

**MINUTES OF THE MEETING OF  
FELPHAM PARISH COUNCIL  
HELD AT THE FELPHAM COMMUNITY HALL, FELPHAM  
4<sup>th</sup> SEPTEMBER 2018.**

**PRESENT:** Councillors: D Smart, M Harvey, Mrs M Harvey, Mrs G Moss, G Grundy,  
G Matthews, G Hewlett, Miss A Barker & Ms H Flynn.

**MC 77. APOLOGIES FOR ABSENCE:**

Apologies were received from Councillors M Copeland, Mrs J Wild, P English & Mrs R Kissell.

**MC 78. ABSENCE WITHOUT APOLOGIES:**

Councillor D Chuter was absent without apology.

There were no other absences without apology.

**MC 79. DECLARATIONS OF INTEREST:**

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

**MC 80. PUBLIC QUESTION TIME:**

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

**MC 81. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE MAIN COUNCIL MEETING HELD ON 3<sup>rd</sup> JULY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 82. MATTERS ARISING:**

**MC 68** – Councillor G Hewlett asked if there was any update on the anti-litter signs in KGV. There was no update to report.

**MC 70** – (NP 25) Councillor M Harvey queried relationship between Neighbourhood Plan and Arun Local Plan and that the Neighbourhood Plan had already been agreed by ADC. The Clerk updated the meeting on the relationship between the two.

**MC 72** – Councillor G Hewlett asked if there was any update on the Deed of Agreement. It was reported that there was no new information on this.

There were no other matters arising.

**MC 83. GENERAL CORRESPONDENCE/ANNOUNCEMENTS:**

- 1) Arun District Council** – decisions made by the Cabinet at ADC between 5<sup>th</sup> July and the 6<sup>th</sup> September 2018.

2<sup>nd</sup> August – decision made to award the formal contract for the replacement of the cricket pavilion at the Recreation Ground off Brooks Lane, Felpham.

2<sup>nd</sup> August – decision made to award the Formal Contract for the refurbishment and alterations of 4 public conveniences in Arun (one of which are the Blake's Road/Culver Road toilets).

None of the other decisions had any direct effect on the Parish Council or residents of Felpham.

- 2) Councillor Ms L Jones** – the meeting was advised that the Council had received a letter of resignation from her. The Clerk advised that the process for filling this vacancy was in hand.

- 3) West Sussex County Council** – notification that WSCC and the South Downs National Park Authority have adopted the new Joint Minerals Local Plan for West Sussex.

**MC 84. REPORTS FROM COUNTY/DISTRICT COUNCIL MEMBERS:**

- (i) County Councillor Ms H Flynn –**

“August is a very quiet month in local government with generally no formal meetings. However, the adoption panel of which I am a member met as usual. I also managed a few days holiday! Felpham residents have contacted me during the month on a variety of highway issues:

The speed and noise of vehicles late at night on the A259 continues to be of concern. I was disappointed that my efforts to engender police response/monitoring were to no avail. The reason was put down to costing. I will continue to push for action to be taken. It would be helpful if residents call 101 to report incidents as it builds a picture of the scale of the problem.

Speed and parking are issues in many parts of Felpham. I am meeting with the Highways Officers tomorrow (5.9.18) to discuss each one and seek viable solutions. The new school year has started and I have no doubt that parking during drop and pick up will cause more problems.

I look forward to starting the new session in County Hall this week for full working months”.

- (ii) District Councillor Paul English** – was not in attendance and therefore no report was received.

- (iii) District & County Councillor David Edwards** (Felpham East) – updated the meeting on the progress of the Cricket Pavilion at the recreation ground off Brooks Lane. He also reported on issues relating to ADC social housing's growing fire risk assessments. He also reported that more positive than negative comments had been received on the recent Kite Festival in King George V Playing Fields.

**MC 85. DATES OF OUTSIDE BODIES MEETINGS & REPORTS FROM MEMBERS ON OUTSIDE BODIES:**

The Clerk reported the following:

**Future Meetings:**

- 1) **JWAAC** – 31<sup>st</sup> October 2018 – Venue to be confirmed.

**MC 86. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING ADVISORY COMMITTEE DATED 10<sup>th</sup> JULY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 87. MATTERS ARISING:**

There were no matters arising.

**MC 88. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS & RESILIENCE COMMITTEE DATED 10<sup>th</sup> JULY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 89. MATTERS ARISING:**

There were no matters arising.

**MC 90. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 16<sup>th</sup> JULY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 91. MATTERS ARISING:**

**A47** – Councillor M Harvey welcomed the Kite Festival event but advised that some of the no parking cones on Summerly Lane had been removed from their position to another part of the road.

There were no other matters arising.

**MC 92. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE BLAKE'S MEAD DEVELOPMENT COMMITTEE MEETING DATED 23<sup>rd</sup> JULY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 93. MATTERS ARISING:**

There were no matters arising.

**MC 94. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE COMMITTEE MEETING DATED 23<sup>rd</sup> JULY 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 95. MATTERS ARISING:**

There were no matters arising.

**MC 96. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PLANNING ADVISORY COMMITTEE DATED 14th AUGUST 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 97. MATTERS ARISING:**

There were no matters arising.

**MC 98. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE PROJECTS & RESILIENCE COMMITTEE DATED 14th AUGUST 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 99. MATTERS ARISING:**

There were no matters arising.

**MC 100. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE DATED 20th AUGUST 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 101. MATTERS ARISING:**

**A 63** – Old Rectory Gardens – Councillor Mrs M Harvey confirmed that the lights were still not operating. She did however congratulate ADC on the installation of a new gate to the entrance to the Gardens. However this had disappeared three days later.

There were no other matters arising.

**MC 102. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE DATED 20th AUGUST 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 103. MATTERS ARISING:**

**NP 38** – Councillor M Harvey reported he had written to ADC, on the Peer Review, which had been passed to Karl Roberts for response.

**NP 38** – The Chairman reminded Councillors to make observations to Maureen Chaffe on the revised/reviewed Neighbourhood Plan.

**NP 42** – Councillor G Matthews reported that the issue of public recycling bins would be presented to the next JWAAC Meeting. The Clerk was requested to discuss with the Community Hall Manager the issue of having recycling bins at the Community Hall.

There were no other matters arising.

**MC 104. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE BLAKE'S MEAD DEVELOPMENT COMMITTEE MEETING DATED 28<sup>th</sup> AUGUST 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 105. MATTERS ARISING:**

**BMD 48** – Councillor M Harvey asked what the current position of the County Council was with regard to the school site on Blake's Mead.

**BMD 48 (a)** – Councillor G Matthews reported that he had received responses to the queries he had raised with Anthony Baker at ADC. He outlined these to the meeting and advised that these would be sent to all Councillors, in due course. It was agreed that the issue relating to a bus route for Blake's Mead be raised at the next JWAAC H&T meeting. The County Councillor stated that she would also investigate more into this.

**BMD 49** – Councillor G Matthews advised that last week the Community Hall Manager had contacted the Police re – youths vandalising the outside Playgroup area. The Police had attended and were progressing enquiries.

There were no other matters arising.

**MC 106. TO APPROVE AS A TRUE AND ACCURATE RECORD THE MINUTES OF THE FINANCE COMMITTEE MEETING DATED 28<sup>th</sup> AUGUST 2018:**

The minutes were **APPROVED** as a true and accurate record.

**MC 107. MATTERS ARISING:**

**F 55** – Sound proofing of the kitchen shutter – **on a unanimous vote it was agreed that the expenditure of £487.00 for the purchase of a sound proofed shutter be agreed.**

**F 60** – Councillor G Hewlett referred to the snagging list for the Community Hall which he had been asked to discuss with Tavis Russell at ADC. He advised that Tavis was currently on leave and would be leaving the employ of ADC at the end of September 2018. He advised that there were still problems primarily around the drains, the window operating mechanisms (6 faults in eight months) and the

blinds, amongst others.

There were no other matters arising.

**MC 108. TO APPROVE THE PROPOSED CHANGES TO THE COUNCIL'S MEETING STRUCTURE:**

Copies of the documentation relating to the above had been distributed to all Councillors, prior to the meeting. The proposed changes had gone through a process of soliciting each Councillor's opinions on the current structure and any changes that they felt would be of benefit followed by a meeting of the Chairman of the Council and the Chairmen of each Committee to look at the responses received and production of a document of proposed changes for consideration at this meeting.

Councillor Mrs M Harvey – outlined her proposal which was contrary to the proposal. This was:

- Week 1 – Main Council
- Week 2 – Planning & Projects
- Week 3 – Allotments, Neighbourhood Plan & Finance
- Week 4 – No Meeting

The counter proposal was voted on first – (this had been seconded by Councillor M Harvey).

On a vote of 2 for with 8 against the motion fell.

The proposal made by the Committee Chairs was then voted on. This had been proposed by Councillor D Smart and seconded by Councillor G Matthews.

On a vote of 8 for 2 against (Councillors Mrs M Harvey and M Harvey) the proposal was carried.

**MC 109. TO AUTHORISE THE SIGNING OF THE LEASE BACK AGREEMENT WITH ADC FOR THE CHANGING ROOMS AT THE COMMUNITY HALL:**

Councillors had received, prior to the meeting a copy of the above agreement, which had been agreed by the Council some months ago but had been put on hold as it was hoped that this and the Deed of Agreement for the Community Hall could have been dealt with at the same time. As this was not currently possible the meeting was requested to formally approve the wording of the lease back agreement for signing off by the Chairman of the Council, and thence to ADC for their signing.

**It was RESOLVED that the wording of the document be approved and both copies signed by the Chairman of the Council. These then to be sent to ADC for their signing.**

**MC 110. MATTERS OF URGENT PUBLIC IMPORTANCE:**

There were no matters of urgent public importance.

**MC 111. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

There was no business at the Chairman's discretion.

**Date of Next Meeting:** Tuesday 2<sup>nd</sup> October 2018.

The Chairman closed the meeting at 7:48 p.m.

Approved.....Chairman

Date .....