

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 16th September 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, Graham Bootle, Simon Bromley, Andy Walker & John Tero.

West Sussex County Councillor: Not in attendance

Arun District Councillors: Councillor Mark Turner

Residents: There were four residents in attendance

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

01-09-2024 Apologies for absence

Apologies were received from Councillor Roger Elkins. The apologies were accepted.

The Parish Council would like to take this opportunity to express their sincere gratitude to Terence Jackson who has recently stepped down from the role as a Councillor.

Terence served as a Councillor for over eighteen years as an active member of the Council, he has project managed numerous projects and been involved with a number of council decisions and activities.

The Parish Council would like to wish Terence and his family the very best for the future.

02-09-2024 Declarations of interest

Councillor Lesley Young declared an interest in agenda item 12 Ferring Village Hall.

Councillor Clare Royal declared an interest in agenda item 9 Allotments.

03-09-2024 Public Questions

A resident enquired regarding the cost for the complete refurbishment of the village green public conveniences.

The Clerk advised the overall cost is in the region of £150K, with FPC contributing £50K.

A resident asked in relation to the situation with the additional trains and waiting times at the crossing gates.

The Clerk advised that she 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. As a result of the meeting, the Clerk is in direct contact with Network Rail.

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A resident advised that he is assisting the Clerk with a project to ascertain the vehicles usage and issues in Langbury Lane prior to a scheduled meeting with WSCC.

04-09-2024 Minutes of the Full Council 15th July 2024

The Minutes of the Full Council 15th July were approved by Council. The minutes were signed by the Chairman presiding as a correct record.

05-09-2024 Actions update from the last meeting

There was nothing to mention.

06-09-2024 To approve Terms of Reference for Neighbourhood Development Plan Committee

The Terms of Reference for Neighbourhood Development Plan Committee was approved by Council.

The above was **RESOLVED** by Full Council.

07-09-2024 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.

a. **Environment Liaison Committee** - Councillor John Tero, meeting held 12th August

a. ADC Beach Hut Proposal – Committee noted FPC comments submitted to ADC 16th August.

b. Warren Pond Works – Works spreadsheet has been circulated to Committee Members.

b. **Planning & Licensing** – Councillor Ruth Arnold, meetings held 2nd & 16th September.

The Committee was advised that a new voluntary Tree Warden has been recruited.

The Committee noted that the appeal at Chatsmore Farm, Land North West of Goring Railway Station, Goring Street commences 17th September at Worthing Town Hall. The Inquiry is currently anticipated to sit for 7 days, the sitting dates are Tuesday 17th to Wednesday 18th September, Tuesday 24th to Thursday 26th September and Tuesday 1st to Wednesday 2nd October 2024.

c. Neighbourhood Development Plan Committee – Meeting held 19th August.

Council noted the following:

a. Council noted Terms of Reference for Neighbourhood Development Plan has been approved.

b. Committee Dispensation deferred to a later Committee meeting.

c. Site status Not Currently Developable (NCD).

d. Roads, Community & Sports Committee - Councillor Clare Royal, meeting held 19th August.

a. Langbury Lane Teams Meeting confirmed for 14th October 2024.

b. Communications Working Group – Council agreed F&GP Committee recommendations: To raise awareness of Parish Council achievements - The Committee considered this to be an excellent suggestion and agreed that this will be passed to the Environment Liaison Committee to agree suitable options to promote the Parish Council's achievements.

Options to recruit Councillors to accomplish activity and projects - The Committee noted that the Clerk currently advertises Council business via the Parish Council's communication channels and that the parish flyer has proved to be the most successful tool to recruit new

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councillors and noted that there are currently two potential Councillors who have approached the Clerk as a result of advertising in the Parish Flyer.

Council agreed that a Communications Working Group is not required at this time, particularly taking into account the reduced number of Councillors and the increased demands made on Councillors' time as a result.

The above was **RESOLVED** by Full Council.

e. **Finance & General Purposes Committee** (including the authorisation of orders of payments and recommendations from the Committee). Councillor Lesley Young, meeting held 2nd September (*minutes attached for Councillors.*)

a. **Accounts and Finance** - Income and Expenditure June & July 2024 Approved.

b. **Bus Shelter Repainting** – FPC Maintenance Contractors quotation £2625.00 Approved.

c. **Warren Pond** – The fencing & bench works are now complete and Council has agreed to move the most easternly bench to a new location at a cost of £50. Approved.

d. **Metal Bus Shelters** – To remove bus shelter (Greystoke Road & north of railway) and rebuild plinth (north of railway) .

Council will recall the discussion at Full Council 15th July 2024, minute item 09-07-2024,c with regards to the damaged plinth at the bus shelter north of the rail way line. The Clerk has requested four quotations and obtained two quotations to replace the plinth.

Council agreed to pursue with the quotation received from Gold Leaf Joinery & Carpentry Ltd (JT Joinery) for: removal of existing shelter, break out of old concrete pad, dig out to required depth, lay and compact type 1 MOT, shutter up external edges with fall to match existing ground level, lay steel reinforcement mesh, pour / brush finish concrete, clean site leave as found. Once the shelter is installed to return and grout up the legs of the shelter if required at a cost of £1413.06 exc VAT. **RESOLVED**.

With regards to the bus shelter opposite the Glebelands, it was noted that the actual bus stop is some distance away from the shelter and that the shelter is used as a social area with lots of rubbish being left and if the best option would be to remove the shelter completely.

The Clerk has obtained a quotation at £439.00 exc VAT to remove this bus shelter provided by the same company agreed for the work at the bus shelter plinth at the railway.

Gold Leaf Joinery & Carpentry Ltd can offer a £200 reduction if both sections of works are carried out at the same time as they will be able to utilise resources from the original works. If this is the case it would bring the new total to £326.80 exc VAT.

Council unanimously agreed that this bus shelter will be removed and the surplus bench from Warren Pond is put in its place. **RESOLVED**.

e. **Bus Shelter Professional Advertisement Boards**

Councillor Lesley Young has surveyed the six wooden bus shelters around the village to establish the nature of advertising in each shelter and to measure the maximum size of noticeboard that could be fixed to the back wall of each shelter. The summary has been circulated to Councillors and Councillor Lesley Young has provided costings information to supply locked noticeboards.

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Council agreed that lockable noticeboards will be fitted at three of the bus shelters, two at Village Green and one at south end of Ocean Drive and the remaining two shelters will have a notice to advise that any advertisements will be removed. It was agreed that the Clerk will liaise with the FPC Maintenance Contractor that the sizes are correct that there are no risks of injury to the public once installed.

With the likely need for alterations with the noticeboards the cost may vary, therefore, an overall budget of up to £1500 was approved by Council for this project. **RESOLVED.**

f. **Village Defibrillators (AED)** - Additional AED near to the beach.

The Clerk has been in conversation with the owner of the Bluebird Café to discuss the opportunity of the Parish Council and the Café working together to provide a facility.

The Bluebird Café has agreed that an AED can be installed on the side of the cafe building and that the café will supply the electricity. In addition, the café has agreed a financial contribution of 50% to the AED and cabinet. FPC will cover the cost of the installation and the Clerk will liaise with the Bluebird Café and Electrician in relation to the AED location.

Council agreed to pursue with the purchase of the Mindray C1A AED and associated locked cabinet at a cost of £1245.00 exc VAT. With the additional electrical and installation works, an overall budget of up to £2000 was approved by Council for this project. **RESOLVED.**

g. **AED Training**

The Parish Office has contacted Rustington Parish Council for information regarding AED training. They recommend a lady who is a Secam community 1st response volunteer and does free training in Rustington. She trains approx. 30 people and is happy to put on extra training sessions if there is a need for it or if it proves popular. The Village Hall will supply use of the main hall free of charge, The Parish Office will arrange and advertise the event. **RESOLVED**

All of the above was **RESOLVED** by Full Council.

08-09-2024 Council noted payments made under dispensation for expenditure.

(Environment Liaison Committee 12th August)

- a. Dragons Teeth at Warren Pond – The Committee agreed to the quotation of £162.50 to clean and re paint the dragons teeth.
- b. Tree cutting at Village Green – The Committee agreed to the quotation of £180.00 to cut the trees for the Christmas lights.

09-09-2024 Allotments –

- a. Council noted that an inspection has been completed by the parish office and the findings circulated.
- b. Council agreed to suggested recommendations.
- c. Council agreed that the Parish Office will be provided with a budget for any works via the Finance & General Purposes Committee.

The above was **RESOLVED** by Full Council.

10-09-2024 Public Conveniences Village Green – The refurbishment work commenced 2nd September; the public conveniences were closed on 2nd September right through to 10th January.

11-09-2024 Ferring Rife Public Conveniences – Details of the works & to agree FPC

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Financial Contribution.

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

ADC estimate the work at this time to be around the £60k mark. This will be confirmed once ADC has gone through the tender process. ADC has suggested a contribution of £25k from FPC to be a reasonable sum regardless of the tender sum.

Council **RESOLVED** to pursue with the ADC suggested contribution of £25k from FPC to be a reasonable sum regardless the tender sum.

The above was **RESOLVED** by Full Council

12-09-2024 Ferring Village Hall Liaison Parish Council Liaison (*Councillor Ruth Arnold*)

All hall users have been issued with a Health & Safety Risk Assessment Template which has been completed and filed by the Clerk. The next meeting is 16th October.

13-09-2024 Public Consultation: Draft Worthing Affordable Housing Supplementary Planning Document 20th August - 1st October 2024.

There were no comments. If any Councillor has comments, these need to be sent to the Clerk prior to 1st October.

14-09-2024 Reports from District and County Councillors.

Arun District Councillor Mark Turner advised the following:

- The appeal at Chatsmore Farm, Land North West of Goring Railway Station, Goring Street commences 17th September at Worthing Town Hall.
- Arun District Council (ADC) Economy Committee has issued a Parish/Town/District Consultation for a proposal for additional beach huts across ten sites in the district. Both the Parish Council and the District Councillors have submitted their comments. ADC Economy Committee meeting on 22nd October will be to discuss the viability of the proposal.
- Arun Flood Forum have now met on three occasions and membership and attendance is being reviewed. At this time, the attendees have predominately been from the west of the district and it appears that there is collaboration across the responsible agencies. The work includes the updating of the drainage mapping.
- The ADC Planning Policy Committee will commence a discussion in relation to the new NPPF Framework this week.

Arun District Councillor Roger Elkins:

In the absence of Councillor Roger Elkins, Councillor Clare Royal advised:

- Arun Council will be debating these proposals re housing targets this week at Planning Policy and below is an extract part of the officer report for information.
The government has made it absolutely clear that authorities may justify planning for a lower number only where they can evidence hard constraints to the Planning Inspectorate. This now appears to be a very high bar to overcome and will likely result in arguments that additional housing allocations will be required, even in those locations that are less desirable from a planning and sustainability perspective. It is notable that the new housing figures are higher for all seven authorities, equating to an overall percentage increase of 38% across the County, which will be extremely challenging (to put it mildly) to achieve. Whilst at 5% Arun District is proposed to be

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subject to the lowest percentage uplift in its annual housing target (equating to 67 additional dwellings per annum), the fact is that the current housing target for Arun is already significantly higher than any of the other six West Sussex authorities (over 300 higher than the second highest at present) and the existing target has proven to be unattainable, despite the best efforts of the council to seek to meet as much of its identified housing need as possible through strategic allocations and planning permissions. Regrettably, whilst it may be a relatively modest increase, Arun's housing requirements go from one very large figure that has proven to be unattainable to an even larger figure. Officers believe that Arun has the highest current housing requirement of any nonmetropolitan district/borough in the country

WSSC County Councillor Roger Elkins:

In the absence of Councillor Roger Elkins, Councillor Clare Royal advised:

- The first phase of a six-year plan to become carbon neutral and climate resilient by 2030 has been set out by West Sussex County Council. A Climate Action and Adaptation Plan for 2024–2027 has been published which identifies 20 priority actions to be taken across the council and in partnership with key stakeholders in the county.
- West Sussex County Council has been praised for its 'substantially improved' services that help young people leaving care to develop and flourish. Ofsted said the council has created 'a culture of excellent support' for care leavers and that 'leaders value them, their opinions matter to them and their work translates into meaningful change in how services are delivered. A letter to the county council from Ofsted, published Monday, says services for care leavers in West Sussex have substantially improved since a previous inspection in 2023. It adds that improvements have been made to help young people make the transition into adulthood safely and at their own pace.
- Over the summer holidays WSSC allocated over £1 million to distribute to organisations who provide the Holiday Activities and Food (HAF) Programme and free holiday provision, including healthy food and enriching activities for children eligible for benefits related free school meals (FSM). The summer 2024 programme offered 28,605 free places of holiday activities and a meal from 60 providers. The activities cater for at least 2,188 eligible children each day. The HAF programme also aims to ensure that the children and families who participate in the programme develop their understanding of nutrition and food budgeting as well as being effectively signposted towards other information and support, for example health, employment, and education

15-09-2024 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 21st October 2024

The Chairman closed the meeting at 8.45pm

Mrs Nadine Phibbs,
Clerk to Ferring Parish Council

Minutes approved

Chairman **Date**