

DRAFT SUBJECT TO APPROVAL OF MAIN COUNCIL ON 5TH JULY 2022

**MINUTES OF THE MEETING OF THE
ALLOTMENTS & OPEN SPACES COMMITTEE
HELD AT FELPHAM COMMUNITY HALL FELPHAM
21ST JUNE 2022 6.15pm**

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

Councillors: Gloria Moss, Dave Smart (Ex Officio)

A 18. APOLOGIES FOR ABSENCE:

Geraldine Whitehead and John Austin (FAGS representatives).

A 19. DECLARATIONS OF INTEREST:

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

A 20. QUESTION TIME FROM MEMBERS OF THE PUBLIC

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

A 21. CORRESPONDENCE/ANNOUNCEMENTS:

None

A 22. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE MEETING 17TH MAY 2022:

These minutes were agreed as a true and accurate record. These were ratified by Main Council at its meeting on 7th June 2022.

A 23. MATTERS ARISING:

It was agreed as per recommendations by the auditor that going forward this agenda item will be called the Clerk's Report which will be circulated prior to the meeting and attached to the minutes.

There were no questions arising.

A 24. FELPHAM ALLOTMENTS AND GARDENS SOCIETY REPORT:

FAGS had sent in the following:

FAGS Report to FPC (Allotments & Open Spaces) June 2022

We now have a waiting list of 38 Felpham residents. Two plot holders have decided to give up their plots and two new people have happily taken on the vacant plots. We have been keeping an eye on all the plot holders who took on a plot in the autumn. Almost all are doing well and working enthusiastically and one or two have been given advice about keeping their plots productive and have responded well.

We have a greatly appreciated volunteer who has serviced our mowers and trimmers and has managed to get them all in working order.

We are passing on to our plot holders a weekly Email from Charles Dowding with some good growing advice.

We have arranged an allotment working party for July 2nd when we hope to get numerous small jobs completed.

This year, so far, has been an excellent one for growing. All plants have enjoyed the sun and the earlier rain and have started their life with exuberance. The strawberries have enjoyed the hot weather and most people have had a great crop. All the salad varieties are growing well and we all hope the good weather will last to develop the tomatoes. We do not want a repeat of last year when blight decimated the tomato and potato crops.

The allotment is a hive of activity and tending crops is mixed with harvesting. A lovely time of year.

Councillor Jaine Wild queried whether there was a time limit on hoses and suggested that this should be set at twenty minutes to allow all plot holders access to the water and prevent wastage. **Clerk to email FAGS.**

A 25. MEDIUM TO LONG TERM STRATEGIC UPDATES/INFORMATION ON ARUN DISTRICT COUNCIL OPERATED OUTDOOR AREAS:

The Clerk confirmed that there are currently no updates to report.

A 26. MONTHLY UPDATE ON LONGBROOK PARK, KING GEORGE V & OLD RECTORY GARDENS:

Councillor Paul English requested that Councillors supply questions to the Clerk that can be asked of the relevant officers.

A 27. TREE WARDEN(S) REPORT:

The Clerk confirmed that verge tree planting will take place in the autumn.

A 28. ST MICHAEL'S ISLAND – BRIDGE SURVEY, GATE AND FENCE WORKS

Councillor Dave Smart confirmed that once works have been undertaken to the bridge, this will form part of the Asset Register and be inspected accordingly.

Details of the survey and work required to the bridge had been circulated to all councillors prior to the meeting.

Councillor Dave Smart proposed that the bridge survey be instructed at a cost of £1665.11 which will come from General Reserves. This was seconded by Councillor Bob Budd and unanimously agreed. This will now proceed to Main Council for approval.

Councillor Dave Smart proposed that the fencing to St. Michael's bridge be instructed, post receipt of a satisfactory survey, to a value of £960.00 which will come from General Reserves. This was seconded by Councillor Jaine Wild and unanimously agreed.

Councillor Dave Smart proposed that the works to the entrance end gate/canopy be instructed, post receipt of a satisfactory survey, to a value of £650.00 which will come from General Reserves. This was seconded by Councillor Anne Barker and unanimously agreed.

Councillor George Grundy enquired regarding the need for live saving equipment on the island. **Clerk to research.**

A 29. ECOLOGICAL CORRIDOR

Councillor Anne Barker had no updates to report other than correspondence that had previously been circulated by the Clerk regarding a potential Country Park.

A 30. LAND TO NW OF ARUN LEISURE CENTRE, OFF BROOKS LANE (UPDATE)

Correspondence regarding the footpaths had been circulated to all councillors prior to the meeting.

The Clerk reported on the monthly update and confirmed that fencing works, and digger excavations are continuing on the land.

Doug Millen will be attending the Save Aldingbourne Rife group meeting with Arun District Council at Bognor Town Hall on 24th June 2022.

A 31. MATTERS OF URGENT PUBLIC IMPORTANCE – PREVIOUSLY AGREED WITH THE CHAIRMAN:

None

A 17. DATE OF NEXT MEETING: Tuesday 19th July 2022 18:15

The meeting closed at 18.50 p.m.

Approved.....

Date.....

Allotments and Open Spaces Committee Clerks Report June 2022

A10

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

From: Clerk

Sent: 18 May 2022 14:16

To: Neil O'Connor <neil.oconnor@arun.gov.uk>; Paul Broggi
<Paul.Broggi@arun.gov.uk>

Cc: Joe Russell-Wells <Joe.Russell-Wells@arun.gov.uk>; Nicola Meaney
<N.Meaney@felphampc.gov.uk>; Karen Woolgar <K.Woolgar@felphampc.gov.uk>

Subject: RE: KGV Development

From: Neil O'Connor <neil.oconnor@arun.gov.uk>

Sent: 27 April 2022 09:51

To: Clerk <clerk@felphampc.gov.uk>

Cc: Joe Russell-Wells <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"

Councillors advised :

From: Clerk

Sent: 18 May 2022 14:38

To: All Councillors <councillors@felphampc.gov.uk>

Cc: Nicola Meaney <N.Meaney@felphampc.gov.uk>; Karen Woolgar
<K.Woolgar@felphampc.gov.uk>

Subject: KGV Pavilion

From the officer's previous report (distributed to councillors) :

"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** *"(to make into public amenity land and not pitches)"* which meant the proposal of **S106 funding improvements at KGV using a contribution from Site 6 Felpham could not proceed.**" *(now superseded by FP/248/20/PL and S106 monies to be spent there)*

“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.”

<https://www.arun.gov.uk/planning-application-search>

FP/103/19/PL Site 6 to amenity land

FP/248/20/PL site 6 to pitches and changing following FP/103/19 refusal

FP/128/93 KGV refreshments application

UPDATE:

From: Oliver Handson <Oliver.Handson@arun.gov.uk>

Sent: 15 June 2022 12:26

To: Clerk <clerk@felphampc.gov.uk>

Cc: Neil O'Connor <neil.oconnor@arun.gov.uk>; Joe Russell-Wells <Joe.Russell-Wells@arun.gov.uk>; Paul Broggi <Paul.Broggi@arun.gov.uk>

Subject: FW: KGV Development

Hi Doug

Apologies for the delay in response.

The pavilion currently forms part of the Tivoli Greenspace Management Contract and assets leased under this contract. We do recognise that there has been a general decline in Sunday league football, alongside the popularity of 3G/4G pitch use and therefore use of the pavilion is somewhat reduced from what it was 5-10 years previously.

There have been no formal discussions or reports concerning this asset which I can share, however it goes without saying that we need to look at all opportunities which may exist to utilise assets to their full potential. If the Parish have specific ideas concerning the future use or improvements to this facility then we would be interested to understand what these are.

In the meantime we will discuss the matter with Tivoli to understand fully the current demand and use of the site as a starting point for discussion.

Kind regards

Oli

Oliver Handson

Environmental Services & Strategy Manager

Neighbourhood Services

T: 01903 737955

E: oliver.handson@arun.gov.uk

Arun District Council, Bognor Regis Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD

Hi Nicky,

All quiet this month for KGV.

Many thanks,

Neil.

Neil O'Connor

Greenspace Technical Officer
Parks & Greenspaces Service

T: 01903 737951

E: neil.oconnor@arun.gov.uk



Arun District Council, Bognor Regis Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD

www.arun.gov.uk/parks

A13 re St Michaels Island/Horsefield

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

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. _THIS IS UNDERWAY**

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. _DRAFT RECIEVED

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.

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> (11/5/22), **The only quote received is from a local specialist bridge surveyor is £ 1,665.11**

I have met one other whom has said to quote alone will be un financially viable due to them being based in Nottingham. I am awaiting details from another London based bridge surveyor as to the cost of a quotation alone.

ARE WE ABLE TO APPROVE FOR JULY MAIN COUNCIL AGREEMENT ?

I am seeking quotes for a new gate structure at the allotment end as the existing one is somewhat dilapidated. I am also asking the same contractors to quote for vertical slat fencing as the current horizontal handrail offers little protection. These works are anticipated to be under £1000.

Dave Hall

Carpenter & Joiner

22 Sea Lane Pagham Bognor Regis West Sussex PO21 4UL

Tel 01243 262267 Mobile 07377 509556

F.A.O.The Clerk . Mr Doug Millen
Felpham Parish Council
Felpham Community Hall & Conference Centre
Meaden Way
Felpham
Bognor Regis
West Sussex
PO22 8FA

13/06/2022

Estimate

Ref:

Bridge and entrance end gate/canopy

To supply and fix Chestnut Paling fencing

Materials and fixings	£660.00
Labour	<u>£300.00</u>
Total	£960.00

To supply and construct lolly pop / picket fencing from treated sawn Softwood.

Materials and fixings	£ 450.00
Labour	£ <u>600.00</u>
Total	£1050.00

Ref: **Entrance end gate/canopy**

To supply and construct gate /canopy with 18mx2440x1220

Pine structural plywood and varnish to finish

Materials and fixings	£ 250.00
Labour	£ <u>400.00</u>
Total	£ 650.00

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.

See also : <https://buildingconstructiondesign.co.uk/news/beard-buys-huge-woodland-in-innovative-carbon-offset-move/>

A15

A153 (A118 (A75).

UPDATE

From: Clerk

Sent: 18 May 2022 14:57

To: Jess Meagher <Jessica.Macey@westsussex.gov.uk>

Cc: Steve Hill <Steve.Hill@westsussex.gov.uk>; ben.whiffin@westsussex.gov.uk

Subject: RE: Community Road Verge Application

Dear all

We have seen small signs on Community Verges explaining why they are left uncut. Please can you provide us or install some on our Community Verge on Felpham Way ? We would happily arrange their installation if you were able to provide them ? May also identify them to prevent future cutting again ?

Signs now received WSCC Young Offenders or Skill Mill to install

Land to NW of Arun Leisure Centre

Copy also sent for information to Councillor Keir Greenway, County Member for Bersted.

Good morning Karl & Dan,

Another very busy week on the field! As requested, here are 8 items for your information and action:

1. The track on the eastern side of the Rife, i.e., in the field, opposite Whitfield Close. Further work carried out here, suggesting continued construction of an extension of the hard surfaced track, which was recently the subject of the TSN.
2. The white touring caravan is still stationed in the same place (north-western part of the field) today, Sunday. It appears to be occupied.

3. The shipping container remains in the south east corner of the field. Contents and purpose unknown?

4. Wooden round fence poles have been positioned on top of the Rife bank (field side). A green horticultural or scaffolding style material has been strung between the fence poles (crudely extended in height) starting with the section opposite Whitfield Close. This fence line treatment has now been extended (also increased in height) this week southwards towards the south west corner of the field (See attached photo). The fencing is clearly at odds with the correct style, appropriate for such a position adjacent to an Environment Agency (EA) 'main river' drainage channel. Under the terms of the Water Resources Act 1991, and the Land Drainage Byelaws 1981, the prior written consent of the EA (called a Flood Risk Activity Permit or Environmental Permit) is required for any proposed works within 8 metres of the top of the bank of a main river.

Please can the Council urgently alert the EA.

5. Some 3 - 5 horses continue to be kept on the northern half of the field. With associated paraphernalia this clearly continues to be an unauthorised change of use from agriculture to equestrian use.

6. Up to two mini excavators and a dumper vehicle have been working on the field this week. They have been completing the laying of mains water (presumably to supply the horses), plus carrying out other works such as assisting in installing the fence posts, moving soil and piling it up along the Rife banking. Worryingly, on Wednesday, 15th June about 20.00 hours, a mini excavator was observed pushing previously cut reed debris (by EA contractors in later 2021) further down the Rife banking (See attached photo). These actions will only lead future blockages in the Rife!

7. Subdivision of the field into smaller plots has continued. On Saturday, 18th June it was observed that the landowner has now erected a 2-metre-high close boarded wooden fence with concrete posts in the middle of the field, close to the eastern boundary (See attached photo)! More similar fencing materials are on the field, so we expect this will lead to a further extension in the coming days! This development will definitely damage the landscape and countryside amenity, of this strategic/local gap area, introducing an urbanising effect, contra to Local Plan policy. Please can the Council urgently consider action under Section 215 of the Town and Country Planning Act 1990 (Untidy Land Notice).

8. The Access Land hard surfaced track and hardstanding. This continues to accommodate stored vehicles (not related to an agricultural use). On Saturday, 18th June a mini digger was seen carrying out engineering operations to clear this area (See attached

photo). Also, note in this picture showing the mini digger, there is also a newly dug trench in the foreground.

NB: More photos can be supplied if required.

Flood Risk Assessment (FRA)

This area of land lies within a national designation Flood Zone 3a (High Probability), and/or Flood Zone 3b (Functional floodplain). As such, a detailed FRA must be provided by the landowner to show the main flood risks to the site, and the surrounding area as a result of current engineering and development works being carried out on their site.

The Planning Contravention Notice (PCN)

We imagine that all of the existing and current works and undertakings going on the field and access land are reflected in the reply the Council said that they eventually received from the landowner in response to their Planning Contravention Notice (PCN)? The Council will be well aware, that it is an offence if anyone makes any statement purporting to comply with a requirement of a planning contravention notice which is knowingly false or misleading. The maximum penalty for this offence is currently £5,000.

Regards,

Steve Brown, for Aldingbourne Footpaths and Country Park Action Group.