

**DRAFT SUBJECT TO APPROVAL OF MAIN COUNCIL ON 6<sup>th</sup>  
NOVEMBER 2018.**

**MINUTES OF THE MEETING OF THE  
ALLOTMENTS & OPEN SPACES COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL FELPHAM  
15<sup>th</sup> OCTOBER 2018**

**PRESENT:** Councillors: D Smart, Miss A Barker, P English, M Rumsey,  
Mrs G Moss & G Grundy.

Councillor G Matthews was substituting for Councillor Mrs J Wild.

Glen Powell – Felpham Village Conservation Society.

**A 84. APOLOGIES FOR ABSENCE:**

Apologies had been received from Councillor Mrs J Wild.

Val Parfoot – Felpham Allotments & Gardens Society.

**A 85. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**A 86. DECLARATIONS OF INTEREST:**

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

**A 87. QUESTION TIME:**

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

**A 88. CORRESPONDENCE/ANNOUNCEMENTS:**

- (i) The Council had received notification that one of the planters (near to Tesco Express) in the village was in need of replacement. The Clerk had contacted Bognor Regis Town Force for a quote for the repairs which were to build a new planter off site, line with membrane and stain, dispose of rotten planter and refill new at a cost of £509.00 + VAT. The meeting was requested to consider the quote received.

**It was RESOLVED that the meeting agree to the quote (subject to fertiliser being confirmed to be replaced) and that a plaque be purchased and placed on the planter.**

- (ii) The Council have received a quote from Patrick Ferret for the annual trimming and removal of waste of the hawthorn hedge at the St Michael's Allotment site for the sum of £450.00 (the Clerk advised that there was £700.00 in the budget for this). The meeting was requested to confirm their acceptance of this quote and for the work to be carried out.

**It was RESOLVED that the quote received be agreed and the work carried out.**

There was no other correspondence or announcements to report, that would not be dealt with during the course of this meeting.

**A 89. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE MEETING 17<sup>th</sup> SEPTEMBER 2018:**

These minutes were agreed as a true and accurate record. These had been ratified and approved by Main Council at its meeting of 2<sup>nd</sup> October 2018.

**A 90. MATTERS ARISING:**

There were no matters arising.

**A 91. AGENDA ITEMS FOR THE NEXT JWAAC (31<sup>st</sup> OCTOBER 2018):**

There were no proposals or items to put forward, at this time.

**A 92. FELPHAM ALLOTMENTS AND GARDENS SOCIETY REPORT:**

Val Parfoot of FAGS was not in attendance but had sent in the Autumn edition of the FAGS Newsletter which was distributed to Councillors attending this meeting and attached to these minutes.

**It was agreed that the issue of rat infestation be covered in the next Felpham in Focus magazine.**

**A 93. ST MICHAEL'S ALLOTMENT SITE REPORT:**

Glenn Powell reported the following (on behalf of the Felpham Village Conservation Society):

"All plots are now let and weeds under control. Grass cutting has been done very well all summer and will continue during the winter as needed.

The contractors GailfordTry are setting aside 20 more fencing panels to be available before end October. We will use these round Pocket Park and also along the south ditch.

They also agreed to give us a load of scalpings to reinforce the car park area that get mired in mud during the winter. This has not yet happened, but we are in touch with them and are awaiting an update.

The Society salvaged one of the beach huts being demolished on the seafront with the intention of re-erecting it on the allotments. Partly because it would be useful, partly for posterity. This has not yet been put up, but we will do this in the first week of November. The beach hut will be used in future as a base for any social activities such as work parties' teas and coffees

The main gate security has been re-enforced. The pedestrian gate if not only never used but also has now seized up. We therefore propose to extend the extra security to block this off completely.

We still need to seed some areas but don't have quantities and costs yet. We would now do this in the springtime.

We still need to carry out rodent control but need to do a full assessment.

The October 20th work party has been postponed till November 17th.

A draft Forward Plan has been done and shared with a representative group of plot-holders".

**The Chairman wished to state his and the Council's extreme gratitude for the exceptional work carried out by Glenn and the Felpham Village Conservation Society.**

**A 94. FACILITIES CONDITION REPORT:**

**Drygrounds Lane** – nothing new to report.

**Planters** – planter at Tesco Express to be replaced (see Minute A 88 (i) above).

**Binsted Avenue pond area** – the Chairmen of the Committee and Council had now met with the relevant residents all bar one (a meeting date was awaited from the resident in question) and a response from the Church of England (who are landlords of one of the affected properties). Once this had been done the application form for Watershed Funding to clear and reinstate the watercourse between the two ponds, would be submitted.

***It was requested that an update on this be sent to Maureen Chaffe to be placed on the web site.***

The Clerk reported that the **Grassmere Parade** area was in a neat and tidy condition.

**Fisherman's Gardens** – the Clerk reported that the pergola had been repaired.

#### **A 95. IMPROVEMENTS TO STREET SCENE AND OPEN SPACES REVIEW.**

##### ***(a) Work In Progress.***

<i>Item</i>	<i>Current status</i>	<i>Action</i>
<i>Allotments general</i>	<i>Press for additional allotment sites in north of Parish.</i>	<i>Liaise with ADC as and when possible sites are identified. This is perceived as a long term proposal and possibly unlikely to occur.</i>
Binsted Pond area	Potential encroachment by builders	<b><i>Extend hedge</i></b>
Further Allotment Sites	Identification and approach to landowners etc with regard to area earmarked for school on Site 6 proposal and land above Downview school	<b><i>Currently WSCC are carrying out the process for inviting proposals/interest for a new school. Therefore until such time as a decision is made this will be on hold.</i></b>
King George V Playing Fields	Management Plan prepared by ADC	<b><i>Management Plan for 2014-2024 received by Council.</i></b>
Longbrook Park	General improvements and possible vegetated shingle project.	<b><i>Management Plan for 2012-2022 received by Council.</i></b>
Fisherman's Gardens & The Lobster Pot Area	All in a state of good repair	<b><i>Ongoing</i></b>

**A 96.    LONGBROOK PARK, KING GEORGE V & OLD RECTORY GARDENS  
UPDATES:**

Anthony Baker had reported the following to the Council:

“I have nothing to report on **KGV** as Neil is on leave.

I did a walk about at **Longbrook Park** last Friday and identified some matters that I will be managing, going forward.

1.        The fence by the rife, past the substation, need to be repaired and I have had that scheduled in.
2.        The interpretation board has been destroyed so I am looking into getting it updated and replaced.
3.        I am planning, with the volunteer group, to organise future wild flower and bulb planting.
4.        Some tree works have been identified and will be scheduled in.

I have nothing to report regarding **Old Rectory Gardens** as James is on leave”.

Andy Camp of the Snook’s Corner Group had advised the Council that he had nothing new to report on Longbrook Park.

**The Clerk was requested to contact Anthony Baker to ascertain the current situation with regard to the lights in Old Rectory Gardens.**

**A 97.    TREES: REPORT BY TREE WARDEN:**

The Tree Warden, Steve Alderton, reported that 15 trees would be ordered in the near future to replace dead and damaged trees in the Parish.

Steve advised that he had found a person who would be able to purchase and install trees, on behalf of the Council, in the future and maintain these.

**It was agreed that the person in question be invited to a future meeting to present their proposal.**

**A 98.    BUDGET SETTING FOR FINANCIAL YEAR 2019/20 – FIRST DRAFT:**

The Clerk had circulated, with the agendas for this meeting, a copy of the figures and budget set for 2018/19, by cost centre and cost code, and what had currently been spent, under these headings, during this financial year (April – September 2018). The meeting was requested to begin giving some thought to the budgets it required for financial year 2019/20 and

were advised of the timetable to work to for this. This was:

- (i) Agree the Committees budgetary requirements at this and the next Meeting of this Committee on 19th November 2018.
- (ii) The proposed budget would then go to the Finance & Administration Committee at its December meeting for approval.
- (iii) The overall budget of the Council to be agreed by Main Council at its January 2019 meeting, so that this and the precept figure, could be confirmed with Arun District Council by the end of January 2019.

The Cost Centre and codes for this Committee were currently as follows:

1) **Cost Centre 201 – Allotments:**

- **cost code 1001** – allotment plot rentals (St Michael's) – **INCOME.**
- **cost code 1001** – Lease rental fee for FAGS – **INCOME.**
  
- **Cost code 4044** – St Michael's Allotments – Maintenance – **EXPENDITURE**
- **Cost code 4039** – St Michael's Allotments – Water Rates – **EXPENDITURE.**

2) **Cost Centre 203 – Open Spaces:**

- **Cost code 1001** – horse field rental – **INCOME.**
  
- **Cost code 4042** - Trees/Arboriculture - **EXPENDITURE.**
- **Cost code 4043** – Footpath Maintenance (plus knotweed) - **EXPENDITURE.**
- **Cost code 4102** – Fisherman's Gardens – Maintenance – **EXPENDITURE.**
- **Cost code 4107** – Binsted Avenue – **EXPENDITURE.**
- **Cost code 4108** – Drygrounds Lane – Maintenance – **EXPENDITURE.**
- **Cost code 4109** – Hedge Cutting – Felpham Way - **EXPENDITURE.**
- **Cost code 4110** – Grassmere Parade – Maintenance – **EXPENDITURE.**
- **Cost Code 4111** – Longbrook Park - **EXPENDITURE.**
- **Cost code 4112** – Planter Maintenance and twice yearly planting – **EXPENDITURE.**
- **Cost code 4117** – Street Scene (verge cutting) - **EXPENDITURE.**

The first agreed draft of figures for the Committee's budget for financial year 2019/20 are attached to these minutes.

**A 99. MATTERS OF URGENT PUBLIC IMPORTANCE – PREVIOUSLY  
AGREED WITH THE CHAIRMAN:**

There were no matters of urgent public importance.

**A 100. DATE OF NEXT MEETING: 19<sup>th</sup> NOVEMBER 2018.**

The meeting closed at 7.30 p.m.

Approved.....

Date.....

