

**MINUTES OF THE MEETING OF  
FELPHAM PARISH COUNCIL  
HELD AT THE FELPHAM COMMUNITY HALL, FELPHAM  
3<sup>rd</sup> APRIL 2018.**

**PRESENT:** Councillors: M Harvey, Mrs G Moss, M Copeland, D Smart, Ms H Flynn  
A Burrows, Mrs J Wild, G Hewlett, P English, Mrs M Harvey,  
Mrs R Kissell & G Matthews.

**MC 253. APOLOGIES FOR ABSENCE:**

No apologies were received.

**MC 254. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**MC 255. DECLARATIONS OF INTEREST:**

There were no declarations of interest at the outset of the meeting.

**MC 256. PUBLIC QUESTION TIME:**

There were 4 members of the public present. No questions were raised at this point.

**MC 257. PRESENTATION ON THE 2018 ARUN KITE FESTIVAL:**

Dave Mitchell, one of the Kite Festival organisers, had been invited to the meeting to give a presentation on the event which, this year, was due to be held on King George V Playing Fields in Felpham.

The Chairman welcomed Dave to the meeting.

- previously held in West Park, Bognor Regis (past 3 years).
- have worked with ADC on this and agreed some parking on the fields. (\*)
- date of Festival is August Bank-Holiday (Saturday to Monday).
- ADC will pay for any reinstatement of the land – post the event.
- kite flyers from all over England – show only – no competition.
- public area will be available for those who want to try.
- will operate from 10:30am to 10pm (Saturday/Sunday) – 10:30am to 5pm (Monday).

(\*) 200 public parking spaces.

**MC 258. TO CONSIDER THE FILLING OF THE VACANT COUNCILLOR POSITIONS ON THE COUNCIL:**

Three prospective candidates for the vacant Co-opted Councillor positions on the Council had been invited to the meeting – these were David Chuter, George Grundy and Lynne Jones. Councillors had been sent, prior to the meeting, the resumes that had been sent in by each candidate. Each was requested to do a brief outline of themselves, followed by a question and answer session with Councillors.

On conclusion of the question and answer sessions, the candidates were requested to leave the meeting room so that Councillors could discuss each application, and make a determination as to whether or not the candidates would be co-opted onto the Council.

**The following was RESOLVED, on a vote, that all 3 candidates be co-opted on to the Council.**

At the conclusion of this the candidates returned to the meeting room and each asked if they still wished to be a member of the Council so that they could be advised of the outcome and decision of the Council.

**It was confirmed that David Chuter, George Grundy and Lynne Jones would be co-opted Councillors forthwith and made their formal declarations of acceptance.**

**They were advised that up to the start of the new municipal year that they would all be members of the Allotments and Neighbourhood Plan Committees of the Council.**

**They were then requested to join the meeting, from this point, but advised that they would not be able to vote on any items discussed by the Council until they had returned their Code of Conduct and Register of Interest forms to the Clerk.**

**MC 259. TO RECEIVE THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 6<sup>th</sup> MARCH 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 260. MATTERS ARISING:**

**MC 236 (2)** – the Clerk advised that he had written to WSCC with regard to online payment for an application to install directional signs to the Community Hall on the highway. He had yet to receive a response but stated **he would chase this up.**

**MC 236 (4)** - the Clerk advised that he had written to ADC with regard to the opening date for the refurbished toilets at Culver Road. He had yet to receive a definitive response but stated **he would chase this up.**

**MC 237 (i)** Councillor G Matthews – advised that WSCC would be looking at speeds of vehicles (speed management/survey) on Downview Road now that all speed humps had been installed.

**MC 238 (i)** Councillor G Hewlett advised that he had watched the video referred to and felt that it was not a transferable option for Bognor (railway station/Picturedrome area).

This was agreed by all those that had also watched the video.

**MC 238 (ii)** Councillor Mrs J Wild reported that she had sent a FOI request to ADC with regard to any prosecutions that have been carried out with regard to felled TPO trees.

There were no other matters arising.

**MC 261. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:**

- 1) **Arun District Council** – decisions made by the Cabinet at ADC during March 2018. None of these had any direct effect on the Parish Council or residents of Felpham.
- 2) **WSCC – Road Traffic Regulation Order** – the Council have been advised of a temporary order for carriageway resurfacing on Upper Bognor Road and Felpham Road between the 5<sup>th</sup> and 8<sup>th</sup> of June 2018.
- 3) **Sussex Police** – the Council had received a response from Sussex Police in response to clarification on the high crime figures for Felpham that had been presented to JWAAC. Copies of this response had been sent to all Councillors.

The Clerk also advised that he and the Chairman of the Council had met with Ian Cheesman of the Arun & Chichester Prevention Team on 22<sup>nd</sup> March 2018. He had advised that he would go away from that meeting and seek clarification, on our behalf, on the figures, and to have these disaggregated by area/hot spot and seasonal trends. He also would seek clarification as to why Felpham was not split into east and west for crime figures.

**MC 262. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:**

- (i) **County Councillor Ms H Flynn** – reported the following:

“Firstly in regard to the school site at Blake’s Mead reported in last month’s report, I received assurance from WSCC that there were no plans to sell this site for further housing, as had been rumoured and that applicants were still invited to submit plans for a one form entry academy. Currently the extension to Downview was managing to supply primary school needs, as was the proposed expansion of Felpham Community College.

I have been in contact with Bishop Tufnell school regarding the continuing problem of parents parking in Middleton Road and the smaller side roads. There are restrictions which can only be enforced by Arun District Council who are somewhat stretched having only 7 officers across the whole of Arun. I will be visiting the school again after the holidays to see if the WSCC School Travel Adviser could assist or whether we need to look at improvements via the community highway scheme.

The speed reduction work in Downview Road areas was largely welcomed. Some residents have questioned its effectiveness and I therefore sought and received assurance that the speed study has been completed. They are awaiting the interpreted data and for this to be updated to the speed database which will take a few weeks. WSCC are steadily working toward the 20mph limit which, will in itself, also reduce speed by a few mph.

WSCC are currently reviewing its Bus Strategy, which will consider their approach

to and investment in bus services and community transport for the next 8 years. There is a public consultation document available on line on [www.westsussex.gov.uk/buses](http://www.westsussex.gov.uk/buses) . May I ask that you all encourage residents to have their say on this important service.

Public views are also sought on the fire service plan. It outlines work on prevention, protection, response, people, value for money and working with other organisations. This consultation will run during April and May. <https://haveyoursay.westsussex.gov.uk/> .

The amenity tip opening times have now reverted to summer access and I was pleased to note that our local tip is one of only 3 that are opening at 8.30 am.

The provision and choice of good care for vulnerable residents is one that has been brought to my attention locally. I was therefore pleased to note that WSCC are endorsing the Care Quality Commissions campaign '#careaware'. The county council has a checklist of areas to consider when making the choice personally or on behalf of a relative. The main points are:

- Check the current CQC rating and reports
- Confirm a registered manager is in place
- Ensure a care plan can be changed to adapt to needs and preferences
- Be aware of how to raise a concern or make a complaint
- Understand costs
- Assess whether current residents are involved and content
- Consider whether staff appear caring and attentive

There are 3 short videos available on-line that are also very helpful. [www.westsussex.gov.uk/careguide](http://www.westsussex.gov.uk/careguide)

- (ii) **District Councillor Paul English** – As Chairman of ADC Standards Committee he had seen a significant increase in Councillors complaining against Councillors. The main reason for this was around declarations of interest/non-declaration of interests.
- (iii) **District & County Councillor David Edwards** – was not in attendance and therefore no report received.

**MC 263. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:**

The Clerk reported the following:

**Future Meetings:**

- 1) **JWAAC** – 13<sup>th</sup> June 2018.
- 2) **JWAAC H&T Sub-Committee** – 22<sup>nd</sup> May 2018.

**Meetings Attended/Held since the last meeting:**

There had been no external meetings held since the last Main Council meeting.

**MC 264. TO RECEIVE THE MINUTES OF THE PLANNING ADVISORY COMMITTEE DATED 13<sup>th</sup> MARCH 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 265. MATTERS ARISING:**

There were no matters arising.

**MC 266. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 19<sup>th</sup> MARCH 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 267. MATTERS ARISING:**

**A 145** – Councillor Mrs J Wild advised that she had advised the Clerk of the address of the property in question and had taken photographs of the land to the rear of the house.

There were no other matters arising.

**MC 268. TO RECEIVE THE MINUTES OF THE BLAKE'S MEAD DEVELOPMENT COMMITTEE MEETING DATED 26<sup>th</sup> MARCH 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 269. MATTERS ARISING:**

**BMD 130** – Councillor G Matthews reported that he had actioned all the issues he stated he would pursue at the meeting.

**BMD 135** – the Clerk reported, and as requested, that he had written to Anthony Baker at ADC with regard to the ponding on the skate park. A response was awaited – **the Clerk to chase up.**

**BMD 136** – the Committee had resolved that acceptance be given for the proposed road traffic mitigation works for Summerly Lane/Felpham Way. Main Council was requested to confirm their decision.

**On a vote of 11 for the road traffic mitigation works were agreed. It was also agreed that copies of the scheme be attached to these minutes at Appendix A.**

There were no other matters arising.

**MC 270. TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING DATED 26<sup>th</sup> MARCH 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 271. MATTERS ARISING:**

**F 183** – the Clerk advised that he would be working on alternative options for the investment of Council monies once the year end close-down of the Council's accounts, for financial year 2017/18, had taken place/been completed.

There were no other matters arising.

**MC 272. MATTERS OF URGENT PUBLIC IMPORTANCE:**

There were no matters of urgent public importance.

**MC 273. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

(a) the Chairman confirmed that Councillor George Blampied had resigned from the Council and wished to thank him for all the work he had done for the community whilst he was a Parish Councillor.

There was no other business at the Chairman's discretion.

**Date of Next Meeting:** Tuesday 1<sup>st</sup> May 2018.

The Chairman closed the meeting at 20.14 p.m.

Approved.....Chairman

Date .....

## APPENDIX A – Road Traffic Mitigation Scheme

**Kevin Moss**  
Traffic Engineer  
Principal Highway Engineer, Improvements  
Residents' Services – Highways and Transport  
Highways@westsussex.gov.uk  
www.westsussex.gov.uk

First Floor  
Northleigh  
Tower Street  
Chichester  
West Sussex  
PO19 1RG  
(01243) 642105



**Autism Sussex Ltd**  
1 Summerly Lane  
Felpham  
West Sussex  
PO22 7HN

Date as Postmark

Our reference KM/6007281  
Your reference:

Dear Sir or Madam

### **Re: Summerley Lane Mini Roundabout**

Please find attached a drawing showing our proposal for installing a mini roundabout at the junction of Summerley Lane and Felpham Way. This project has been highlighted as a high priority by Felpham Parish Council, supported by your county Councillor and is funded from developer contributions arising from the Blakes Mead development.

The proposal moves the junction slightly to the west, which aims to reduce problems of poor visibility to the east when exiting Summerley Lane, would help vehicles exit from Summerley Lane and could help reduce speeds on Felpham Way. The revised layout would enable installation of a wider grass verge on the eastern side. Design standards do not allow installation of a mini roundabout so close to the pedestrian crossing, so it is proposed that the traffic signal crossing will be moved further east (approximately 30 metres) to between the entrance and exit at the petrol station. The crossing was due for replacement as part of a maintenance programme and this work could all be carried out at the same time.

The consultation drawing shows some new double yellow lines on the southwest corner, please ignore these as we are no longer planning to put them in.

This is a courtesy letter to keep local residents informed of our progress on the scheme. If you have any concerns or comments please contact me at the postal or email address above. Formal consultation is planned for later in the year, which will give further opportunity to comment. If there is support for these proposals it may be possible to implement this scheme in the 2018/19 financial year.

Yours faithfully

**Kevin Moss BSc IEng MILP**  
*Principal Highway Engineer, Improvements  
Residents' Services – Highways and Transport*

**for Summerly Lane/Felpham Way**



- NOTES**
1. DRAWING TO BE PRINTED ON A4.
  2. DRAWING TO BE PRINTED ON A4.
  3. DRAWING TO BE PRINTED ON A4.
  4. DRAWING TO BE PRINTED ON A4.
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  8. DRAWING TO BE PRINTED ON A4.

**SAFETY - HEALTH AND ENVIRONMENTAL INFORMATION**

• BE DANGEROUS TO HEALTH AND ENVIRONMENT

• FELPHAM WAY - VARIATION FORM/AMENDMENT TO ROAD MARKINGS

**KEY**

- PROPOSED HIGHWAY LINE
- PROPOSED ROAD
- PROPOSED TACTILE PAVING
- EXISTING FOOTWAY AREA
- NEW FOOTWAY AREA
- PROPOSED OVERSIGHT/RESPONDING
- PROPOSED VERGE AREA
- EXISTING GULLY TO REMAIN
- PROPOSED GULLY
- PROPOSED ROUNDABOUT
- PROPOSED ROADWORKS
- NEW GARDEN GATEWAY POST
- PROPOSED REFLECTIVE SQUARED
- EXISTING INSPECTION CHAMBERS TO REMAIN
- EXISTING INSPECTION CHAMBERS TO BE ADAPTED
- PROPOSED LAMP COLUMN
- LAMP

NO.	REV.	DATE	BY	CHKD.	DESCRIPTION
1					
2					
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**WSP GROUP**

West Sussex County Council  
 Planning and Transport  
 Highways and Transport  
 Planning and Transport  
 Highways and Transport

**WEST SUSSEX COUNTY COUNCIL**

**SUMMERLEY LANE JUNCTION**

**CONSULTATION DRAWING**

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