbishment is planned for this financial year.

ADC, Property & Estates has approached the Clerk with three options centred around the refurbishment and ownership of the public conveniences.

After a lengthy discussion, Council agreed that option 3 was most preferable, that Ferring Parish Council would be willing to contribute to the refurbishment and that ADC will retain ownership and the maintenance of the facility. The suggested refurbishment cost is in the region of c£60k.

The Clerk will clarify the below with ADC:

1. In the enlarged cubicle (centre cubicle) is there an actual toilet facility in this cubicle
2. There is an external tap at the existing facility, will this remain following the refurbishment

The above was **RESOLVED** by Full Council

**12-07-2024 Pill Box request** – Plaque replacement

Council noted the offer from the Pill Box Group to replace the existing plaque on the Pill Box with a more durable material plaque using the same wording and just changing the stated date.

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The above was **RESOLVED** by Full Council

**13-07-2024 Ferring Village Hall Liaison** Parish Council liaison (*Councillor Ruth Arnold*)  
The next meeting is scheduled for Wednesday 17<sup>th</sup> July.

#### **14-07-2024 Reports from District and County Councillors**

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

- Following the General Election and the proposed changes to the National Planning Policy Framework (NPPF), the ADC Planning Policy Committee have been advised by the Senior Planning Officer that there will be a further 300 Planning Officers and that there is possibility that the mandatory housing numbers will be restored. The Consultation will be available late July.
- Following the General Election, there is a change in local MP's.

##### **Arun District Councillor Mark Turner advised the following:**

##### **In the absence of District Councillor Mark Turner, Councillor Clare Royal advised:**

- There has been little activity due to the administration of the General Election. The Council has a new leader (Councillor Martin Lury) and committee meetings have restarted. There will be a number of issues to grapple with very quickly including the progress of the new "Local Plan" and any planning issues resulting from a change in national government.
- As the Arun District Armed Forces Champion, he was very proud to attend the Littlehampton Armed Forces Day parade and celebrations. A very well organised event and much appreciated by all members of the Services and Veterans' communities.

##### **WSCC County Councillor Roger Elkins advised the following:**

- County Councillor Roger Elkins and the Clerk attended a Stakeholders meeting organised by East Preston Parish Council to give an opportunity for local residents to express their concerns following the recent timetable changes resulting in an increase in the number of trains and the length of time the gates are in the down position and the impact that this has on local residents and emergency vehicles. The major Stakeholders in attendance included Network Rail, WSCC & Stagecoach.  
Whilst much of the meeting focused on the East Preston four way crossing, the length of time the gates are in the down position was also noted by Network Rail who will look to address this issue.
- WSCC Archives Office has a new website.
- There is a news app via WSCC website available called 'press reader'.
- WSCC has just appointed a new CEO.

#### **15-07-2024 Urgent matters arising, since the preparation of this Agenda & Items to be referred to next agenda.**

Following a resolution at Arun District Council's Economy Committee in April, ADC are seeking feedback by 16<sup>th</sup> August on proposals to install additional beach huts across the Arun coastline.

Details of the report that describes the 10 sites currently being considered and associated plans have been circulated to Councillors.

Councillors agreed that the Environment Liaison Committee at their meeting on 12<sup>th</sup> August will formulate a response and Councillors will forward their comments to the Clerk prior to 12<sup>th</sup> August.

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**The next meeting date is 16<sup>th</sup> September 2024**

The Chairman closed the meeting at 8.40pm

Mrs Nadine Phibbs,  
Clerk to Ferring Parish Council

**Minutes approved**

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