

Felpham Parish Council



Chairman's Report 2012 / 2013

Index

[Page 3. Parish Council Representation on Outside Bodies.](#)

[Page 4 . Allotments and Open Spaces Committee](#)

[Page 5. Finance and Administration](#)

[Page 8. Projects Committee](#)

[Page 10. Planning Committee](#)

[Page 11. Site Six Committee](#)

[Page 13 Neighbourhood Plan](#)

[Page 14. Conclusion](#)

[Page 15 Statement of Accounts](#)

Membership and Meetings of the Parish Council

Councillors meeting attendances
[Click Here.](#)

Previous Years annual Reports
[Click Here.](#)



This facility is for the computerised version. To return to this page

This report covers the period since the last Annual Parish Meeting on 10th May 2012.

At the first Parish Council meeting of the year I was fortunate enough to be re-elected as Chairman again. This year marks my eleventh as the Councils Chairman.

One should always remember that the Chairman is placed in the position at the behest of his fellow Councillors to uphold the Constitution, Code of Practice and Policies agreed by the Council and to do all that is possible to maintain the smooth running to the benefit of Felpham and the Parish Council. Not always an easy task.

Dennis Peerman was once again elected as Vice-Chairman, his help has been an asset to both myself and the Council. I would like to say, we have yet again been a good team that has been of benefit to Felpham and the smooth running of the Council this despite some ill health which we are all pleased to note has been overcome.

If you wish to [contact your Parish Councillor](#) go to the web site (www.felphampc.gov.uk) or find their details on our notice boards, sited throughout the parish.

Richard Wickens, the Clerk, has been with the Council for five years now and his extensive knowledge and broad based understanding of the operations and machinations of both principal authorities and Local Councils has assisted us in ensuring the Councils voice is heard and that the work of this Council is carried out in a methodical, effective and productive way. Myself and other members of the Council wish to recognise the work he has continued to carry out for the community on the Neighbourhood Plan.

Yvonne Coleman, who is the part time Administrative Assistant to the Council, is responsible for a growing number of tasks, including the management and operation of the Council's Planning and Projects Committees, and has shown herself to be more than adept in helping the Council and Clerk progress the increasing number of initiatives and day to day operations of our busy Council.

I should like, as usual, to take this opportunity of expressing my personal thanks to our Clerk and Administrative Assistant, not only for the support they have both given to me as Chairman but also for the interest they have shown in various ways in the needs of the village and Felpham residents over the past year.



I would also like to pass on the same expression of gratitude to all Councillors as individuals and colleagues in striving to reach the common goal of achieving the best for residents of Felpham at all times, this year it has proved challenging.

We have two vacant positions this year and I sincerely hope we get some caring members of Felpham to come forward that can put all of Felpham first and join in with enthusiasm to improve our Parish. There are so few volunteers in these difficult times. The minimum meetings to attend is two committees and main Council meeting in a month.

Please contact the [Clerk or Chairman for more information](#)

I am sure that the Council will not rest on its laurels next year. It will continue to provide a quality service, maintaining the facilities and services for which the Council is responsible, to a high standard, keeping the community informed through the publication of Felpham in Focus and on its website, whilst responding promptly and efficiently to all residents' concerns.

In the last 12 months there have been 84 meetings of the various Committees and Main Council of the Parish Council, as well as a fair number of working party meetings. The work load of the Council is ever increasing but rewarding.

[Committee meetings](#) have continued to be held on the most part; a monthly basis. This has been the tried and tested frequency that has made for a smooth running Council. It is easier to agenda a meeting monthly with advance notice than to be reactive and hope members can change diary arrangements at short notice should a problem occur and an extra meeting is required. This is of course always under review.

Many of you will have noticed much more Council news via the local magazine "Felpham in Focus". and on our notice boards to keep you more abreast of what is happening. A small information brochure about the Village sponsored by Felpham businesses has been placed in the sales offices of the 'Site Six' development and local Estate agents.

There is also a wealth of information continuously and regularly updated that is available on the Parish Council web site which can be found at www.felphampc.gov.uk

I would like to record my thanks to all Councillors and the Clerk for their continuing endeavours to better the community in which we live here in Felpham. My time, again, as the Chairman to Felpham Parish Council has always given me great pride to represent them and Felpham. I hope the members have felt able to accomplish all they hoped to. I attended numerous Parish Council committee meetings and a few of the working party meetings in the last year.

County & District Council Representation

Over the last year we have had the continuing support of **George Blampied**, our local [County Councillor](#), George along with other duties is a member of Felpham Parish Council, his experience is most welcome. He is a member of Arun Leisure Centre Board and WSCC Planning.

Outside bodies

George represents the County Council on the following organisations
Bognor Regis 21, Bognor Regis Limited, Bognor Regis Citizens' Advice Bureau Management Committee, Littlehampton Harbour Board.

George also sits on the Joint Western Arun Area Committee known as JWAAC [For contact details of Your County Councillor](#)

Paul English, as well as serving on the Parish Council, and its committees also, serves as an Arun District Councillor on the Felpham East Ward, with the additional duties of Chairman of the Safer Arun and Environment working part, Vice Chairman Arun Overview Scrutiny committee, J.W.A.A.C. (Joint Western Arun Area Committee) committee, the Arun Site Six Advisory Group, and sits on the Remuneration Committee for the chief executive of Arun District Council. [For contact details on Your Councillor](#)



John Holman is currently the other District Councillor for Felpham East and serves on other Arun committees namely: Audit Committee, Licensing & Enforcement Committee, the Safer Arun & Environment Working Group and the Arun site six advisory group. He is the Felpham East Area Coordinator for Neighbourhood Watch, the Secretary for Neighbourhood Watch in Bognor Regis, as well as being an active member of the local Rotary Club. In recognition of his knowledge he has been invited to attend the Felpham Site Six committee for help and advice. He was a member of Felpham Parish Council for eight years before joining Arun District Council and continues to attend the majority of the main Felpham Council meetings where he lets the Council know of issues being dealt with in Felpham, which can help with a more joined up approach on some issues. [For contact details on Your Councillor](#)

The Parish Council continues to extend a standing invitation with agenda's for the two Felpham West District Councillors **Elaine Stainton** and **Gill Madeley** to attend an occasional meeting of the Parish Council to hear their views and give an occasional report.

Although there is no obligation for either to attend any Parish or Parish Council Meetings it does make it difficult for a joined up approach to resolve problems or issues within the west ward of the Parish. We have not received any apologies of why this is so and look forward to the situation changing for the benefit of Felpham residents. Perhaps this year will be the start of something new especially with the onset of Localism? [For contact details on Your Councillor](#) Councillor Stainton sits on the Development Control Committee & the Chairman Selection Committee and Councillor Madeley sits on the Safer Arun and Environmental Working Party and the Arun Overview Scrutiny committee.

Parish Council Representation on Outside Bodies

Dennis Peerman and **Ros Kissell** serve as the Parish Council representatives on the Joint Western Area Committee. This Year Dennis was voted in as Chairman for the year. This Committee is set up by the County Council in the Western Area of Arun District. This allows for the three tiers of Councillors to sit and discuss matters of concern in order to work together to better their local communities. If as a resident you feel there is an issue that would be good to air please contact the Parish Office and it will get to the representative.

Graham Matthews has represented the Council at the Highways & Transport sub-committee of J.W.A.A.C, the Arun Site 6 Committee, the Councillor responsible for the Councils editorial in Felpham in Focus magazine, as well as being the Councils representative on occasions at Arun District Councils Development Control meetings when objections and support to Felpham planning applications have been discussed.

Dennis Peerman as mentioned earlier has been my Vice Chairman again this year. I thank him most sincerely for his support and hard work. It has proved to be a good team that has enabled the Parish Council to move forward in a positive way.

Glenn Powel Chairs two committees and gives so willingly to promote and help residents and the Parish Council. His enthusiasm is considered infectious and we are very lucky to have such a person helping us.

Connie Reid resigned from the Parish Council on Tuesday 8th Jan due to personal reasons. Connie is one of the longest serving Councillors who was co-opted onto the Parish Council on 22nd July 1986. She served on a number of committees and on the 15th of May 1989 was elected as the Vice Chairman of our Council and then a year later on 15th May 1990 she was elected as Chairman where she served in that position for a period of 5 years.

After a years break to recharge her batteries her fellow Councillors asked her to stand again from 1996 to 2003 when she retired as the Chairman and carried on working hard on several committees.

From May 1999 to 2012 Connie served as the Projects Committee Chairman which promoted and facilitated many ideas, during which time projects such as the Felpham Esplanade lights were put up, Fisherman's Gardens was planned and proceeded with, Fun on the Prom began, the Larksfield Skate Park was completed, Vicarage Gardens reading seat was installed and our Diamond Jubilee event was undertaken by members of that committee and the Parish Council.

She was also active on the Finance and administration committee as well as the Planning Committee.

The main and most important thing to be recognised was that she gave her time for 27 years to FELPHAM, to do all she could to work with her fellow Councillors to improve our community and promote a genuine team effort to achieve a great deal that will be of benefit many for years to come.

ALLOTMENTS AND OPEN SPACES COMMITTEE

Geoff Farrell chairs the Allotments and Open Spaces Committee supported by - Barbara Piedot (Vice Chairman), George Blampied, George Stride, Eileen Taylor, Paul English the Council Chairman and Vice Chairman Dennis Peerman - both ex- officio.

MEETING DATES

During the year, committee member Terry Phillips resigned from the Council due to home commitments. The Council and this committee is enormously grateful to Terry for the amount of his time and effort that he gave along with some hard physical work around the Parish.

Felpham's Tree Warden, Rohan Amick, also attends as a non voting committee member, Rowan has carried out much work to help the Parish and the Committee and deserves a vote of thanks.

Mr. Ian Jackson from the Felpham Allotments and Garden Society is also invited as non-voting member. Each plot holder from St Michael's Allotment is similarly welcome to attend the meetings.

Felpham has two allotment sites - one at Felpham Way that is situated by the Downview Road traffic lights and is most ably managed on behalf of the Council by the Felpham Allotments and Garden Society. Their Chairman, Ian Jackson comes to each committee meeting to report on their activities.

The other allotment, St. Michael's, is also on Felpham Way but at the Butlins end. It incorporates a small pocket park and an island site that is rented out separately. This site is managed directly by the Parish Council.

Having an allotment is increasing in popularity, and both sites have waiting lists - open only to Felpham residents. The Council has taken back several plots on St Michael's that have been neglected for reallocation. We can also report that the two beehives on the St Michael's site are flourishing and buzzing with activity. We have been seeking additional allotments in different areas where land may be available, perhaps in time more may come to fruition.

All the Parish open spaces fall within the remit and ever watchful eyes of this Committee, Fisherman's Gardens, Dryground's Lane semi-woodland, Longbrook Park, Rectory Gardens, and King George V playing field to point out a few.

In Rectory Gardens, we are working with the administrators (ADC) to restore the brick path that was taken up (by ADC) in a well meaning but unpopular attempt to protect tree roots. It's taken many months, but we are almost there.



In Longbrook and King George V field, we are fortunate to be working with Dee Christensen of ADC. She and I have met to discuss a revised Management Plan for each. It's pleasing to report that after a year or so, Tesco have agreed to install a litter bin for their customers' use. Before that, Tesco litter was to be seen strewn around the area.

The Snooks Corner Community Group is very active in its involvement with Longbrook Park and thanks are due to that group for their enthusiasm and hard work.

A new area to fall within the committee's remit is Church Field. It is important that through the District Council's Local Plan and especially the on-going Parish Neighborhood Plan that the community works together to ensure it either stays as an open public space or puts forward other suggestions that stand up to scrutiny.

It is now ten years since the expiration of the Local Plan that identified it as Public Open Space, and since then nothing has happened to turn that phrase into reality.

The Parish Neighborhood Plan committee is working on a form of words that preserve its potential for eventual public use.

The Committee gets involved in the maintenance of the Parish's rural footpaths through a program of additional cuts and clearance.

The Street Scene is a concern of the Committee and identifies places that need a tidy up. One is the un adopted land alongside Binstead Avenue.

Fisherman's Gardens is 'litter picked' and tidied by The Lobster Pot. The committee frequently and regularly reviews how well this arrangement works for the whole site.

Dryground's Lane semi-woodland has improved greatly and many of the plantings are gaining strength. The Parish Council still supports the maintenance of this area and its continued improvements.

The Parish Council has continued with its tree-planting program with the able help of our tree warden **Rohan Amick**. This has continued to be a great success with more substantial trees being planted that will continue to enhance the area for many years to come. The tree-planting project started some 20 years ago after the great storm. We do make a very impassioned plea to any resident, who has had a newly planted tree placed near their property, to give it a bucket of water now and then during the hot summer months (if there are any!).

Finally, the budget for the year ended 31 March 2013 was £10860. As in previous years, all the work was carried out within budget.

Cllr G Farrell April 18 2013



Chaired by Dennis Peerman Supported by: - Geoff Farrell, George Stride, Graham Matthews, Barbara Piedot, Ros Kissell and David Edwards.

Ex- Officio: Paul English

Clerk is the Relevant Financial Officer of the Council & his expertise along that of the committee Chairman has shown to be a good team.

Budget 2011-2012 £118,136 but with a resultant Precept of £98,609

Budget 2012-2013 £118,406 but with a resultant precept of £98,292

MEETING DATES

[In both years the precept was kept lower due to savings from the previous year - the precept has to be set before we know the outcome for the current year]

This Committee has a number of important functions and responsibilities. Which are noted below, Plus monitoring of non-delegated Council spending, in all cases ensuring that value for money is obtained in any expenditure made by the Parish Council.

General Administration.

The Committee maintains a watching brief over this part of the budget, which consists of mostly routine payments and ongoing expenses that are effectively controlled and monitored by the Clerk, who is the Responsible Financial Officer of the Council.

Overseeing the Clerk's salary and conditions of service and that of the part time Administration Assistant to the Parish Council is also part of the committee's function.

The Council insurance policies are also reviewed annually to ensure the assets are correctly valued with adequate cover.

Maintenance of Public Services.

The Car Parks. The Parish Council has continued its policy to ensure the **two car parks** remain “free” to users by a contribution to Arun District Council for Grassmere Close and Links Road. Any deterioration to the car parks is reported immediately to A.D.C. for prompt action. Arun is in the process of reviewing the Car Parks District wide and the idea may be to ensure they are cost neutral to themselves, meaning a possible increase in the contribution if we were to ensure the Car parks remain “free”. (Paid for via the precept.)

Parish Street Lights: These have all been repainted over the last two years and should not need further attention in the near future.

Public Toilet facilities

in Felpham are at the sea front end of Blake's Road and just off the sea front on the edge of the village at Snook's Corner. The Council has continued to ensure that A.D.C. is well aware that the residents see these as an essential asset that must remain. They are considered an important facility by the Council, which budgets £7070 annually towards the maintenance of these in a partnership venture with A.D.C.

Public Toilet facilities Continued



We would oppose any closure, however this again is the subject of review within Arun D.C. future priorities and ways are being considered to ensure a fairer payment regime, especially where some Parishes pay nothing. Our stated policy is to keep them open in Felpham. The other sections within the remit of this committee are **Village Seats** maintained by the Parish Council, and the various **Notice Boards** which are checked to ensure their condition is maintained on a regular basis.

Grants (section 137 payments)

Requests for grants are looked at each October, and form part of the following year's budget payments. We held our Grants and Donations reception evening on 29th April 2012. Without our help and assistance some groups and organisations would not manage to continue which would be seen as a loss by many.

We have been able to help the following good causes this year (these grants totalled £5822):

Aldwick Cricket Club	Arun & Chichester CAB	Bishop Tufnell Junior School
Bognor Regis Museum	Bognor Regis Neighbourhood Watch	Bognor Regis Sea Front Lights
Bognor Regis Stroke Support	1st Felpham Sea Scouts	Felpham Community College
Felpham Sailing Club	4 Sight	Home Start
LCT Home link	Sammy Community Transport	Victim Support
Armed Forces Day	Aldwick Cricket Club	

We also have a contingency budget of £1000 for further donations, which will be able to be considered during the year as situations come to our attention.

My thanks must go to My wife Joan and daughter Sophie for their help on the evening with the catering.

Maintenance of Parish Council Assets.

The Committee continues to monitor, along with the Clerk, the 'Asset Register' for any items we should be increasing insurance on. Items that may require maintenance are looked at, these include the flag & pole, Skateboard Park (which can only really be considered jointly with Middleton on Sea Parish Council as it was originally a shared partnership venture. – during the year an improvement project was completed as a result of Joint Funding with them. Seafront lights and other items already mentioned.

Maintenance of public services.

This Committee monitors public services in the parish such as bus shelters (several of which we have replaced or refurbished), refuse collections, children's play areas, highway facilities, policing matters, foreshore maintenance, and licensing abuses.

King George V playing field is regularly monitored including the condition of the community multipurpose path, basketball pitch, pavilion, lights and boundary fences. The trees, bushes, grass cutting, the play areas and picnic tables are also looked at to ensure they are maintained.

Although this area is owned by Arun the Parish Council are very much involved the Allotments and Open Spaces Committee are in discussions with Arun and the Parks Department.

Dog bins are a regular problem and we occasionally need to remind Arun and the contractors charged with the job of emptying the bins that they are falling short of our expectations. There has been improvement on this front this year and some bins have been replaced with larger ones.

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The brief of this Committee is a full one, but the members work hard with the Clerk to ensure that the money we spend on Parish facilities, for the benefit of the whole community, and on your behalf is well spent.

In addition this Committee carries out a "watching brief" on the spend against the Budgets set by the other Committees, mentioned in this report.

[Finally for the auditors report please view the attachment at the end.](#)

PROJECTS COMMITTEE

Chairman Glenn Powell

Committee Members: - , Reg Geary (Vice Chairman), Michael Harvey, Mary Harvey, Graham Matthews

Ex- Officio Members: Dennis Peerman & Paul English.

Budget 2012 – 2013 £6,400

Budget 2013 – 2014 £6,400

The Projects Committee sets out to benefit Felpham through arranging community events and organising the improvement of facilities and amenities. It continuously looks at opportunities that may enhance the present and future well being of the village. Past activities have ranged from Bus Shelters to Playing Fields & outside open spaces and from Fun on the Prom to Flower Planters on pavements.

Quality of life in Felpham is important to all of us. Our committee tries to listen to the requirements of our community and ensure that new projects are identified and taken to a successful conclusion. Some are large such as promenade lighting or car parking; some are smaller such as planters or pathways. Sometimes the Committee's plans for enhancement go through quickly; sometimes we have to wait to allow for those concerned and involved to be properly consulted. Whatever the project, this committee seeks to be at the forefront of working with and engaging with the local community.

Projects carried out or under consideration during the course of this year include:

Pavement Planters

The flower planters at the Felpham Bazaar and at Flansham Way / Middleton Road (opposite the Tesco Express store) have been replanted and we hope that these continue to be a welcome addition to the street scene in Felpham.

Larksfield Skatepark. (In Middleton-on-Sea Parish)

This continues to be a popular and heavily utilised facility for the youth of both Felpham and Middleton Parishes. Both parishes have jointly provided funds to improve and upgrade the equipment in consultation with the skateboarders themselves. This year the finances came via the New Homes Bonus Grant via Arun District Council and both Councils put their allocation together.

King George V, Summerley Lane, Car Parking

This continues to be a perennial problem for residents that live opposite the Playing Field. Whilst new car parking has not been possible due to lack of funds the Parish Council do not intend to give up on this matter. A review is still being carried out by Arun District Council and WSCC and we now wait for possible solutions to try to alleviate the problem.

The Parish web site is monitored by this committee. (www.felphampc.gov.uk) The Clerk with Maureen Chaffe has drastically updated this site, and is well worth a visit should you wish to know what is going on in the Parish Council and the village of Felpham. [If you would like to see items added to or included on the web site please let us know](#)



Parish Magazine

The Chairman of the Projects Committee once again would like to thank Councillor Graham Matthews for the very hard work he has put into this project which has achieved so much and is still being delivered to every household in Felpham through the Felpham in Focus magazine. [If you would like to see items added to or included in the magazine about the Parish Council please let us know](#)

Fun on the Prom and 2012 Diamond Jubilee:

The Council puts on an annual community event each year. Over the past few years this has been 'Fun on the Prom' but last year in 2012 it was replaced by the 'Diamond Jubilee Fair' at Grassmere Close Car Park. This community event was very successful with over 30 stands from local organisations, fun family activities, live music and a grand raffle with prizes donated by Barrett, David Wilson. A Jubilee flag was raised and piped in by the [Felpham Sea Cadets](#). A Golden Jubilee plaque was also installed at Grassmere Parade thanks to a generous donation by Anton Matthews of Monumental company / Stone-Safe, Shripney Road, Bognor Regis. Thank you to Councillors Matthews, Phillips & Powell for all their hard work in organising this event and with the Clerk, Richard became known as the 4 Amigos.

This year 'Fun on the Prom' will be back on 10th August 2013 with an earlier start of 2 pm and family fun activities throughout the afternoon, bar and BBQ by the [Felpham Sailing Club](#) in the evening and a grand firework finale at about 9.45 p.m

The Committee is investigating the possible installation of a defibrillator on the Felpham Promenade. Common to many other seaside resorts this is a vital piece of equipment for use in a case of drowning or a heart attack. Having this equipment to hand could easily be instrumental in saving a life.

Promenade Lighting

The Committee is investigating further lighting on the unlit section of Felpham Promenade between the Lobster Pot and the bends towards Butlins. Although the majority of this section of the promenade is a designated no cycling area there is still a danger to Pedestrians from rogue cyclists and dark corners on this part of the promenade during the dark evenings.

Lights for Footpath from church to Felpham Way (Footpath 3047)

The Committee is progressing a proposal to install 3 lights along this footpath. The required ducting for this was installed when the footpath was resurfaced in 2011 and this shows clear forward planning that will save money.

Some projects do fall by the wayside and nothing is cast in stone as we do need to consider budgets and finances in general, sometimes a year or two in advance. The Projects Committee welcomes ideas from members of the public. If you think of a project that would benefit or enhance the way of life for residents in Felpham; [please put your idea in writing and send it to the Parish Office](#). It will be investigated and given due consideration.

PLANNING COMMITTEE



Chaired by Councillor Mrs Mary Harvey

Assisted by Councillors R Geary, G Powell, G Matthews, M Harvey and T Phillips who left the committee part way through the year.

Ex- Officio Councillors : Dennis Peerman and Paul English.

MEETING DATES

This Committee carries out the important function of the Council by viewing and commenting on Felpham planning applications received from Arun District Council.

The Committee dealt with and determined 97 such applications and objected to 17 during the course of this municipal year with their determinations being presented to Arun District Council to assist in their final decision making on the applications, as the planning authority.

For the Parish Council's comments to be considered, their determinations can only be relevant to planning law, regulations and guidelines. Thank is extended to Yvonne Colman the committee for her help in the Administration of the committee and her advice.

The Committee also has delegated powers to make decisions, directly on behalf of the Council, but it does however remain answerable to the Parish Council for any and all of its decisions.

The Committee, where it can, tries to support local concerns on controversial planning matters, but is constrained in doing this as it must conform to national planning law and guidelines.

General Flooding Issues & Felpham Roads are now also 'standing items' for this Committee.

All the members of this Committee are obliged to keep abreast of the changes in planning legislation and are expected to attend the relevant training sessions in order to fulfil the work that is expected of them, especially with regard to the Local Development Framework (L.D.F.) Process and the Arun Local Plan.

Applications dealt with are not just around properties, housing and housing developments but include requests to have trees pruned and in some cases removed. Many of the trees are often subject to special orders, known as Tree Preservation Orders (TPO's). We are reviewing the method of Tree Preservation Orders in order to achieve protection of what the Parish has and wishes to retain. Many thanks to Mr. Amick for his help on Parish tree matters.

Some applications do also fall within the Felpham Conservation Area and of course these need very careful consideration, and where possible we do seek information from, and the views of, community organisations on any changes proposed. We hope that the Felpham Conservation Society does take on more and shows more interest to help and participate with the Council rather than going off at a tangent.

The continued loss of large gardens to in-filling remains of great concern to the Council and with Arun's support this has been reduced. The Committee continually voices its concerns on the parking and traffic issues, along with congestion problems as this does have a knock on effect on local resources which the Council continues to monitor.

As some will have noticed all plans are now available online for viewing and, commenting on, electronically. We have a quick [planning link](#) on our web site.

The Committee and the Council are involved in a continuing dialogue with Arun District Council on the emerging Arun Local Plan, the level of growth to be incorporated within that document as well as discussing future local housing targets for Felpham.

The review of Arun's licensing policy and the Bognor Regis Town Plan are also ongoing.

All this has demonstrated the importance of the development of a Neighbourhood Plan for Felpham for its protection and vision for the future.

We, as a community must be vigilant on all that is dear to us and speak up and participate fully in the process.

SITE SIX COMMITTEE



Chaired by :- Councillor Graham Matthews

Supported by Councillors George Blampied, David Edwards, Michael Harvey and Eileen Taylor (Vice Chairman)

Ex Officio Councillors Paul English and Dennis Peerman.

In addition the following are non voting members of this committee Councillors R Taft (Yapton PC) Mrs N Mills, R Jefferies (Middleton PC) and J Holman (ADC)

Budget 2012 - 2013 £5000

2013 – 2014 £5000

MEETING DATES

PROGRESS DURING THE YEAR

The build progress is still slow due to the slowdown in the the national sales of new marketable homes. Some 102 marketable homes have been completed and occupied and the build of phases one, two and three continue.

The build and occupation of affordable homes have continued at a fast pace due to the numbers on the Arun Housing list.

Of the 189 planned there are just 56 left to be completed and occupied and this is expected to happen in June. This has let to some unfounded apprehensions as to the balance of affordable homes to marketable, these figures have not changed being 30% of the original 700 homes as planned with no increase of affordable homes following an application to increase the number of homes to 770.

Due to the slowdown Barratt David Wilson (BDW) had to apply for the life of the temporary access road to Phases 1 and 2 to be extended by a maximum of 18 months. This is currently still in force.

The three shop units that are on the boundary of phases 2 and 3 have been completed and at the time of writing this report are still empty.

BOGNOR REGIS NORTHERN RELIEF ROAD (BRNRR) EASTERN SECTION (FELPHAM)

The roundabout at the junction of the western end with the A29 has been completed

The section from the eastern end starting at the Stanover roundabout has commenced, although somewhat later than planned due to the weather conditions throughout the Autumn/Winter. This includes the building of the multi-span viaduct, which is one of the largest civil engineering projects in the country.

Currently it is planned that the road will be open to traffic in the spring of 2015.

The Western section (Bersted) of the BRNRR is still expected to open in 2014.

TRAFFIC MITIGATION

The plan produced by FPC and West Sussex Highways during 2010 and 2011 has not yet been implemented, but the planning is moving forward, West Sussex County highways continue to hold meetings with the working party appointed to deal with this. Implementation is dependant on sales in Blakes Mead.

No work will be started until a formal consultation is carried out, possibly later this year..

FOOTPATHS 154 and 2988

The details of planned minor diversions of FP154 are coming forward to allow for the completion of primarily the playing fields and community centre

During the build of the later phases (4/5) some control of pedestrians for safety reasons will have to be implemented.



FP2988 will remain on its current route. One problem that has arisen due to the slowdown of the build is that the major pedestrian route off Blakes Mead via Westmoreland drive is not yet available. As a result the traffic, both pedestrian and cycles using the southern section of FP2988 has increased significantly, this resulted in the surface of the footpath breaking up.

BARRATT DAVID WILSON (BDW) COMMUNITY INVOLVEMENT

BDW, the main developers have a duty to ensure that ditches on Blakes Mead are cleared. Early this year they undertook to clear not only that section of a ditch belonging to them alongside FP 2988 from Blakes Mead in a southerly direction but also the 150 metres not their responsibility, ending at the junction of the footpath with New Barn Lane.

On completion of the clearance work, they reinstated the footpath both increasing its width and laying down a good quality surface. This work was done with the agreement of the West Sussex County Council public rights of way department. This section of FP2988 is now rated an urban footpath.

The northern section of FP2988, Blakes Mead to Hoe Lane, will remain as it is now, a rural footpath.

RESIDENTS MEETINGS WITH BDW

Early in the build BDW agreed that they would meet on a regular basis not only with Felpham Parish Council but with residents at a separate meeting facilitated by District Councillor John Holman.

Due to an increasing workload BDW requested early this year that these meetings ceased, the Parish Council trust that all residents with concerns regarding Blakes Mead contact the council. It should be noted that both Felpham East District councillors attend the site 6 committee meetings.

COMMUNITY BUILDING

Details of the planning for this building are slowly coming forward., there is no fixed date for its completion, as this is dependant on the completion, and sale of Phases 1,2 and 3.

PLAYGROUNDS

The agreement to the development of Blakes Mead included a number of new play areas and an improvement to the Flansham Road play area.

Again due to the inclement weather the opening of the Flansham Road play area was delayed, but it has finally opened.

The Local Equipped Play Areas (LEAP) and Neighbourhood Equipped Play Areas (NEAP) actually on Blakes Mead will be progressed according to schedule which is again tied to sales. The committee would like to remind residents that the committee are there not only for those living outside of the development, but also for the new residents now living on Site Six.

Residents should let the Councillors know their ideas with regard to Felpham and to bring those ideas forward for consideration.

THE QUEENS DIAMOND JUBILEE

Those travelling to Littlehampton on the A259 may have noticed that last year a tree was planted on the the Flansham Road roundabout to commemorate Her Majesty's Diamond Jubilee donated by Baratt David Wilson Builders and Planted By Councillor Paul English the parish Council Chairman

MEETINGS

The committee continues to meet on a regular basis, details are on the Parish website and notice boards.

At the majority of the meetings the main developers (BDW) are represented. In addition Bovis who are developing the private sector of phase 3 send reports.

Councillors and residents are encouraged to raise questions.

In addition members of the committee occasionally attend the site with the developers to gain an update on the current and future progress of the build. These meetings are reported to all members of the committee.

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Please talk to us and we will do our best to represent you.

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NEIGHBOURHOOD PLANNING COMMITTEE

Chaired by Cllr. Glenn Powell

Supported by Councillors Barbara Piedot, Geoff Farrell, Eileen Taylor, Graham Matthews

Ex Officio Councillors- Paul English and Dennis Peerman

Volunteers from Felpham Residents- Amanda Drinkwater, Tony Turley, Colin Holliday, Leeza Aldis-Hobbs and Rachel Searle.

Technical expertise and specialist:- Maureen Chaffe

Budget 2012 - 2013 In part used from the Power of Well Being Budget

MEETING DATES

This Committee has had to undertake a steep learning curve this year.

Early on it was decided to employ Maureen Chaffe on a part time basis as she has a great deal of experience and expertise in this area.

Both she and our Parish Clerk, Richard Wickens have been instrumental in assisting the Committee in its formulation of policies which will be the basis of our Neighbourhood Plan for Felpham. This Plan is designed to improve the quality of life for all of Felpham's residents aged 0 to 100 throughout the coming years to 2028.

A big thanks must be extended to the volunteers that have worked so hard in getting things this far.

Localism Bill 2012

The bill was introduced by the [Secretary of State for Communities and Local Government, Eric Pickles](#), and given its [first reading](#) on 13 December 2010. The Bill completed the third reading in the House of Lords on 31 October 2011. The bill received [Royal Assent](#) on 15 November 2011.

The Act includes measures to reform the planning system, to ensure decisions about housing are taken at a local level, and to generally increase the power of local government and local communities

Neighbourhood Plans

The act allows neighbourhood plans to be developed, but to be adopted they have to pass both an inspection stage and a local referendum.

It is to this end that local Town and Parish Councils are striving towards. To take on board the immense and some would say complicated procedures entailed in establishing a norm where not only local Councils but the general public understand the role of both parties in making Neighbourhood Plans work.

Training has been an important part and early in the year the Councillors attended daylong seminars as far afield as Lewes and beyond. These were run by various groups including The Prince's Trust and CPRE.

An all day event was held in November in the small hall at St Mary's Centre. It was well publicised and included exhibits and information under the various headings and work from local schools which had entered a competition to find the best ideas for future developments in Felpham.

The committee were disappointed with the paucity of public response as a great deal of hard work had gone into this event.

However all of the members have continued to work hard and a first draft of Neighbourhood Plan Policies has been produced.

The Neighbourhood Plan objectives have been taken from Felpham residents' concerns voiced at the public meetings held last year

Section 1 sets out the overall vision for Felpham and itemises the policies which support and deliver the vision.

The policies include Housing, Working and Shopping, Getting Around, Leisure and Wellbeing and Environment, Sustainability and Design quality.

Each topic has its own chapter which are structured in the same way for each one.

A summary table setting out the policies, showing which section of the Core Objectives they support.

Each objective is set out with explanatory text.

Each objective is supported by a number of policies

Each section identifies relevant ADC Local Plan Policies.

The Neighbourhood Plan Committee will continue with its work in formulating this vision for Felpham and there will be further Public Consultations when it is hoped concerned Felpham Residents will come along to express their views.

This Committee was only started by the determination of a few to ensure we and the Parish have a plan to move forward on, the work has been hard and difficult but with much help from the Clerk and Maureen Chaffe with the determination of all involved it is making progress. Helpers and volunteers are always sought.

CONCLUSION

As I hope you will see, Felpham Parish Council does have a good mix of Councillors that **DO** things.

I should now like to take this opportunity of genuinely thanking again **all** the members of the Parish Council, not only for their support to myself as Chairman but more importantly for the interest they have shown in various ways as to the needs of the Parish throughout the year.

Arun District Council host the Policy Site Six Advisory Committee on which all three tiers of local government sit. This forum allows the feelings of the residents to be made known to the developers on both sides of Site Six.

Two members of Felpham's Site Six committee have regularly attended the Arun Policy Site Six Advisory Committee. These are Cllrs Matthews and Peerman. In addition Cllrs Paul English and John Holman as Arun District Council Felpham East Ward Members and George Blampied our County Councillor also regularly attend.

From Felpham West, Cllr Mrs Stainton and Cllr Mrs Madeley have also attended occasionally.

During the course of this municipal year our PCSO has been Clive Morge who oversees the geographical area of Felpham, Middleton on Sea and Elmer. Following a policing review carried out during the year PCSO Gemma Cheeseman has become a part time PCSO joining Clive in covering this area. They are a positive asset to Felpham.

Clive attends our monthly Main Council meetings and in this respect the public are most welcome to attend these and ask questions of him and seek advice on issues of concern they may have. The Sergeant in charge the Neighbourhood Police team for this area is Police Sergeant Ian Cheeseman.

This year we had a Parish meeting request made to the Parish Council. The whole issue came about through the proper democratic process as did the outcome. I think it also showed we need to have a more open door policy and encourage residents to talk with us and for us to listen to the concerns they have and where possible to take them on board. We should learn from the experience.

I know I say this every year, but it is true, our Parish Councillors are all hard working. I said last year that I believed it was so important that all Councillors are able to use email and the computer I am pleased to say that 100% of the Council are now on computer.

So much will be happening in Felpham and on occasion speed to gather information has been increasingly important. It is now very clear we must progress a village / Neighbourhood Plan and get all the groups and organisations together to help formulate sustainable community strategies for the future of Felpham. I do believe that the only way this can be done is with the leadership of the Parish Council and some really keen and dedicated Councillors.

My end of year reports have now taken on a format that I hope helps people see what we do and why we do it. I have again asked each Chairman to give their contributions to this report so that the majority is there words and considerations.

Last but not least I should like to thank my wife for her patience and understanding in the time it takes for me to carry out the work I do.

We have continued to work closely and given support where we can with all the village organisations and when we are invited to attend a school governors meeting, the Felpham Allotments & Gardens Society, Felpham Sailing club or the Felpham Sea Scouts to name but a few, we do try to be there. I have attended a number of functions again as the Chairman. It is always good to get the invitations and show support.

This I believe shows that the Parish Council does do all that is possible to maintain and enhance the life of Felpham. I would like thank those members of the public who take an interest and attend our meetings.

All our meetings are open to the public. So please do come along.
we **always** welcome your support and views.

In closing I do hope I have given credit where due was forthcoming and not forgotten anyone, if I have please accept my apologies.

At present all of [Felpham's Parish Councillors](#) live in Felpham.
Truly well done and many thanks.

Councillor Paul English
Chairman Felpham Parish Council 2012 - 2013



ACCOUNTS INFORMATION (Follows)



Section 1 – Accounting statements for

ENTER REPORTING BODY NAME HERE

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending 31 March 2011 £	31 March 2012 £	Notes and guidance
1 Balances brought forward	56152	65225	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	92582	98609	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	4089	4844	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	27314	29655	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	59284	64013	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	65225	78010	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	65225	78010	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	137204	137520	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES ✓	NO ✓	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Quibor
JIREO

Date 12/06/2012

Section 2 – Annual governance statement

We acknowledge as the members of:

FELPHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that:

	Agreed – Yes No*	'Yes' means that the council:
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES ✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MC 52 DATE REFERENCE

dated 12/06/2012

Signed by:

Quibor
JIREO

Chair

dated 12/06/2012

Signed by:

Quibor
JIREO

Clerk

dated 12/06/2012

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.



Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

FELTHAM PARISH COUNCIL NAME HERE

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2012; and
 - confirms and provides assurance on those matters that are important to our audit responsibilities.
- Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

(Except for the matters reported below) on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (Delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor's signature **Mazars LLP**

External auditor's name **Mazars LLP, Southampton, SO15 2BE**

Date **20 August 2012**

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

FELTHAM PARISH COUNCIL NAME HERE

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective

	Agreed? Please choose from one of the following	
	Yes	No
A Appropriate books of account have been kept properly throughout the year.	✓	
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓	
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓	
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓	
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓	
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		✓ no petty cash.
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓	
H Asset and investments registers were complete and accurate and properly maintained.	✓	
I Periodic and year-end bank account reconciliations were properly carried out.	✓	
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓	
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit **MARK MURRAY BA(Hons) FCCA CTA**

Signature of person who carried out the internal audit **M. Murray** Date **30/4/2012**

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).