

**FELPHAM PARISH COUNCIL
MINUTES OF THE MEETING OF THE PROJECTS & RESILIENCE COMMITTEE
HELD ON TUESDAY 15TH FEBRUARY 2022 AT 7.25 PM.**

PRESENT: Councillors: Anne Barker, Paul English, George Grundy, Mary Harvey, Michael Harvey, Graham Matthews, Kevin Watson & Dave Smart (Ex Officio).

Councillor Bob Budd was also in attendance in the public gallery

PR 369. APOLOGIES FOR ABSENCE:

Councillor Gloria Moss

PR 370. DECLARATIONS OF INTERESTS:

There were no declarations of interests.

PR 371. PUBLIC QUESTIONS

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

PR 372. TO RECEIVE THE MINUTES OF THE LAST MEETING HELD ON 16TH NOVEMBER 2021:

The minutes of the meeting held on the 16th November 2021 were **APPROVED** as a true and an accurate record and these had been ratified by Main Council on 7th December 2021.

PR 373. CLERK'S REPORT:

This was circulated to all councillors prior to the meeting.

Projects and Resilience Clerks Report for November 2021- February 2022

PR342. (Agenda items 7,8, 13) BBQ's ADC are removing a declining shrub border at Blakes Road putting green, adjacent to the boundary fence near the road and turfing it over. They feel that this would be the most appropriate location for the BBQs with high visibility, easy access for maintenance and unlikely to cause a nuisance to beach hut owners.

This location is now agreed and we await the license from James Jones-McFarland <James.Jones-McFarland@arun.gov.uk> at Arun District Council

From Gloria:

"The barbeque equipment will require cost sign off only.

I have found the supplier used by Worthing and Adur for the **Barbeque equipment** and will circulate all relevant details shortly. Coincidentally this is the same company from whom we previously purchased the memorial benches (David Ogilvie engineers who do a splendid job).

Worthing believes that Ogilvie's are the only UK suppliers."
(Clerk has previously obtained quotes for supply and delivery from this company.)

I have also spoken with Littlehampton Town Council in case their supplier is different and await details.

Approval process at committee and Main Council levels has already taken place including the location which is being prepared by ADC. The final step will be costings approval. "

(This location is now agreed and we await the license from James Jones-McFarland <James.Jones-McFarland@arun.gov.uk> at Arun District Council)

UPDATE : 9/2/22 Call from James, 2 locations are agreed at Blakes Rd and we can proceed with siting of BBQ(s) unit(s). Email will follow, giving permission ahead of License receipt to prevent delays.

I've made enquires with manufacturer of BBQ units to see if "Jubilee" Branding is available, if not a plaque could possibly added.

From: James Jones-McFarland <James.Jones-McFarland@arun.gov.uk>

Sent: 09 February 2022 14:33

To: Doug Millen <doug@felphampc.gov.uk>; Clerk <clerk@felphampc.gov.uk>

Cc: Neil O'Connor <neil.oconnor@arun.gov.uk>; Oliver Handson

<Oliver.Handson@arun.gov.uk>; Matthew Slorach <matthew.slorach@tivoliservices.com>

Subject: BBQ Units at Blakes Road Leisure Gardens

Hi Doug,

As discussed on the phone earlier, please proceed with purchasing 2 BBQ units for Blakes Road Leisure Gardens. I've provided a plan of the site identifying where these are to be located but they are to be installed in the former shrub border in between the putting green and Blakes Road.

Tivoli will be responsible for emptying the embers/waste.

Felpham Parish Council will have liability for ongoing maintenance.

In due course please can you provide me with installation method, installation dates and confirmation of the make/model of the BBQs.

At the appropriate time I suggest that you meet on site with Neil and Matt to agree more precisely the final positions of them.

Kind regards

James

James Jones-McFarland BSc MCIHORT



Parks & Greenspaces Service

Parks & Cemeteries Manager

It may also be possible to discuss the remaining **Gateway sign** with this company.

PR344.

Fun on the Prom 2022 update:

*From: Glenn Powell <gjmpowell@gmail.com>
Sent: Sunday, February 13, 2022 3:53:14 PM
To: David Smart <d.smart@felphampc.gov.uk>
Cc: Casey Grainger <cgrainger71@gmail.com>; Gloria Moss <g.moss@felphampc.gov.uk>; Ian King <kingi5@sky.com>; Mike Pelling <mikepelling69@hotmail.com>
Subject: Re: Notes of meeting at Sailing Club*

Dave/Gloria. Apologies for not responding sooner. Thank you for these notes. The only detail is that we would help get the RNLI AND participate together with them in any demonstration if they request. We know them and we've done that before. I'm not sure just one of our RHIBS would be very interesting!

It was indeed a very positive meeting and we confirm would be very keen to participate in Fun on the Prom as a community event. We have put together the following things we could do.

- 1. Provide sustenance packages (food and beverage) to volunteers, free of charge to FPC. This would include other volunteer groups helping the event such as St Johns Ambulance or RNLI crew should you wish.*
- 2. Obtain the necessary licence extension and serve alcoholic beverages from our compound during the whole event. We would use recyclable containers wherever possible.*
- 3. Under our existing Hygiene Certification, serve Take Away Food (e.g Burgers, Sausage in a Roll and Greek Salad during the whole event. We would again use recyclable containers wherever possible.*
- 4. Provide a small seating area for customers at the promenade end of our compound which we believe would reduce litter.*
- 5. Offer our fence to hang (temporary) advertising by your key sponsors for the duration of the event should you wish.*
- 6. Produce a Risk Assessment relative to FSC participation.*
- 7. Work co-operatively with FPC and their stakeholders to ensure we plan and run a successful event.*

We will be discussing the event at our own committee meeting also on the 15th February and expect to be in a position to formalise/amend the above ideas and agree the detail should you and PFC wish us to.

I've asked Casey to let you have the name and contact details of the band she suggested.

Kind Regards

*Glenn
Commodore
Felpham Sailing Club*

Chairman Felpham Parish Council

**Firework Display
Butlins Sponsorship**

I can confirm that I have ready sounded out Jeremy Pardey (Resort Director for BUTLINS) and they will make at least a £2000 contribution for the Fireworks but he is aware that the costs will increase if we go with low noise Fireworks so may be able to up the amount once sponsorship budgets are cleared.

Fireworks

I have discussed the low noise fireworks with SELSTAR and they confirm the following.

Low Noise Fireworks

These products are not silent and are soft low sounding as they do not have the bangs as in the traditional products and are already used by SELSTAR in the New Forest and similar venues where animals are a consideration. There are no such thing as completely silent alternatives. They have estimated that there would be a 20% increase in costs.

Event Compere

Strangely enough I had already raised this with Nick Clarke who was going to give me a price, I have now confirmed that the cost of children's entertainment and Event Compere from start of event till introduction of Firework Display will be just over £400. This will also include all day Disco, effective lighting, and sound equipment I have now asked for email confirmation.

Children's Entertainment

Nick says that he and Ben Tasker (Punch and Judy) can still cover all the children's entertainment regardless of the retirement of Tom Foolery.

Gloria's elder daughter is good friends with Gary and Wesley Smart from the Billy Smart Circus family so will also ask if they have any clowns still active.

Stall and Gazebo holders

Ideas from all Welcome Please

New Ideas

George has been talking with a singing group who are prepared to provide a wandering minstrel type performance which would be fun

Resilience activities are still being coordinated by Dave and myself and manned by our team of volunteers including our police officer colleague

Climate Change working Group No info at this stage.

The next **Blue Plaque** project is already well planned by Kevin and already supported as below.

PR 343. (Agenda item 8)

Report from Cllr Kevin Watson

"My intention is to have another Blue Plaque completed early within the first quarter of 2022, then another completed second quarter of 2022. This will allow ample time for all of the required research, due diligence, manufacturing & necessary sign offs. As you are aware I have met and had investigative conversations with my next target, a lovely couple who would love me to include their abode within the Blue Plaque trial which would suit us extremely well, for two strong reasons, firstly Charles George Lewis (1808-1880) was such a significant incredible artist and engraver in his time, secondly it would position the Blue Plaque nicely between Ernests Joyce's memorial on the sea front and William Bakes. The intended location is Cavendish Villa is close to snooks corner on Felpham Road.

Dave and I were discussing yesterday that it would be nice if there was a logical route by passing as many aspects of our large village, maybe passing as many

businesses as possible.

Just for future consideration, our third would be Cyril Jackson (1746-1819) on Limmer Lane, 4th to Flansham, 5th Summerly etc etc also if I have any energy after that, we could collectively consider my 2024 Black Plaque Trial which is all about the unique historical buildings we have within our village, “

From: Kevin Watson <k.watson@felphampc.gov.uk>
Sent: 17 January 2022 12:04
To: Gloria Moss <g.moss@felphampc.gov.uk>; Doug Millen <doug@felphampc.gov.uk>
Subject: Re: Projects Committee meeting

Gloria, apologies for delay in responding to your email

Update on FPC Blue Plaque Project

As you are aware I'm in the process of exploring the feasibility of two further Blue Plaques to be placed in the village, within the next three months.

'Charles Lewis plaque' to be placed on the current resident's household on Felpham Road and the '**Cyril Jackson plaque**' to be placed on the house in Limmer Lane. I have attached the two prospectuses that can provide further detail.

I have met with the Felpham Road resident, and they have now signed our Blue Plaque Policy Agreement. I have also met and had a discussion with one partner of the Limmer Lane household and hopefully will be having a conversation with their partner soon.

You will also see within the attachments two quotes from Leander Ltd for the supply of the aforementioned Plaques which will also allow for an amount of money from our existing Blue Plaque budget for the installation costs.

Also, I'm delighted to report that the Memorial project of our recent '**Ernest Joyce plaque**' has caught the eye of an established author Wilson McOrist www.wilsonmcorist.com whose intention is now to write full biography on our explorer, both FPC and FCC have furnished him with a quantity of information of which he has found very useful.

Should you have any questions, please do not hesitate to contact me

Kevin

PR346. Event cancelled due to Covid case increase and risk of transmission
PR349. New Executive Committee Remits adopted at Main Council in November

PR 374. CORRESPONDENCE:

See Clerk's report.

PR 375. EXTERNAL PROJECTS:

Councillor Anne Barker reported that the Christmas event being considered in Felpham Village had received some interest from local vendors but the fact that Arun District Council were updating their policy and the impact of COVID has meant that participation this year may be difficult and so this is on hold for the time being. Agreed to remove from the projects list.

PR 376. PROJECTS FOR CONSIDERATION AND PROMOTION (NEWSLETTER):

Any ideas for long term projects to be forwarded to Councillor Gloria Moss and the Clerk.

Councillor Bob Budd enquired whether Felpham District Council could collaborate with the Village Fete on 9th July 2022 being held in Rectory Gardens and councillors confirmed that this had been considered in previous years.

Felpham Parish Council are planning to have a stall at the Farmers Market on 12th March; however, volunteer councillors are still needed to attend and assist for this to take place. An indoor stall is being requested and a display/booklet has been prepared by Councillor Dave Smart. Councillor Anne Barker stressed the importance and benefits of engaging with the public in Felpham.

PR 377. ANNUAL EVENTS: (FUN ON THE PROM) & PROM JUBILEE TEA PARTY 5TH JUNE 2022

Fun on the Prom:

A working party meeting took place on 28th January, but volunteers are needed to run the event.

There will be a Working Party meeting on 22nd February at 18:15 at Felpham Community Hall and Nick Clark has confirmed his attendance. It is hoped that as many councillors and other volunteers will attend as possible.

Councillor Dave Smart reported that there has been an informal approach and positive meeting with the Sailing Club and that Glenn Powell, the new Commodore, is very enthusiastic to take part.

Jubilee Tea Party:

This event will no longer be taking place, due to lack of participation from other parishes and no assistance being provided to organise, marshal, insure, first aid etc.

Proposed plans for Jubilee events by Felpham Parish Council include the renaming of Community Hall; a Jubilee plaque beside the new defibrillator; a party run by Worthing Homes for children; and the announcement of a platinum blue plaque heritage trail.

Councillor Michael Harvey advised that he had researched the possibility of a clock being placed in King George V Recreation Ground on the pavilion.

Any further suggestions are to be proposed and submitted in advance to the Clerk and circulated prior to the next meeting to allow discussion.

PR 378. PUBLIC ACCESS DEFIBRILLATOR(S):

It was felt that Grassmere would be a good location for the new defibrillator and the possibilities regarding electrical connection were being investigated.

Battery replacement for the unit at Felpham Community Hall and the purchase of a cabinet and defibrillator to the value of £1000 (each) were agreed at Finance and Administration Committee on 8/2/22.

PR 379. RESILIENCE:

Councillor Dave Smart advised that the group are still looking forward to holding the event that was not able to take place last year due to COVID restrictions and that this will now be timetabled again. The resilience group will continue as per pre COVID.

PR 380. CLIMATE CHANGE:

The Clerk reported that the Rampion 2 consultation has been reopened and that links remain on the website. Felpham Parish Council's stance remains unchanged.

The Clerk circulated a link to all councillors regarding the news report on BBC South Today on flood plains in Pulborough.

PR 381. BARBECUES

See Clerk's report. Permission has been granted from Arun District Council to site and proceed. Tivoli will empty the bins free of charge. This was budgeted for in both this year and next and it is hoped that they can be branded with a Jubilee plaque. West Sussex Youth Offenders may potentially be able to complete ground works. **Councillor Dave Smart proposed that this committee recommend the purchase and installation of two barbecues, one to be funded from this year's budget and one from next year's budget and for the proposal to proceed to Main Council for expenditure agreement. This was seconded by Councillor George Grundy and unanimously agreed with one abstention.**

PR 382. NEWSLETTER POLICY APPROVAL (P.I.A PRIVACY IMPACT ASSESSMENT)

The Clerk reported that following a survey of local parishes, it had been established that electronic newsletters are distributed via Mail Chimp which complies with GDPR regulations. Maureen Chaffe and the Clerk have drawn up a Privacy Impact Assessment. Content would need to come through the Parish Office and immediate updates can be sent out if needed and web traffic can be monitored. Cost depends on number of subscribers.

Councillor Dave Smart commented that editing control is needed and that the newsletters should be published in controlled releases so as not to flood people with information. Content should go through the Clerk. All councillors will be able to contribute to the newsletter.

It was agreed that this should be impartial unless a stance has been taken and that the newsletters should be monthly unless there is an urgent matter.

Councillor George Grundy commented that the noticeboards still needed to be upgraded and suggested that the newsletters could also be placed there.

It was proposed by Councillor Dave Smart that we agree a six-month trial and then adopt if successful. This was seconded by Councillor George Grundy and unanimously approved.

PR 383. BLUE PLAQUES

Councillor Kevin Watson had circulated a report to councillors and conducted a survey with a household to establish positioning and size. A link to the blue plaques is also on the Parish website. The next steps are to order the plaque and obtain quotes to erect. A date will then be planned for the unveiling, avoiding the Jubilee weekend and a press release planned. The next plaque to be installed as per PR 373. Clerk's Report.

PR 384. MATTERS OF URGENT PUBLIC IMPORTANCE (WITH THE PRIOR CONSENT OF THE CHAIRMAN:

There were no matters at the Chairman's Discretion.

PR 385. OTHER BUSINESS AT CHAIRMAN'S DISCRETION.

None

PR 386. DATE OF NEXT MEETING:

Tuesday 15th March 2022 at 19:15

The meeting closed at 8.33 pm

Signed: _____

Date: _____