

**MINUTES OF THE MEETING OF THE MAIN COUNCIL OF
FELPHAM PARISH COUNCIL 9TH SEPTEMBER 2025**

PRESENT:

Chair: Councillor Russ Marsden-Sear
Vice Chair: Councillor Pat Young
Councillors: Emma Aylward, Antony Bassett, Bob Budd, Kirsty Halls, Glen Hewlett,
Gloria Moss, Graham Page, Jane Parker, Rick Parker

County Councillor Jaine Wild

MC 43. APOLOGIES FOR ABSENCE:

Councillor Tom Harty, Jules Verhulpen

MC 44. DECLARATIONS OF INTEREST:

None

MC 45. QUESTION TIME:

There were four members of the public present.

One question had been sent in advance and related to MC.70

Residents queried who now had responsibility for maintenance of the open spaces at Blakes Mead. The Clerk confirmed that Arun District Council and the maintenance company shared responsibility of different areas.

Councillor Glen Hewlett updated residents regarding the open space at Stanhorn Grove - Y68/24/S/73. The S106 funds associated with this application were considerable and Councillor Hewlett is concerned that these be used in Felpham to enhance sports facilities as previously intended.

A resident enquired regarding the Parish Council's action on the West Sussex Climate Strategy and Action Plan. **Clerk to circulate details to councillors for Consideration.**

MC 46. TO DECLARE AND RATIFY THE RESULTS OF THE VOTE AT THE CO-OPTION VACANCY MEETINGS DATED 19TH JUNE 2025 AND 9TH SEPTEMBER 2025

Councillor Rick Parker proposed that councillors ratify the vote of the co-option vacancy meetings of 19th June and 9th September electing Dave Smart and Russ Parkinson as Felpham Parish Councillors. This was seconded by Councillor Glen Hewlett and unanimously agreed.

MC 47. REPORTS FROM MEMBERS ON OUTSIDE BODIES:

None

MC 48. CHAIRMAN'S REPORT

Councillor Russ Marsden-Sear advised councillors that he had attended the VJ Day Ceremony in Old Rectory Gardens and commented that the memorial plaque which was joint funded by Felpham Parish Council and the Conservation Society looked outstanding. A red, white and blue wreath was laid on behalf of Felpham Parish Council.

Fun on the Prom took place despite poor weather but had to be cancelled part way through the event. Feedback from residents was good with appreciation of the efforts of councillors on the day. A full debrief will take place at the Projects meeting on 23rd September.

MC 49. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING 3RD JUNE 2025

The minutes were APPROVED as a true and accurate record.

MC 50. CLERK'S REPORT

None

MC 51. GENERAL CORRESPONDENCE

None

MC 52. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:

- (i) **District Councillor Joan English** (Felpham East) – Not present at meeting and no reports received.
- (ii) **District Councillor Tom Harty** (Felpham East) – Not present at meeting and no reports received.
- (iii) **District Councillor Gill Madeley** (Felpham West) - Not present at meeting and no reports received.
- (iv) **District Councillor Elaine Stainton** (Felpham West) - Not present at meeting and no reports received.
- (v) **County Councillor Jaine Wild** submitted the following report:
 - The footpath is now finished at back of Downview School with lighting in place.
 - A number of TROs are progressing in Felpham. West Sussex County Council were disappointed that the Post Office had not sought the necessary permissions to install a disabled ramp at Grassmere Parade.
 - A resident has repaired a fence in Drygrounds Lane.
 - Consultation on Comet Corner is open for comments.
 - A barrier at KGV should be installed shortly at entrance next to Tesco Express.
 - Concerns had been raised by a resident that the crossing at Southdown's Pub may be dangerous, but no viable alternative location may be available.

- Land north of Brooks Lane Bognor Regis. The landowner pleaded guilty on 1 September 2025 to the offence of non-compliance of Planning Enforcement Notice at Rabbit Island. A sentence hearing has been set for 19 September.
- Devolution meetings have been taking place and further meetings are scheduled.
- Sussex and Surrey Healthcare Trusts have now merged.
- County Council elections are due to take place in May 2027

MC 60. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE DATED 3RD JUNE 2025.

The minutes were APPROVED by the members present of the Finance & Administration Committee as a true and accurate record.

MC 61. CLERK'S REPORT

None

MC 62. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING, LICENCING AND NEIGHBOURHOOD PLAN COMMITTEE DATED 3RD JUNE 2025.

The minutes were APPROVED by the members present of the Planning, Licensing and Neighbourhood Plan Committee as a true and accurate record

MC 63. CLERK'S REPORT

None

MC 64. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS & COMMUNITY INVOLVEMENT COMMITTEE DATED 10TH JUNE 2025 & 15TH JULY 2025.

The minutes were APPROVED by the members present of the Projects and Community Involvement Committee as a true and accurate record.

MC 65. CLERK'S REPORT

None

MC 66. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS AND OPEN SPACES COMMITTEE DATED 10TH JUNE 2025

The minutes were APPROVED by the members present of the Allotments and Open Spaces Committee as a true and accurate record.

MC 67. CLERK'S REPORT

None

MC 68. TO CONSIDER NOMINATION OF AN ASSET OF COMMUNITY VALUE

County Councillor Jaine Wild outlined the request for a nomination of an Asset of Community Value which would incorporate the 27 acres of land that lie north and west of Downview Primary School in Felpham. Local groups use the land extensively as well as residents.

All paperwork had been submitted to councillors in advance of the meeting.

Councillor Russ Marsden-Sear proposed that Felpham Parish Council support the nomination of an Asset of Community Value for the 27 acres of land that lie north and west of Downview Primary School in Felpham. This was seconded by Councillor Glen Hewlett and unanimously agreed.

Clerk to progress application with Arun District Council.

MC 69. COUNCILLOR ALLOWANCE DONATIONS

Councillor Russ Marsden-Sear advised that currently seven councillors do not take their allowances which, subject to Main Council approval, are then donated to local worthy causes. The request for this quarter's allowances are as follows:

Two allowances to Felpham Conservation Society to pay towards the VJ plaque in Old Rectory Gardens.

Two allowances to FAGS to assist with costs of increased security.

Two allowances to Felpham Belles for accessibility equipment.

One allowance to the Cat and Rabbit Rescue Centre

Councillor Glen Hewlett proposed that Felpham Parish Council accept the proposed donations. This was seconded by Councillor Bob Budd and unanimously agreed.

RFO to progress payments.

MC 70. GRASSMERE PARADE

Felpham Parish Council have held the license from West Sussex County Council to maintain the planting at Grassmere Parade since 1996. Our contractor visits the area twice monthly between February and October and once monthly between November and January. A heavy cut back is undertaken annually in September after bird nesting season finishes.

The bird nesting season in the UK typically runs from late March through August, spanning almost six months of the year when birds are actively building nests, laying eggs, incubating eggs, and raising young. This March to August window encompasses the core breeding activities for most common garden birds and woodland species across the country.

Under the Environmental Protection Act 1990, local councils and not Parish Councils are responsible for keeping public land clear of litter and refuse, including highways rubbish.

Representatives of the Post Office had previously been advised that Felpham Parish Council were responsible for the planting at Grassmere Parade and that councillors would consider any requests to prune the area but that these needed to be made to the relevant committee with appropriate plans. No request for an agenda item was made nor any plans received.

During bird nesting season, representatives of the Post Office, with no permissions in place and working with chainsaws in a public place with no health and safety risk assessments or appropriate measures having been taken, commenced severe hacking of the bushes. This included felling a 13ft palm tree.

Felpham Parish Council's contractor has visited site and expressed his dismay at the damage caused. A quotation has been given for remediation works to include digging out of the stump and replacing damaged bushes.

Councillor Glen Hewlett expressed his disappointment at the actions of the Post Office and the contents of the ill-advised letter that had been received on the matter from a resident.

Councillor Russ Marsden-Sear suggested an invitation be made to Post Office representatives to attend a meeting to discuss the matter. Councillors Glen Hewlett, Bob Budd and Russ Marsden-Sear are to be present at the meeting along with the Clerk.

Councillor Glen Hewlett proposed that an invitation be sent. This was seconded by Councillor Rick Parker and unanimously approved.

MC 71. TO DECLARE A VACANCY

In the event of a casual vacancy occurring, public notice must be given by the Parish Council, in accordance with Section 87(2) of the Local Government Act 1972. The notice must state the reason for the vacancy (i.e. resignation, death, failure to attend meetings for a period of six months, or disqualification).

Councillors resolved to declare a vacancy in the West Ward of Felpham Parish Council due to the resignation of Councillor Steve Baker.

MC 41. BUDGET SETTING

Councillor Russ Marsden-Sear outlined the budget setting process in advance of annual precept setting.

MC 42. MATTERS OF URGENT PUBLIC IMPORTANCE:

None

MC 43. BUSINESS AT THE CHAIRMAN'S DISCRETION:

None

Meeting closed at: 19.37pm

Date of Next Meeting: Tuesday 7th October 2025 6.15pm

Approved.....Chairman

Date