

**DRAFT SUBJECT TO APPROVAL OF MAIN COUNCIL ON 7<sup>TH</sup> JUNE 2022**

**MINUTES OF THE MEETING OF THE  
ALLOTMENTS & OPEN SPACES COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL FELPHAM  
17<sup>TH</sup> MAY 2022 6.15pm**

**PRESENT:** Councillors: Anne Barker, Paul English, George Grundy, Graham Matthews, Kevin Watson, Jaine Wild

Councillor Gloria Moss (Ex Officio)

**A 1. APOLOGIES FOR ABSENCE:**

Councillor Dave Smart – attending ADALC meeting on behalf of Felpham Parish Council, Councillor Bob Budd, Jon Bray (Tree Warden)

**A 2. NOMINATION OF CHAIRMAN OF THE COMMITTEE FOR 2022/23.**

Councillor Kevin Watson nominated Councillor Paul English for Chairman, this was seconded by Councillor Gloria Moss, and on a vote was unanimously agreed with one abstention by George Grundy. Councillor Paul English accepted and thanked the committee for the nomination. There were no other nominations or councillors wishing to stand.

**A 3. NOMINATION OF VICE-CHAIRMAN FOR 2022/23.**

Councillor Gloria Moss nominated Councillor Kevin Watson for Vice-Chairman, this was seconded by Councillor Paul English, and on a vote was unanimously agreed. Councillor Kevin Watson accepted and thanked the committee for the nomination. There were no other nominations or councillors wishing to stand.

**A 4. DECLARATIONS OF INTEREST:**

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

**A 5. QUESTION TIME FROM MEMBERS OF THE PUBLIC**

There were three members of the public present. The Clerk advised that questions by Jane Parker had been received in advance and responded to in writing by the Clerk, on behalf of the Chair. A parishioner, who identified himself as Russ Sear, handed the committee copies of the timeline of events, as set out by Jane Parker. The Clerk advised that the information would need to be verified with the individuals named before any comment could be made on the document.

Mr Sear requested that a copy of the email sent 16/02/2022 be forwarded to Jane Parker. **The Clerk will respond in due course.**

**A 6. CORRESPONDENCE/ANNOUNCEMENTS:**

The Clerk advised that correspondence regarding trees would be dealt with under agenda item A 12.

**A 7. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE MEETING 19<sup>TH</sup> APRIL 2022:**

These minutes were agreed as a true and accurate record. These were ratified by Main Council at its meeting on 3<sup>rd</sup> May 2022.

**A 8. CLERK'S REPORT:**

Councillor George Grundy questioned whether the new contract for St. Michael's Island has been prepared. The Clerk confirmed that Councillor Glen Hewlett has been away and that currently, uses for the land are being considered and in discussion. Once a decision is made on this, the agreement can be drafted.

The Clerk's report had been distributed to all councillors in advance and is attached as an addendum. The Clerk outlined these matters to all councillors.

**Following discussion, it was agreed that the Clerk will contact Neil O'Connor, Greenspace Technical Officer at Arun County Council, to ask for any information held on the pavilion in King George V Recreation Ground and how this could be adapted for use, current costings, proposals, and to enquire regarding the possibility of a joint venture.** Councillor Anne Barker advised that a business plan would be required prior to quotations being sought. Clerk to distribute hard copies of any costings/information to councillors and a clear format followed, with an initial vision based on ideas submitted by Councillor Jaine Wild.

The Clerk advised councillors that the licence has been issued today and a Jubilee bench ordered, for Binsted Avenue. Skill Mill Young Offenders will install the bench.

Councillor George Grundy advised that a fallen tree on the A259 on way to Littlehampton is still causing a potential danger and has not been removed. The Clerk advised that he has already reported this to West Sussex County Council. **The Chairman requested that the Clerk follow this up with West Sussex County Council on behalf of the committee or contact the landowner directly if on private land.**

The Clerk reported on verge cutting. Councillor Graham Matthews advised the committee that Ben Whiffin is now the Senior Highways Manager at West Sussex

County Council. **Clerk to contact Mr Whiffin regarding signage protecting the verge.** A virtual meeting will be attended in June by Councillor Graham Matthews regarding the verges.

**Councillor Anne Barker requested that the Clerk establish the landowner of area surrounding the planters near Tesco's as this would be a suitable location that could be wild and form part of the Eco Corridor.**

Councillors discussed an agenda item of Footpaths and the Clerk advised that as part of our asset and facilities management, footpaths are regularly inspected. Recently West Sussex County Council Young Offenders have undertaken maintenance work on many of the parish footpaths on our behalf and along with Felpham Village Conservation Society have recently covered FP153 near Downview School, having shared the costs previously agreed from last year's budget by Felpham Parish Council.

**Councillor George Grundy requested that the Clerk ascertain the correct Felpham Parish boundary as various maps do not agree on this.**

#### **A 9. FELPHAM ALLOTMENTS AND GARDENS SOCIETY REPORT:**

FAGS had sent in the following:

##### **FAGS Report to Felpham PC (Allotments & green spaces) May 2022**

We have between 30 and 35 Felpham residents on the waiting list at present and we have no vacant plots.

We are having regular committee meetings over the growing season and keeping in touch with all plot holders.

We now have a "Wish List" which we circulate to all plot holders on which they can add any projects that they would like considered for the allotment. The committee then decides which are possible and good for the allotment community and then prioritises them for action.

Last week we held a plant sale to which the public were invited. The plot holders had been growing extra plants to sell. The sale was a great success bringing the local community into the allotment and some money into the coffers to help with planned projects.

The allotments are a hive of activity this month with most of the plants that have either been raised in greenhouses or bought as seedlings planted out into the ground. Now the battle commences, with pigeons, slugs, snails and aphids high on the list of combatants. We try to keep them off in many ways with netting, coffee grounds, eggshells, and fairy liquid among them. All work to a certain extent but whatever we do nature's creatures will continue to get fat on some of our produce.

The weather has decided that it is now summer but without a wet spring all the plants are suffering from the drought and all of us are trying to keep our precious crops alive by watering regularly. There is a thunderstorm forecast so we are keeping our fingers crossed!

**A 10. MEDIUM TO LONG TERM STRATEGIC UPDATES/INFORMATION ON ARUN DISTRICT COUNCIL OPERATED OUTDOOR AREAS:**

The Clerk confirmed that there are currently no updates on plans but Arun District Council's Greenspace Technical Officer, Neil O'Connor, had replied to advise that the report for King George V was due in 2024 and work on that would probably commence next year..

**A 11. MONTHLY UPDATE ON LONGBROOK PARK, KING GEORGE V & OLD RECTORY GARDENS:**

The Clerk advised that the following update had been received from Andy Camp on behalf of the Snook's Corner Community Group:

'Nothing much to report except that the usual litter picking in Longbrook Park took place on the first Sunday of May (1st May). There is evidence of someone camping in the bushes on the western boundary of the park (next to the Butlin's fence). This is being reported to Arun DC.

Pattie Shaw is taking over from me as Snook's Corner Community Group contact on Longbrook Park matters. She will be providing the next update'.

**A 12. TREE WARDEN(S) REPORT:**

The Clerk confirmed that a Tree Warden report on verge trees that had died and needed replacement, had been circulated to all councillors along with costings. Separately, a resident in Westmorland Drive had also contacted the office regarding a tree that had been blown down in a storm. Strimmer guards and disposal were not included in the quotations received. **The committee unanimously supported the proposed planting of eight replacement trees and the Chairman of the committee requested that the Clerk proceed with ordering the trees and arrange for disposal separately.** Councillor Paul English asked that all councillors contact the Clerk with the addresses of any trees that need to be replaced in the parish.

**Councillor Michael Harvey offered the parish a chestnut tree from his garden and the Clerk to investigate possibility of relocating the tree.**

**A 13. ST MICHAEL'S ISLAND & TENDER ADVERTISEMENT APPROVAL**

The Clerk advised that the locks have been changed. Urgent maintenance is now needed to the gates and fencing across bridge. The Clerk has met a surveyor on site and is awaiting a quotation for a report on bridge's integrity. **To ensure safety, Councillor Gloria Moss proposed that costings for a survey be sought. This was seconded by Councillor Paul English and unanimously agreed.**

Councillor George Grundy commented that to protect the Chairman, Councillor Kevin Watson may wish to chair when public questions are asked regarding St. Michael's Island. Councillor Paul English confirmed that he will take advice on this matter. The Clerk confirmed that once the bridge's structural integrity is established, an agreement of a year would allow sufficient time for councillors to look at future uses and changes to use whilst receiving income at a competitive market rate. The Clerk's report outlines potential uses for this area.

**Councillor Gloria Moss proposed that a new annual agreement be drafted for anyone wishing to keep horses on the land and this was seconded by Councillor Kevin Watson and unanimously agreed. All tenders received are to be considered by the committee.**

**At 19.15 hrs, Councillor Anne Barker proposed a ten-minute extension to the meeting at. This was seconded by Councillor George Grundy and unanimously agreed.**

#### **A 14. FELPHAM PARISH GREEN INFRASTRUCTURE MAP TO REVIEW**

Councillor Anne Barker confirmed that she has been investigating the map but is concerned that the boundaries are not clear, which has relevance to the cycle ways. Most of these cycleways are not considered to be green routeways as they run alongside roads. An A1 map is on display on Community Hall Notice Board and the consultation period has been extended to 25<sup>th</sup> May 2022. Councillors are asked to make comment to the Clerk for onwards submission as soon as possible.

#### **A 15. ECOLOGICAL CORRIDOR**

Councillor Anne Barker confirmed that there are a number of green areas that are sensitive sites that are not included on mapping e.g. hedgerows, ditches and twittens. **Councillor Anne Barker to identify these areas on a map that will be forwarded to the Clerk and presented to Arun District Council.**

#### **A 16. MATTERS OF URGENT PUBLIC IMPORTANCE – PREVIOUSLY AGREED WITH THE CHAIRMAN:**

None

#### **A 17. DATE OF NEXT MEETING: Tuesday 21<sup>st</sup> June 2022 18:15.**

The meeting closed at 7.25 p.m.

Approved.....

Date.....

### **Allotments and Open Spaces Committee Clerks Report May 2022**

**A144.** A1 map on display on Community Hall Notice Board, extension to consultation period extended to 25<sup>th</sup> May 2022, Councillors advise and asked to make comment to Clerk for onwards submission.

**From:** Kevin Owen <[Kevin.Owen@arun.gov.uk](mailto:Kevin.Owen@arun.gov.uk)>  
**Sent:** 21 April 2022 10:29  
**To:** Clerk <[clerk@felphampc.gov.uk](mailto:clerk@felphampc.gov.uk)>; Richard Sherman <[Richard.Sherman@arun.gov.uk](mailto:Richard.Sherman@arun.gov.uk)>  
**Cc:** Nicola Meaney <[N.Meaney@felphampc.gov.uk](mailto:N.Meaney@felphampc.gov.uk)>  
**Subject:** RE: ADC - Felpham Parish Green Infrastructure Map to review

Dear Doug – yes of course the deadline can be extended by one month – if you provide a date for your next meeting we can agree for your response the following day.

K rgs

Kevin

**Kevin Owen**  
Planning Policy & Conservation Team Leader, Local Plan & Policy, Department of Place



T: 01903 737853  
E: [kevin.owen@arun.gov.uk](mailto:kevin.owen@arun.gov.uk)

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF

All Allotments and Open Spaces Committee councillors forwarded a copy of all correspondence from Jane Parker re St Michaels Island/Horsefield.

**A149** Councillors forwarded email from ADC's Neil O'Connor re KGV inability to currently develop pavilion there.

“**From:** Neil O'Connor <[neil.oconnor@arun.gov.uk](mailto:neil.oconnor@arun.gov.uk)>  
**Sent:** 27 April 2022 09:51  
**To:** Clerk <[clerk@felphampc.gov.uk](mailto:clerk@felphampc.gov.uk)>

**Cc:** Joe Russell-Wells <[Joe.Russell-Wells@arun.gov.uk](mailto:Joe.Russell-Wells@arun.gov.uk)>

**Subject:** RE: KGV Development

Good Morning Doug,

I'm afraid our position hasn't changed on this. 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. FP/103/19/PL was refused which meant the proposal of S106 funding improvements at KGV using a contribution from Site 6 Felpham could not proceed. It is anticipated that CIL and S106 funding may contribute to improvements together with any application to the FF, however there is no funding immediately available.

Whilst I am working on a new Management Plan, the current one runs until 2024, so please bear with me on this one"

**A153 (A118 (A75)).**

**UPDATE:** This will now occur this season, currently in negotiation with Jess Meagher regarding WSCC clearing grass cuttings and storing at allotment short term until collection or for use by allotment holders for composting. **ONGOING**

Queens Canopy enquires ongoing.

Felpham Tree locations needed BUT Arun and West Sussex are running projects of their own in which Felpham can be included , 150 whips and 9 trees have been earmarked for Felpham Parish and an additional 40 whips and 8 trees at Felpham Recreation Ground, Hotham ward. This is within the 33,000 whips to be planted throughout the Arun district.

Bench at Binsted now passed deadline, Checking with WSCC Highways for any objections then order will be placed for bench and install arranged.

**A154 – see A144 above**

No larger scale map available but 1:20000 printed in A1 . No response from Worthing / Adur (maps do not appear to be available on their websites either

**Agenda item**

**Horse Field aka St Michael's Island**

It was agreed that a new draft contract be drawn up by Cllr Glen Hewlett and the Clerk and when ready, be brought to the Allotments and Open Spaces committee. In the meantime Councillor Anne Barker proposed that an invitation to tender for St. Michael's Island, known as the 'Horse Field' be drafted and once approved by the Allotments and Open Spaces Committee, be placed on the agenda for consideration by Main Council. This was seconded by Councillor George Grundy

**(Has been drafted but on hold pending outcome of future use Parish decisions/possibilities further to Main Council decision of 5/4/22).**

Padlocks x 2 now changed

Clerk advised a Bridge inspection to be arranged to ensure its integrity unless Councillors decide it is not required, surveyors contacted for quotes. Met with Ricky Young <[Ricky.Young@celtduk.com](mailto:Ricky.Young@celtduk.com)> last week (11/5/22), awaiting quote for survey. Similarly a H&S report should be conducted.

***A future usage option for discussion could be :***

<https://environmentbank.com/landowners>

By leasing parcels of your land, typically totalling between 10 and 100 hectares to the Environment Bank, they will co-create a biologically diverse Habitat Bank that will play a key role in safeguarding nature and addressing the crucial biodiversity loss across the UK. To make sure Habitat Banks don't impact national farming requirements, they usually look to utilise marginal or low yielding land.

They will create a habitat management plan that works for your business and/or farming operations, which we will then contract back to you to deliver with all the support needed from our leading ecologists.

**Retained ownership**

They only take a lease interest in land, so we retain ownership.

**Guaranteed payments**

receive an onboarding fee, of first year's rent upfront, then annual payments that increase with inflation for the 30 year term. Depending on the type of habitat created and its location, you can earn over £27,000 per hectare. The project is fully funded and they cover all costs for establishing and managing the habitat bank, extending to legal fees, and financial and tax advice. Payments will start as soon as the lease is agreed, and all liability sits with them.

**Land to NW of Arun Leisure Centre**

From: David Meagher Sent: 09 May 2022 12:53

To: Clerk <[clerk@felphampc.gov.uk](mailto:clerk@felphampc.gov.uk)>

Cc: Francisoppler <[francisoppler@gmail.com](mailto:francisoppler@gmail.com)>;

Subject: ARRT and SBG

Hi Doug

last week we have had a meeting with Arun and Rother Rivers Trust (ARRT) regarding a possible future project on the Felpham Southern stretch of the Aldingbourne Rife. Saturday we invited a member of the Sussex Bat Group walk part off the rife to identify species. In the Felpham Neighbourhood Plan the rife is designated as Local Green Space Status, designated as Local Green Space because of its significant natural wildlife character and interest.

Arun's Green Infrastructure Framework lists the fields North East of the Rife and North of the Leisure Centre as Country park.



The river acts as a wildlife corridor for bird migrant species, but also the river is important because of the endangered eel *Anguilla Anguilla* Listed as Critically Endangered on the global IUCN Red List of Threatened Species.

Bats use topographical features such as lines of trees and river courses as feeding grounds. The river is a habitat and breeding ground for invertebrates which enter the food chain.

One section of the river which is yet to be investigated is the length which runs adjacent to the 'island and allotment'. We understand that this is owned managed or let by the parish council and that the additional area south of the sluice is in private ownership.

***Would it be possible for Sussex Bat Group and ARRT TO have permission to carry out monitoring of bats in these areas please? (I have arranged to meet with them. Time/date tbc.)***

As you know we have had support from various organisations involved in conservation and a positive response by the Heritage Lottery should the council agree. After much 'toing and froing' with the council we have agreed on a meeting with them to discuss the use of the land for a country park. The date is Friday 24th June at 10 a.m. ***(Clerk to attend at ADC offices, Littlehampton)***

It might be useful if you and or a Councillor could be present who support the country park as is earmarked in the council's framework.

Chichester has a new country park and so too has Brighton, to mark the Jubilee. It would be good to have our own named as such as the Jubilee Felpham Brooks Country Park (Country park opens in Chichester to mark Queen's Platinum Jubilee) and Former golf course to become newest South Downs nature reserve which is ironically re-wilding a former golf course supported by the lottery fund.

**Best wishes**

***David (for and on behalf of the Aldingbourne footpaths and Felpham Brooks Country Park Group)***