

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

**FERRING PARISH COUNCIL
ROADS, COMMUNITY & SPORTS COMMITTEE
(Advisory Powers Only)**

**Minutes of the Roads, Community & Sports Committee meeting held at 7.00pm
on Monday 18th August 2025 at the Parish Office.**

Present	Councillors	Clare Royal (Chairman)
		Graham Bootle (Vice Chairman)
		Stuart Davies
		Simon Ash
		Ruth Arnold
		Marlon Foakes
	FRSA	Jackie Ring

1	Apologies for absence Apologies were received from Councillor Lesley Young, Andy Wincell, . Glebelands/Football Club & Mandy Hawkness & Les Goodwin, Tennis Club. The apologies were accepted.	
2	Declarations of interest Councillor Ruth Arnold declared an interest in agenda item 10,b Glebelands/Football Club.	
3	Public Question Time There were no residents in attendance.	
4	To confirm the Minutes of the last Meeting held 30th June 2025 The Minutes of the Roads, Community & Sports Committee Meeting held 30 th June 2025 were approved by the Committee as a correct record and signed by the Chairman.	
5	Actions update from the last meeting There was nothing to mention.	
6	Items for information – to note the following There was nothing to mention	
7	Roads Matters a. Parking in the village in General - The Committee will recall that it has previously been agreed that Councillor	

	<p>Roger Elkins would liaise with WSCC Highways with a view to them visiting Ferring to provide advice regarding parking and congestion within the village.</p> <p>Councillors Roger Elkins & Clare Royal accompanied by a WSCC Traffic Engineer visiting various locations in the village and identified a range of matters.</p> <p>It was noted that parking in the centre of the village remains a challenge and this became the focus of the visit with the below suggestions:</p> <ol style="list-style-type: none"> 1. Parking at the shops (just south of the parish office) – it was noted that this area is congested with two-way traffic and vehicles parked on the outer kerb, particularly evident when the railway gates have recently opened. Vehicles are parking on the pathway that divides the slip road and Ferring Street. The suggestion included removal of the outer pathway and arranging the parking bays as forward parking similar as further into the village outside co-op. This will elevate the congestion with vehicles traveling through the centre village with the possibility of providing additional parking spaces. 2. Congestion due to the two bus stops either side of the road near the co-op – It was suggested that the pathway on the west side could be reduced in width to ease the congestion when the buses passing through the centre of the village. <p>The Committee had agreed that Councillor Roger Elkins would explore both options with WSCC with a view to obtaining a simple design for both proposals.</p> <p>Councillor Roger Elkins has provided a response from West Sussex County Council (WSCC) regarding the proposed parking bays along Ferring Street. The WSCC Assistant Area Highway Manager has measured the carriageway outside the shops on Ferring Street (screenshot circulated) and confirmed that the total length is approximately 67 metres.</p> <p>Key findings:</p> <ul style="list-style-type: none"> • A standard parking bay requires a minimum width of 2.5 metres. • Based on the available space, this would allow for approximately 26 parking bays. • To accommodate this, the existing central islands would need to be removed to ensure each bay has the necessary 4.2-metre length. • The implementation of this proposal would require a Community Highways Scheme (CHS) application. <p>The Committee agreed to explore the proposal further and to request a projected cost estimate for the scheme.</p> <p>b. Arun District Council (ADC) Meeting – Councillors Clare Royal, John Tero & District Councillor Roger Elkins met with ADC to discuss the options to improve drainage and develop part of the Rife Car Park near the Bluebird Café. ADC will revert back to FPC with a full proposal.</p>	<p>RE</p>
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	<p>c. Provision of Dropped Kerb – Councillor Clare Royal had identified another location near the GP Surgery that would benefit from two drop kerbs. WSCC are exploring if the identified location would be a viable possibility.</p> <p>d. ADC Road Closure Policy – ADC are in the process of finalising a new Road Closures Policy, which aims to provide clarity to applicants and guide the Council in its administration and decision making when considering applications for temporary road closures.</p> <p>The Clerk advised that FPC is already following the actions outlined in the policy, with the only addition being that there will now be a cost to apply for a road closure with the exception of a national event of importance ie. Remembrance Day.</p>	
8	<p>Community Matters</p> <p>a. Remembrance Day – The arrangements for the Remembrance Day service are progressing well.</p> <p>b. Christmas Event – The Christmas Event 2025 will remain similar to previous years. The Clerk will keep the Committee update with the progress of the arrangements.</p> <p>c. Garage Purchase – At the Extraordinary Council meeting on 28th July 2025 minute item 4 Garage Purchase – Councillors unanimously agreed in principle to proceed with purchase of the garage subject to a satisfactory Survey.</p> <p>The survey went well, with a thorough inspection of the garage by Julian Wilkins & Co. The Survey report has been circulated to Councillors (18th August 2025). Two progress reports have also been circulated to Councillors (8th & 15th August).</p> <p>Given the nature of this transaction, relatively straightforward, the quote from A R Brown Solicitors appears to be the most financially reasonable option.</p> <p>The Roads, Community & Sports Committee & Councillor Lesley Young, Committee member and Finance & General Purposes Committee Chairman (via email) supports instructing A R Brown Solicitors to proceed with the purchase as soon as possible.</p> <p>d. Graffiti wipes – The Committee agreed to purchase graffiti wipes 3 x 70 wipe tub at £232.80. The Clerk will enquire regarding the shelf life.</p> <p>This cost will come under dispensation for expenditure of up to £450.00 for minuted instructions as resolved at the Roads, Community & Sports Committee Meeting 14th August 2023.</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>

9	To report Payments made by dispensation There are no payments to report	
10	Reports from external Representatives a. FRSA Roads: (Jackie Ring) The FRSA roads section has now seen the second phase of the drain/gully repairs completed in June. 16 sites were dealt with; many of them were heavily rooted or had poorly functioning soakaways, leaving them vulnerable to flooding during periods of heavy rain. Many of the sites have had work carried out on soakaways and we await the next period of stormy weather to test out their effectiveness. It is known that there are still a few more sites needing attention and we hope that work can commence on these before the year end. Work on the first phase of the road repairs programme has now commenced with 2 sites having been dealt with and the remainder planned to start by the end of August. These works involve filling potholes and dips where water collects as well as repairing some damaged road edges. These areas are a problem for the FRSA as there are very few kerbs to support the edging and this can cause the edge to break up, especially at road junctions. A second phase of work is being costed and subject to satisfactory estimates, it is hoped that these will also be completed before the year end. b. Glebelands/Football Club: (Andy Wincell) The Committee noted that Full Council at their meeting on 21 st July 2025, agreed that in principle, that they supported the proposal and initiative for a 4G all-weather pitch. c. Tennis Club: (Charlie Bacon & Mandy Harkess) All members are enjoying playing on the newly repaired and repainted tennis courts. It has been noted that the patch at one end of the court nearest to the football pitches that required a significant repair remains very slightly uneven, but it has not caused any problems. The more experienced players have suggested that this patch may suffer/ deteriorate slightly over winter if we have a severe frost. If there are any concerns, we will raise these at the time. But overall, members are very pleased with the fresh look to the courts and would like to thank the Parish Council. Membership figures are down slightly this year currently at 30, compared to 35 during 2024/25. This is largely due to some longstanding members moving out of the area. It is hoped that a few new members will join over the coming months. As requested, the Committee sent an email to Andy at Ferring Football Club, supportive of their plans to install a 4G pitch on Glebelands and the	

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	<p>associated development of the clubhouse and surrounding area. We would be happy to comment further as plans progress.</p> <p>Since losing our club Secretary in May, we have now set up a new contact email address for all enquiries. This is checked daily. We would be grateful if the Parish Council could also use this for communication going forward: ferringtennisclub@gmail.com This will help ensure that emails from the Parish Council can be shared directly with all Committee members.</p>	
14	<p>All about Ferring Magazine There was nothing to mention.</p>	
15	<p>Urgent matters arising, since the preparation of this Agenda & Items to be referred to next Agenda There was nothing to mention.</p>	
16	<p>Date of Next Meeting – Monday 1st December 2025</p>	
	<p>The meeting closed at 7.35pm.</p>	
	<p>Minutes approved</p> <p>Chairman Date</p>	