

**DRAFT SUBJECT TO THE APPROVAL OF MAIN COUNCIL ON 2ND
NOVEMBER 2021.**

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL
5th OCTOBER 2021.**

PRESENT: Councillors: Dave Smart, Gloria Moss, Anne Barker, Bob Budd, Matthew Copeland, Paul English, George Grundy, Mary Harvey, Michael Harvey, Glen Hewlett, Kevin Watson & Jaine Wild.

MC 107. APOLOGIES FOR ABSENCE:

Councillor Andrew Fells, Councillor Roslyn Kissell, Councillor Graham Matthews,
County Councillor: John Charles

No other apologies had been received.

MC 108. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

MC 109. DECLARATIONS OF INTEREST:

There were no declarations of interest at the outset of the meeting. These, the meeting was advised, could be made as and when necessary, during the meeting.

MC 110. QUESTION TIME:

There were no members of the public present at the meeting. No questions or issues were raised.

MC 111. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:

There were no new meetings to report.

MC 112. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 7th SEPTEMBER 2021:

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

MC 113. MATTERS ARISING:

MC 91. Councillor Michael Harvey wished to comment that the minutes taken were now preferable as more comprehensive and informative.

MC 76. Councillor Mary Harvey asked whether there had been any developments regarding Flax Mean. The Clerk advised that a brief response had been received from Phillipa Dart outlining possible options but that no further consideration had been given to this matter since July.

Councillor Smart reminded Councillors that the site is listed in our adopted Neighbourhood Plan as “Local Green Space because of its unique, historical and wildlife interest and character” and that this must be taken into consideration regarding any future plans or proposals.

MC 96. Councillor Anne Barker asked for the location of any water condition warning signs along the beach front. Councillor Glen Hewlett advised that there was a water quality sampling site at the Boat House. Councillor Matthew Copeland confirmed that one was located at Middleton-on-Sea.

Councillor Dave Smart advised that there had been reports on the Southern Water Website and press coverage on BBC South Today regarding recent discharges. Councillor Kevin Watson advised that Councillor Andrew Fells, acting in his role as Chairman of the Summerley Estate, was meeting with Southern Water to request additional prominent signs when discharges occur. Councillor Paul English suggested that a letter be sent to the officer in charge of the Environmental Health Committee at Arun District Council asking for details of the new signage indicating water quality and outlets. **Clerk to contact.**

Councillor Anne Barker asked whether any letter had been sent in support of a special school being placed on Blakes Mead estate off Stanhorn Grove, adjacent to the A259. The Clerk responded that no plans for this provision were currently in place but if these were submitted, a letter of support would be sent.

MC 102. Councillor George Grundy asked whether there had been any progress regarding grass cutting at the putting green and Greensward Huts. The Clerk confirmed that he had visited site and that the area appeared to have been cut although a final cut was now due imminently. **Action: Clerk to continue to visit site to monitor and to obtain details of the frequency of cutting.**

MC 114. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:

There was no Correspondence or Announcements to report, that had not already been circulated to Councillors prior to this meeting.

MC 115. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

All County and District Councillors for Felpham had been sent agendas for this meeting:

- (i) County Councillor John Charles** sent apologies for absence.
- (ii) District Councillor Paul English** (Felpham East) outlined the events at Arun District Council Main Chambers meeting where the new committee system and proposed change to the constitution led to two motions being dismissed and subsequently councillors absenting themselves from the meeting in protest. The meeting continued in their absence and voting took place.
- (iii) District Councillor Gill Madeley** (Felpham West) – no report or update had been received.
- (iv) District Councillor Elaine Stainton** (Felpham West) - no report or update had been received.
- (v) District Councillor David Edwards** (Felpham East) – no report or update had been received.

MC 116. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENSING & NEIGHBOURHOOD PLAN COMMITTEE DATED 14TH SEPTEMBER 2021.

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

MC 117. MATTERS ARISING.

There were no matters arising.

MC 118. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE DATED 14TH SEPTEMBER 2021.

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

MC 119. MATTERS ARISING.

F 47. Councillor Michael Harvey inquired whether there was any additional cost for colour photos being placed in in Felpham in Focus. Councillor Kevin Watson confirmed that a flat fee was paid with no additional charges for images.

F 48. Councillor Glen Hewlett advised that a further counting strip had recently been placed in Limmer Lane and asked whether they had yet been identified. Clerk confirmed that enquiries had been made and that Councillor Dave Smart had been in contact with Kevin Moss from West Sussex County Council Highways and that they were unaware of the strips and requested that the clerk visit to look at the devices and report back. It was confirmed, however, that they were not funded from S106. We are now awaiting further contact from Kevin Moss as to where they originate from.

MC 120. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 21ST SEPTEMBER 2021.

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

MC 121. MATTERS ARISING.

A 46. Councillor Jaine Wilde commented on the poor condition of the noticeboards. It was agreed that this matter be referred to the Allotments Committee. Clerk has obtained quotations for the repairs required.

A 49. The new Tree Warden, Jon Bray, was introduced to councillors. He had previously worked in the tree industry as a tree surgeon for several years. Councillor Dave Smart welcomed him to Felpham Parish Council and briefly explained the role. Councillor Paul English elaborated and asked that the clerk prepare a letter of introduction that could be taken out when making visits to view trees. Councillor George Grundy asked whether a badge could also be made. **Action: Clerk to draft letter and source badge.** Clerk confirmed that the locations of all TPOs were shown on the Felpham Parish Council website. Councillor Glen Hewlett advised that tree applications were assessed to see whether they were appropriate, and Councillor Paul English asked whether a tree inspection form could be drawn up to standardise the procedure. **Clerk to forward all tree planning applications to the Tree Warden.**

A 51. The Clerk advised that a response had been received from Phillipa Dart as follows: 'I can confirm that the facilities at KGV remain a priority as set out in ADC Playing Pitch Strategy and the LFFP (Local Facilities Football Plan) produced with the Football Foundation (FF), particularly providing changing facilities. The refusal of planning application relating to sports facilities at Site 6 Felpham has meant the S106 funding for possible improvements at KGV can't now proceed. However, it is anticipated that CIL and S106 funding may contribute to improvements together with any application to the FF, in future.

An initiative which provides improvement to the facilities including the provision of a café and toilets as part of that facility would need exploring further but could be widely welcomed. The existing facility is leased to our sport provider contractor, Tivoli, an arrangement that will need to remain in place with any change or improvement in the changing facilities. The provision a café facility would therefore need to be in addition to changing facilities.

Any proposals would be subject to a procurement process to ensure that such an opportunity was open to all. It is likely this would operate under a lease and would enable private investment.'

Councillor Mary Harvey suggested that a joint venture with the National Playing Fields Association may be possible and commented that a café would be used by many Felpham residents. Councillor Paul English confirmed that Arun District Council would not be averse to a private enterprise possibly adopting the pavilion but that it would need to be financially viable for a possible investor as footfall in Hotham Park was higher. Councillor Bob Budd expressed a concern that the lack of parking arrangements should be considered. Councillor George Grundy enquired whether any conditions were attached to the gifting of the park for use as a sports facility and whether any covenants were in place. Councillor Gloria Moss stated that activity had increased tremendously in the park with the provision of very good sports coaching. Councillor Dave Smart advised that any retail or catering outlet would probably need to be an extension to the existing building and therefore could be costly.

MC 122. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS AND RESILIENCE COMMITTEE DATED 21ST SEPTEMBER 2021.

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

MC 123. MATTERS ARISING.

PR 327. Councillor Anne Barker enquired whether letters of thanks had been sent to those involved with the throw ropes. **Action: Clerk to draft and send letters.**

PR 328. Councillor Gloria Moss confirmed that contact had been made with the Conservation Society and Sailing Club regarding the Longest Stall Event. Approach is still to be made to the other possible parties and a meeting will be arranged with Sarah Boote-Cook.

PR 332. Councillor Mary Harvey enquired whether there had been any progress with a councillor joining the National Flood Forum. Councillor George Grundy confirmed that he had made contact and that they are a charity and need guidance as to our requirements.

Councillor Paul English suggested that a remit was required for a councillor joining this forum and a list of potential flood risks needs to be drawn up. Councillor George Grundy confirmed that this will now be raised at Projects Committee. Councillor Mary Harvey provided the contact email:

paul.cobbing@floodforum.org.uk

Action: Clerk to recirculate Arun Flood Plan to councillors.

MC 124. Fisherman's Gardens/Lobster Pot Agreement Main Council Noting after Allotment and Open Spaces Committee Approval on 21st September 2021. (Closed to public due to its confidential and contractual sensitivity. Public Bodies (Admission to Meetings) Act 1960 and Local Govt Act 1972 7.6 (b) ss100 & 102)

Councillor Paul English wished to extend his thanks on behalf of the Allotments and Open Spaces Committee to Councillor Glen Hewlett for his excellent work in preparing a fair, open, and transparent agreement on behalf of Felpham residents. Councillor Glen Hewlett confirmed that our obligations to Arun District Council had now passed to the Lobster Pot who will maintain the gardens going forward in line with schedule 1 of the agreement and provide two additional benches in a similar style to the existing. Councillor George Grundy stated that he had been impressed by the operation and behaviour of the Lobster Pot over the preceding ten months. Councillor Glen Hewlett confirmed that no favour had been shown to this business and that the interests of the parish had been protected with enhanced appearance and conditions resulting. There is a clause in the agreement whereby in the event of another pandemic, the law must be complied with. Councillor Bob Budd asked whether any improvements could be made to the area surrounding the Boat House Café but it was confirmed that this was owned by Arun District Council.

MC 125. MATTERS OF URGENT PUBLIC IMPORTANCE:

Councillor Matthew Copeland referred to the email sent to all councillors regarding the updated financial regulations and the provision of a debit card for authorised use. Councillor Paul English requested details of the paper trail that would accompany these purchases. It was confirmed that all emails and paperwork would be printed out and stored, as well as purchases showing on the monthly accounts and being subject to a twice-yearly audit.

Councillor Matthew Copeland proposed that 6.18 be added to the Felpham Parish Financial Regulations.

This was seconded by Councillor Gloria Moss and passed by all councillors except for Councillor Michael Harvey who abstained as he had not had the opportunity to view the email prior to the meeting.

Councillor Dave Smart drew the attention of councillors to the Arun District Council proposals regarding the Felpham Beach Huts and the rising public concern over the issue on social media.

The Clerk had circulated the details of the Beach Hut Review undertaken by Arun District Council. No consultation has taken place in advance of the planned meeting on 12th October.

Councillor Paul English confirmed that questions for the meeting needed to be raised by the evening of 5th October and suggested that complaint needed to be made to Arun District Councillor Andy Cooper regarding the procedure. He also suggested that councillors may wish to attend the meeting to voice the concerns of residents and Felpham Parish Council.

Councillor George Grundy expressed his concern at the lack of consultation in this matter and previously when there was no consultation as to the placing of railings at the Greensward in front of the beach huts. Councillor Dave Smart requested that ADC are advised as a matter of urgency via email by the Clerk and also sent via Royal Mail, regarding the late information, lack of clarity, lack of consultation, and to request that any decision be delayed until consultation has taken place so that a democratic decision can be made. This should be copied to all four District Councillors and a request made to acknowledge receipt and for a response. **Clerk to send.**

Councillor Dave Smart advised councillors that the draft revised committee remits would be circulated to all councillors prior to the next meetings for consideration by each committee. Hard copies were also available if required. This will be added to meeting agendas.

The Clerk advised that budget setting would also be added to agendas for consideration.

MC 106. BUSINESS AT THE CHAIRMAN'S DISCRETION:

There was no business at the Chairman's discretion.

Date of Next Meeting: Tuesday 2nd November 2021.

The Chairman closed the meeting at 7.40 p.m.

Approved.....Chairman

Date