

# Felpham Parish Council



## Chairman's Report 2011 / 2012

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This facility is for  
the computerised  
version.

### Membership and Meetings of the Parish Council

This report covers the period since the last Annual Parish Meeting on 10th May 2011.

Richard Wickens, the Clerk, has been with the Council for four years now and his 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. This year myself and other members of the Council wish to recognise the work he has carried 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 this busy Council. Her background in organisation has certainly come to the fore and yet again has shown herself to be both amenable and very capable.

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. The same expression of gratitude I would also like to pass on 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.

The Parish Council elections of May 2011 resulted in some changes to the membership of the Parish Council. We welcomed Reg Geary, Terry Phillips, Barbara Piedot to the Council as well as Glenn Powell and Eileen Taylor (co-opted Councillors) but said a sad farewell to Laurence Bird, John Whittaker and Brian Caws. I would like to warmly thank them all for their valuable service and contributions to the work of the council whilst they were with us.

Next year I am sure that the Council will not rest on its laurels. 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 77 meetings 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.

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

**Dennis Peerman** being elected again 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.

[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.

Many of you will have noticed much more Council news via the local magazine "Felpham in Focus" and information leaflets are being distributed and placed in and around Felpham and on our notice boards to keep you more abreast of what is happening. A small brochure 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](http://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.

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.

### **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 on Your 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, member of Arun Overview Scrutiny committee, J.W.A.A.C. (Joint Western Arun Area Committee) committee, the Arun Site Six Committee, 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. Gill kindly attended one of the site six meetings and discussed issues with some residents.

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 Vice Chairman which is Chairman elect for the following 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.

**David Edwards** supported Dennis as Vice Chairman of the Finance and Administration for part of the year. David also sits on the Allotments and Open Spaces Committees and Site Six committee. He has steadily grown into his role as a Councillor for Felpham and continues to assist whenever and wherever he can.

**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.



**Connie Reid** was again confirmed as the Council's Trustee representatives on the Village Hall Management Committee. This bridging link has been maintained and is important in working together within the community of Felpham.

Connie also chairs the Projects Committee, and is Felpham's longest serving and experienced Councillor. Connie has been the major force and inspiration in moving the "Fun on the Prom" to its success that it is to-day. We have kept in mind that we are entering an even more difficult time with the need to make some pretty stringent cutbacks, however with careful forward planing and consideration some ideas may come to fruition.

***If you can think of other projects to benefit the Parish residents, please do write in.***

**Mary Harvey** was this year confirmed as the Chairman of the Planning Committee, she has proved to be a great asset to the Committee with her experience and knowledge of the area. Much in the planning laws and regulations have changed and continue to change and with that comes the need to ensure the planning committee stay as much as possible abreast of these changes. I think Mary has done just that, so many thanks for your help.

### **ALLOTMENTS AND OPEN SPACES COMMITTEE**

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

Felpham's Tree Warden, Rohan Amick, and Mr. Ian Jackson from the Felpham Allotments and Garden Society are invited as non-voting members. 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. During the year, a flint wall was repaired with the help of WSCC through their grant process.

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. One can see that we have continued to create smaller plots to allow additional opportunities for residents to have a plot. A long standing plot holder at St Michael's - Brian Turner - was again the year's winner of Felpham's best plot competition.

To have an allotment is increasing in popularity, and both sites have waiting lists - open only to Felpham residents. The Council has taken back several plots that have been neglected - to be reallocated. We can also report that the two beehives on the St Michael's site are flourishing. During the year, and following representations from plot holders, we undertook a major survey of security on the site.

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, and King George V playing field to point out a few. A new area to fall within the committee's remit is Church Field. We have met with the agent for the owner(s) to ascertain their clients' aspirations. We have also met with Arun District Council to ascertain their position on this highly prized piece of land. It is increasingly important that through the Local Plan and especially the on going Neighborhood Plan the community works together to ensure it either stays as an open public space or puts forward other suggestions able to stand up to argument.

The Committee gets involved in the maintenance of the Parish's rural footpaths through a program of additional cuts and clearance. During the year, some members of the committee walked each of the footpaths in the parish and reported on their condition to WSCC.

The Street Scene is a concern of the Committee and identifies places that need a tidy up. One is the unadopted land alongside Binstead Avenue where we have cut back some of the trees and installed a gate for access. Another is on either side of the path that runs next to the new Tesco shop where we have planted shrubs (Terry Phillips and Rohan Amick have been particularly active here).

The boat on Fisherman's Gardens has been maintained and has recently been renovated, by The Lobster Pot as per agreement. The boat on Fisherman's Gardens features in a book called "Gardening In No Time". The Committee frequently and regularly reviews how well this arrangement works for the whole site.

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 19 years ago. 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. However, during the year we have set up a very low tech, but highly cost effective, parish watering system. Rohan Amick has been supplied with 20 x 10 litre water containers to use as he sees fit around the parish.

And finally, the committee oversaw the removal of the unsightly hippo bags out of which leaked 'anti ice' grit salt, and the installation of four proper grit bins around the parish.

The budget for the year ended March 2011 was £10285. And as in previous years, all the work was carried out within budget.



Chaired by Dennis Peerman who with our Clerk and R.F.O. have continued to improve our reporting and administration.

Supported by: - Connie Reid, Geoff Farrell, George Stride, Graham Matthews, Barbara Piedot, Ros Kissell and David Edwards. Ex- Officio: Paul English

Budget 2010-2011 £107,182 but with a resultant Precept of £92,582

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

[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]

Residents might be interested to know why the precept had to be increased – late in 2010 we were appraised of the cost of the Parish Elections in 2011, which had to be factored into the Budget, which produced an increase of 6.5% in the budget figure, almost all of which was due to this one item. However as a result of a lower Council Tax Base for 2011/12 – this became 7.6% -Felpham remains in the “mid point” of the Parish's in Arun – even so the increase was less than £2 per annum for a band D Property!

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.)

The Downview primary school crossing patrol. We budget £2000 to cover our partnership agreement with W.S.C.C. to provide this facility. The effectiveness of this is reviewed annually in October before the subsequent years budgets are set.

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. 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 30<sup>th</sup> 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 £5,491):

Sammy Community Transport	Bognor Neighbourhood Watch
Downview Primary School	Bishop Tufnell Junior School
Bognor Stroke Support	Predators Football Club
Arctic Fox Explorer Scouts	Bishop Tufnell Infant School
Armed Forces Day Committee	Arun Coordinated Community Transport
Bognor Regis Seafront Lights	Felpham Allotments & Gardens Society
1 <sup>st</sup> Middleton Scout Group	Victim Support

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.

## **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. If they budget nothing it would be hard to argue why our residents should pay). 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.

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. However, with the loss of one dog warden, leaving only one for the whole of Arun may well allow for inconsiderate residents to flout the commonsense rules. The Council will watch this situation keenly.

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**

Chaired by Connie Reid.

Supported by: - Reg Geary, Michael Harvey, Mary Harvey, Graham Matthews, Terry Phillips & Glen Powell

Ex- Officio Members: Dennis Peerman & Paul English.

Budget 2011 – 2012 £8,650

Budget 2012 – 2013 £6,400

This Committee works hard to fulfil the Parish Council’s aims to enhance Felpham through events and improvement of facilities and amenities by continuously looking at opportunities that may enhance the present and future of the village. These have ranged in the past from Bus Shelters to Playing Fields & outside open spaces and from Fun on the Prom to Flower Planters on pavements.

Sometimes the Committee’s plans for enhancement go through quickly and efficiently, sometimes we have to wait to allow for those concerned and involved to be properly consulted. So we do aim to listen to the requirements of our community and we have patience to ensure that any longer term projects come to a successful fruition. After all Felpham is important to all of us.

### **Floral Felpham**

The flower planters that were installed at the Felpham Bazaar and have been replanted as well as a new planter being instated, during the year, at Flansham Way/Middleton Road (opposite the Tesco Express store) and we hope that these continue to be a welcome addition to the street scene in Felpham.

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

Continues to be a popular and heavily utilised facility for the youth of both Parishes. Money was expected to be put by both of us each year for the maintenance and upkeep of the skate park but this as stated earlier should only be done with the joint working, funding and participation of Middleton on Sea Parish Council, this year they declined to joint fund works for the facility in their Parish. Perhaps, realising that Arun budgets are dwindling it will be up to the local Parishes to look after facilities in their areas for their residents.



## **King George V, Summerley Lane, Car Parking**

This continues to be a perennial problem for residents that live opposite the Playing Field. The Parish Council do not intend to give up on this matter and a review is being carried out by Arun District Council and W.S.C.C. on possible solutions to try to alleviate the problem. These I understand, are being fed into the Neighbourhood Plan.

**The Parish web site** is monitored by this committee. ([www.felphampc.gov.uk](http://www.felphampc.gov.uk)) The Clerk 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 now delivered to every household in Felpham through the Felpham in Focus magazine. The Council and Felpham are very lucky to find a Councillor who has the patience and tenacity that Graham has to write, collate and provide information for the residents by way of a quarterly article. Thank you Graham. [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**

The 2011 event unfortunately had to be cancelled on the day because of the inclement weather.

## **2012 Diamond Jubilee:**

The Council is organising a fete on Grassmere Car park for Monday 4<sup>th</sup> June 2012 10am to 4pm which will consist of stalls of local charities and organisations. There will be entertainment throughout the day. Thank you to Councillors Matthews, Phillips & Powell for all their hard work in organising this event.

As a permanent commemoration of the Diamond Jubilee, a stone plinth and plaque is to be installed in Grassmere parade.

## **Neighbourhood Plan**

The Projects Committee was the Committee that set up and initially progressed the Neighbourhood Plan initiative from its outset. During the course of the year, and realising the importance of this initiative to the community, it has now passed this “project” on to a dedicated Committee that has been set up to specifically deal with a “Neighbourhood Plan for Felpham”, the members are dedicated volunteers.

Some projects do fall by the wayside and nothing is cast in stone. We do need to consider budgets and finances in general sometimes a year or two in advance.

The 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 Mrs Mary Harvey  
Assisted by R Geary, G Powell, G Matthews, T Phillips and M Harvey, and G Farrell who left the committee part way through the year.  
Ex- Officio: Dennis Peerman, Paul English.

This Committee carries out the important function of the Council of viewing and commenting on Felpham planning applications received by Arun District Council. The Committee dealt with, and determined 131 applications as a (Paul we are not statutory consultees) consultee, during the course of this year.

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

The determinations made at planning meetings are notified to Arun D.C.

These can only be relevant to planning law, regulations and guidelines for them to be considered.

All the members of this Committee are obliged to keep abreast of the changes in planning legislation and are expected 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.

### **IMPROVING THE PLANNING & CONSULTATION PROCESS ON PLANNING APPLICATIONS.**

#### **Still in progress.**

This came about as a result over the concerns expressed, over a long period of time, as to the degree to which views expressed by the public and Parish & Town Councils, particularly on significant planning applications, appeared not to have been fully considered by the District Council. As well as the concern of how comments sent in were summarised by planning officers as well as how the public could be better informed in effective ways of commenting on applications.

These issues were the subject of discussion over many months by representatives of Parish & Town Councils in Arun, culminating in some action proposals for consideration, in partnership, with Arun District Council.

The 2 main proposals were – one, to work in tandem, and with uniformity of approach and provision of information, in better informing, assisting and focusing the public in submitting valid comments on planning applications

Secondly to improve public confidence by demonstrating that planning members at Arun are made fully aware of, and consider appropriately, all valid comments on applications received from the public.

We have only very recently heard from Karl Roberts (Assistant Director of Planning Services and Housing Strategy) who has expressed a wish to meet and seek a possible way forward. This whole matter has not changed and should be pursued further this year with some vigour in the light of vast and fundamental changes

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 seek to protect what the Parish has.

Some applications do also fall within the conservation area and of course these need very careful



consideration and where possible we seek information from the community organisations.



The Committee does always try to support the local concerns on controversial planning matters but is constrained to act within planning law and guidelines. Following our annual meeting with Tesco's it was agreed they would endeavour to finance a rubbish bin for their clients to deposit the waste created in the main from their sales, almost a year later this undertaking has not come to fruition! They must also keep a record of any incidents in or around the shop. Arun officers monitor this.

The continued loss of large gardens to in-filling remains of great concern to the Council and with Arun's input 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 online for viewing and commenting on Electronically. We and the residents were consulted by Arun holding public meetings to identify the level of growth to be incorporated within Arun's local Development Framework. As well as discussing local housing targets for Felpham. The review of Arun's statement of licensing policy (including 3 licence application for Felpham), and the Bognor Regis Town Plan are all on going.

What was clear and a matter of extreme importance was the need for the Parish Council to lead the way for a Parish / Neighbourhood plan to be started and completed in order to protect vulnerable areas of Felpham. This has been instigated and is slowly progressing.

We, as a community must be vigilant and speak up and participate fully.

### **SITE SIX COMMITTEE**

Chaired by :- Councillor Graham Matthews

Supported by Councillors David Edwards (Vice Chairman), Michael Harvey, Ros Kissell, and Eileen Taylor.

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, Mrs Hayward (Middleton PC) and J Holman (Felpham East ADC)

Budget 2010 - 2011    £3000

2011 - 2012    £3000

As in previous years the amount not spent has been added to the earmarked reserves for the new hall when built

This last 12 months has been one of constant progress involving this committee throughout.

### **Activities during the year.**

The build progress has not reached the number planned due to the slowdown in the economy, however it has continued at a steady pace with the result that there are now some 135 private homes built across phases 1 and 2, 61 of which are occupied.

76 Affordable homes have been handed over to Worthing Homes who are running them on behalf of Arun District Council. All current residents in these have come from the Arun Housing List.

Due to the slowdown Barratt David Wilson (BDW) have applied for the life of the temporary access road to Phases 1 and 2 to be extended by a maximum of 18 months.

Phase 3 which is a mix of Bovis built market homes and Barratt built affordable homes is progressing.

The three shop units that are on the boundary of phases 2 and 3 have been completed and marketing them will begin shortly.

The ground works for Phases 4 and 5 are expected to begin shortly.



### **Bognor Regis Northern Relief Road (BRNRR)**

The build of the relief road continues. There were problems during the year between BDW and West Sussex County Council over funding but these have now been resolved.

The groundwork at the Western End of the Bersted section has started with the build of the roundabout on the A29, this should be completed by Summer 2012.

The entire length of the Eastern section (Felpham) should be open in 2014, some 6 months after the planned completion of the Western Section (Bersted).

### **Traffic Mitigation**

The plan produced by FPC and West Sussex Highways during 2010 and 2011 has not yet been implemented, the monies not having been released due to the slowdown in the uptake of houses on Site 6.

West Sussex Highways have also indicated that it may be possible to vary the list submitted in 2011 after the Felpham Neighbourhood Plan is completed.

### **FOOTPATHS 154 and 2988**

The planned diversion of these footpaths originally approved were objected to, and following an enquiry the diversions were not upheld. As a result there will be two separate crossing of these along the BRNRR between the Flansham roundabout and Stanover Lane roundabout.

This will involve some form of traffic management, details of which are not yet available. It may be worth noting this may well increase the travel time along the relief road.

### **Community Building.**

There have been some changes to the orientation of this building, completion is currently planned for 2015. Plans are available for viewing.

### **Playgrounds.**

The agreement to this development included a number of new play areas and an improvement to the Flansham Lane play area.

When completed the area includes amongst other items, two sets of swings, an activity tower, climbing frame and aerial runway.

After we requested Arun consult with the two Felpham schools to try to ensure the users were consulted, the work on this is due to start shortly.

### **Meetings**

The committee meets on a regular basis with the dates and meeting locations being notified on the parish website and notice boards.

At the majority of the meetings the developers attend, and when needed W.S.C.C. officers and Arun Officers are present.

Members of the public as well as Councillors are given ample opportunity to question them.

In addition a number of the Committee meet on site with the Developers to gain an up to date appraisal of the current and future progress of the build, the result of these meetings being reported to the Committee.

The Committee remains very aware that any decisions taken now will affect both current and future residents. B.T.O.

Conclusion (cont)

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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.

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

## **NEIGHBOURHOOD PLANNING COMMITTEE**

Chaired by :- Councillor Terry Phillips

Supported by Councillors G Mathews, Reg Geary, Mrs E Taylor, G Farrell, G Powell

Ex Officio Councillors Paul English and Dennis Peerman.

Budget 2010 - 2011 In part used from the Power of Well Being Budget

## **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.

Felpham Parish Council has set up a working party of volunteers with the above in mind. Not only to establish a link with the general public through focus groups but to make planning applications and all planning matters more easily understood and with more public influence in planning matters coming to fruition.

To set the Neighbourhood Plan in action, our parish clerk Richard Wickens initially set out a base line of information, this we will call DESK STATS. Richard over a period of week's collated information on all aspects of the infrastructure of Felpham from how many refuse bins to how many active organizations were in the parish and everything in between.

Subsections were identified that took into account all aspects of life in the parish, they were:-

Sea Front and beaches // Education and Training // Health and Wellbeing // Parks and Open Spaces  
Planning // Roads and Transport // Shops and Businesses

To take control of these subjects, a committee was set up by the Parish Council consisting of 6 Councillors and the Clerk

Councillors Terry Phillips (chair) (Sea Front) Barbara Peidot (Education). Reg Geary (Health and Wellbeing). Geoff Farrell (Parks and Open Spaces). Combined effort of committee (Planning) Graham Matthews (Roads and Transport). Glenn Powell (Shops and Businesses)

To initially involve the general public the committee organized 3 drop in meeting days, these were on 3<sup>rd</sup>, 5<sup>th</sup> and 24<sup>th</sup> March. The first two dates were held at the memorial hall in Vicarage Lane and the third meeting in the St Mary's Centre.

The public that attended all three meetings were encouraged to make their views known on each of the above subjects by writing them down on post it notes and sticking the notes on their respective subject boards. Approximately 100 people attended over the three meetings. The post it notes were collected and the information collated. Each remark was transcribed verbatim onto a spread sheet and grouped into their respective headings. This information although supplied by a small percentage of the Felpham population will act as a source from which will eventually form some of the subject matter of the initial questionnaire.

To assist in forming a general questionnaire. A focus group will be formed from interested parties with the objective of fine tuning the subjects that we perceive the general public will be interested in when the form goes out to them in the future.

This Committee was only started recently 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 determination of all involved it is making progress.

### **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.

The PCSO at the start of the year was PCSO Oliver Smith, after his deployment to another Ward PCSO Clive Morge Morge took over covering by himself Felpham, Middleton on Sea and Elmer for some 4 months. Following a review PCSO Gemma Cheeseman a part time PCSO joined Clive.

The sergeant in charge the Neighbourhood Police team of this area is Police Sergeant Ian Cheeseman. They are a positive asset to Felpham. The public are most welcome to attend and ask him questions and any advice.

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 99% 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 word and feelings.

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.

All of Felpham's Parish Councillors live in Felpham.

Truly well done and many thanks.

**Councillor Paul English**

**Chairman Felpham Parish Council 2011 - 2012**



**[ACCOUNTS INFORMATION \(Follows\)](#)**

## Section 1 – Accounting statements for

**FELPHAM PARISH COUNCIL**

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

	Year ending		Notes and guidance
	31 March 2010 £	31 March 2011 £	
1 Balances brought forward	58203	55152	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	92000	92582	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	3947	4089	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	23948	27314	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	71050	59284	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	55152	65225	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	55152	65225	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	128536	131204	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 PwL.B).
11 Trust funds (including charitable) disclosure note	NO	NO	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 2011 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

*Quedoc*

Date 07/06/2011

I confirm that these accounting statements were approved by the council on:

07/06/2011

and recorded as minute reference:

*minicouncil MC 47*

Signed by Chair of the meeting approving these accounting statements

*MIN*

Date 07/06/2011

## Section 2 – Annual governance statement

**FELPHAM PARISH COUNCIL**

We acknowledge as the members of 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 2011, that:

	Agreed – Yes or No*	*Yes' means that the council:
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken 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.	YES	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 have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES	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 have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 We have 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.	YES	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 have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	NA	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 body and recorded as minute reference

*minicouncil MC 47*

dated 07/06/2011

Signed by:

*MIN*

dated 07/06/2011

Signed by:

*Quedoc*

Clerk

dated 07/06/2011

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given, and describe what action is being taken to 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 2011 of

**FELPHAM PARISH COUNCIL**

### 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 2011; 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

**12 August 2011**

**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

**FELPHAM PARISH COUNCIL**

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 2011.

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/'Not covered'
A Appropriate books of account have been kept properly throughout the year.	Yes
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Yes
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	Yes
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	N/A
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H Asset and investments registers were complete and accurate and properly maintained.	Yes
I Periodic and year-end bank account reconciliations were properly carried out.	Yes
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.	Yes
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes/N/A

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

Name of person who carried out the internal audit

**Mark Murgan CPA (FCA) FICPA CTA**

Signature of person who carried out the internal audit

**[Signature]**

Date

**09/05/2011**

**\*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).