

DRAFT SUBJECT TO APPROVAL OF MAIN COUNCIL ON 4th SEPTEMBER 2018.

**MINUTES OF THE MEETING OF THE
ALLOTMENTS & OPEN SPACES COMMITTEE
HELD AT FELPHAM COMMUNITY HALL FELPHAM
16th JULY 2018**

PRESENT: Councillors: P English, D Smart & M Rumsey.

Councillor G Matthews was substituting for Councillor Mrs G Moss.

Val Parfoot – FAGS representative and Chairman.

A 35. APOLOGIES FOR ABSENCE:

Apologies had been received from Councillor Mrs G Moss, Mrs J Wild, Miss A Barker & G Grundy.

A 36. ABSENCE WITHOUT APOLOGIES:

Councillor D Chuter was absent without apology.

There were no other absences without apology.

A 37. DECLARATIONS OF INTEREST:

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

A 38. QUESTION TIME:

There were no members of the public present, and therefore no questions or issues were raised.

A 39. CORRESPONDENCE/ANNOUNCEMENTS:

There was no correspondence or announcements to report, that would not be dealt with during the course of this meeting.

A 40. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE MEETING 18th JUNE 2018:

These minutes were agreed as a true and accurate record. These had already been ratified by Main Council at its meeting of 3rd July 2018.

A 41. MATTERS ARISING:

There were no other matters arising, that had not already been reported to Main Council on 3rd July 2018.

A 42. AGENDA ITEMS FOR THE NEXT JWAAC (31st OCTOBER 2018) & JWAAC H&T MEETINGS (Date tbc):

There were no proposals at this time.

A 43. FELPHAM ALLOTMENTS AND GARDENS SOCIETY REPORT:

Val Parfoot of FAGS was in attendance and talked through the Society's monthly report, which was as follows:

"Waiting List is still healthy - the Rents Officer is away on holiday.

Since our last meeting we have closed the existing compost loo and started to use the new loo. Still more work to be done to create disabled access. This means we will dismantle the current lawn mower lean-to and relocate it to one of the manure bays.

We have two very large manure bays and intend to make better use of the space. The decision regarding the old loo shed is still to be made. We have a meeting in August.

The plot holders have been asked to shut the allotment gate at all times. Some are resisting. We have pointed out to them several reasons why the gate should be closed.

Safety signs are being looked into. This has nothing to do with shutting the gate, it is just one of the issue's raised by plot holders.

The Open Day with St Wilfrid's was successful, a lot of hard work but between us we raised around £900, which will be split 50/50.

Our BBQ will be held next Sunday 22nd July".

A 44. ST MICHAEL'S ALLOTMENT SITE REPORT:

(i) Report from FVCS Representative (Glenn Powell):

Glenn was absent from the meeting and therefore no report was received.

(ii) **Proposal for a 5 year plan for the St. Michael's site** – Councillors had received, with their agendas for this meeting, a note from a meeting held between the Chairman of the Council and Glenn Powell of the FVCS. Glen had been asked to consider drawing up a 5 year plan which would plot out the FVCS's and Parish Councils aspirations. The benefits of this were perceived to be as follows:

- a. **To have re assurance the site is being properly managed**
- b. **That there is a long term plan for its upkeep and maintenance.**
- c. **There would be a vision of where the Council wish to be in the next 5 years.**
- d. **As a council it would help us identify any projects we may wish to financially support (or not).**
- e. **Enable us to project our budgets over the coming years based on the above.**
- f. **Show FVCS that we are there to support them, especially given the hard work they have put in to the place.**

The meeting was requested whether or not it wished to support this as a way forward, and obviously subject to confirmation of FVCS's willingness to be involved in this.

It was RESOLVED that agreement be made, in principle, to produce a forward plan for the site but for 3 years not 5.

A 45. FACILITIES CONDITION REPORT:

Drygrounds Lane – no visit made since last meeting. Councillor P English referred to their being litter on the site.

Planters – all in a good condition and had recently been planted up with summer flowers.

Binsted Avenue pond area – Council awaiting response from WSCC and Paul Cann at ADC on the issue of drainage. Councillor English requested that the Tree Wardens trim the hedge at Binsted Avenue.

The Clerk reported that the **Grassmere Parade** area was in a neat and tidy condition.

The Clerk advised that the Parish Council that the World War 1 Commemorative Seats were due to be installed this month and that the Council now had the permission to install one of the seats at Grassmere Parade.

Fisherman's Gardens – the Clerk advised the meeting that a recent burst pipe outside of the Lobster Pot Café had necessitated more tables and chairs, than

agreed with the Council, being placed on Fisherman’s Gardens. This, the Council had been advised was temporary only, whilst repair works were carried out. Copies of the agreement between the Council and the Lobster Pot Café had been distributed to all Councillors prior to the meeting with a request for them to visit the site. The Clerk also advised that the issue behind a request received to place a further memorial bench on Fisherman’s Gardens and been resolved with the applicant.

Councillor P English reported that he had visited the site and requested that the Clerk contact the Lobster Pot Café with regard to the litter on the site.

A 46. IMPROVEMENTS TO STREET SCENE AND OPEN SPACES REVIEW.

(a) Work In Progress.

<i>Item</i>	<i>Current status</i>	<i>Action</i>
<i>Allotments general</i>	<i>Press for additional allotment sites in north of Parish.</i>	<i>Liaise with ADC as and when possible sites are identified. This is perceived as a long term proposal and possibly unlikely to occur.</i>
<i>Binsted Pond area</i>	<i>Potential encroachment by builders</i>	<i>Extend hedge</i>
<i>Further Allotment Sites</i>	<i>Identification and approach to landowners etc with regard to area earmarked for school on Site 6 proposal and land above Downview school</i>	<i>Currently WSCC are carrying out the process for inviting proposals/interest for a new school.</i>
<i>King George V Playing Fields</i>	<i>Management Plan prepared by ADC</i>	<i>Management Plan for 2014-2024 received by Council.</i>
<i>Longbrook Park</i>	<i>General improvements and possible vegetated shingle project.</i>	<i>Management Plan for 2012-2022 received by Council.</i>
<i>Fisherman’s Gardens & The Lobster Pot Area</i>	<i>All in a state of good repair</i>	<i>Ongoing</i>

A 47. LONGBROOK PARK, KING GEORGE V & OLD RECTORY GARDENS UPDATES:

King George V & Longbrook Parks – Neil O’Connor from ADC had

reported that there was nothing new to report. The Clerk advised that the Council had received confirmation from ADC that the Kite Festival would be taking place, with a copy of the restrictions for the event being advised to the Parish Council. The information received was as follows:

“There has been ongoing dialogue with the event organisers to ensure that this event can be delivered successfully and to address some of the specific concerns raised regarding parking and music. We have discussed and agreed the following with the event organisers following their initial submission of their application and supporting documentation:

- All music and noise elements of the event to finish by 9pm on all 3 days of the event (Saturday 25th August, Sunday 26th August and Monday 27th August 2018) This is a change to the original proposal which was for music until 10pm. I believe this represents a reasonable compromise to proceedings.

- Onsite parking will be provided for attendees. The event organisers have provided a detailed and robust traffic management plan, which will be implemented by a specialist company to ensure that vehicle movements are managed efficiently and safely. The event organisers are paying for this provision. This will take significant pressure off surrounding roads, and in addition the traffic management plan will ensure cones will be placed along Summerly Lane on the King George V side prior to the event to ensure the continued flow of traffic along this route. WSCC Highways have been consulted and are happy with this proposal.

- The event organisers will be letter dropping nearby residents in due course. This will include contact details for the main event personnel who could be contacted on the day if any problems arise.

Also for your information Arun be applying for a Premises Licence for King George V to secure the necessary permission to allow music for this and future events. As part of the application process notices will be produced and erected on site and in the local press to inform the local residents.

The Premises licence will allow us to implement time restrictions for which music and regulated entertainment can be played at events on the site. Currently most of our event sites do have similar premises licences for the provision of music and regulated entertainment . Examples of event sites that have existing premises licence are Hotham Park and West Park. By securing such a licence this will reduce the need to further individual applications in future years, which in turn will reduce the burden on the Licensing Service. The alternative option is for individual applications to be submitted for

each individual event which is more time consuming for both the organisers and the Council to administer.

We will continue to work in partnership with Bognor Regis Kite Festival to ensure, that the event is enjoyable, safely delivered and has minimal impact on surrounding residents”.

The anti-litter signs to be placed in King George V had been approved by both ADC and Felpham Parish Council. Councillor P English advised that he had requested a slight change to the wording on the signs with ADC.

No information had been received, prior to the meeting, from ADC on either Longbrook Park or Old Rectory gardens, despite updates being requested.

The Council had been copied in to correspondence around making the car parking bays at Longbrook Park a paid for facility. The latest information received from ADC was that the officer who was dealing with this matter was looking at all options that include, but are not limited to pay and display parking. Once the options have been determined ward members of ADC will be presented with the options so that a decision as to what will be most suitable and acceptable for all parties, can be made.

A 48. TREES: REPORT BY TREE WARDEN:

Steve Alderton was not in attendance but had advised, prior to the meeting, that there was nothing new to report.

It was requested that the Tree Wardens be advised that 2 trees had been snapped in Outerwyke Road.

A 49. MATTERS OF URGENT PUBLIC IMPORTANCE – PREVIOUSLY AGREED WITH THE CHAIRMAN:

There were no matters of urgent public importance.

A 50. DATE OF NEXT MEETING: 20th AUGUST 2018.

The meeting closed at 6.52 p.m.

Approved.....

Date.....

