

DRAFT SUBJECT TO APPROVAL OF MAIN COUNCIL ON 5th MARCH 2019.

**MINUTES OF THE MEETING OF THE
ALLOTMENTS & OPEN SPACES COMMITTEE
HELD AT FELPHAM COMMUNITY HALL FELPHAM
19th FEBRUARY 2019**

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

Substitute: Councillor G Matthews.

John Austin and Geraldine Whitehead – FAGS.

Steve Alderton – Tree Warden.

In the absence of the Chairman and the Vice-Chairman – Councillor M Rumsey was appointed acting Chairman of this meeting.

A 154. APOLOGIES FOR ABSENCE:

Councillors: Miss A Barker, Mrs J Wild and G Grundy.

Glen Powell – Felpham Village Conservation Society.

No other apologies had been received.

A 155. ABSENCE WITHOUT APOLOGIES:

There were no absences without apology.

A 156. DECLARATIONS OF INTEREST:

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

A 157. QUESTION TIME:

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

A 158. CORRESPONDENCE/ANNOUNCEMENTS:

There was no correspondence or announcements to report.

A 159. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE MEETING 22nd JANUARY 2019:

These minutes were agreed as a true and accurate record. These had been ratified and approved by Main Council at its meeting of 5th February 2019.

A 160. MATTERS ARISING:

There were no matters arising, that would not be covered by, or under, the agenda items for this meeting.

A 161. AGENDA ITEMS FOR THE NEXT JWAAC (19th JUNE 2019):

Councillor G Matthews: - Rowan Way/Ash Grove – the Halfords turning – wanted to state how dangerous turning right here is. Councillor D Smart added that more traffic is turning left into Ash Grove and the consequences of this is creating more problems. Councillor M Rumsey suggested a left turn only sign to ease the situation. It was decided that the Admin Assistant to the Clerk contact both Highways and copy in Brian Knight – Bersted Parish Council to determine this is being looked into and the decisions being made to solve this very dangerous situation.

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

A 162. FELPHAM ALLOTMENTS AND GARDENS SOCIETY REPORT:

John Austin and Geraldine Whitehead of FAGS reported the following:

“The earlier wind and rain have neither caused any significant damage nor deterred the enthusiastic plot holders from continuing winter tidying and the warm sunny days that followed have been lovely to work in.

Our waiting list has 4 local newcomers, 5 deferred start, 2 plot holder requests and 16 non-parish. We have one quarter plot and two half plots available but two of these need a clean up before letting. They will be ready very shortly. There is one half plot out of commission at present.

It has been noted that as most of our mowers are now 20 years old, we may need to buy one or more new ones.

Due to the good use of rat bait the northern end of the allotments is clear of rats and we are working on the other end with judicious checks on compost heaps and equipment stacks. Arun District Council sent someone to check due to a complaint from a nearby resident but nothing formal has been heard since.

We are planning a working party to cut the inside of the hedge before the birds start nesting. WSCC have not yet cut the outside but it is on their list of actions.

We have decided to initiate a weed control group and are looking for volunteer plot holders to assist those who are struggling, with information about ways to control invasive weeds."

A 163. ST MICHAEL'S ALLOTMENT SITE REPORT:

Glenn Powell was absent from the meeting but had submitted the following report (on behalf of the Felpham Village Conservation Society):

"In general January and February have been quite wet. The pathways get waterlogged and plot digging has been difficult. Most plot holders have made a start however. We suggest an inspection in April to check plots are being worked with offers of help for anyone struggling. We continue to get chippings delivered as plotholders like these for mulch and pathways.

We had a visit from a F.A.G.S representative who offered cooperation between the two Allotments where possible. This was very welcome. The seed and topsoil have been delivered and will be applied in early March. We will do this area by area and block off paths as needed, always leaving access.

The hedging has been delivered and will be potted up ready for planting at the March work party.

The remainder of the Heras fencing has been brought across from the University site and will be put in place to complete the back fencing at the March work party.

The March work party will be on March 16th.

We will hold an Open Day on Saturday 18th May. Whilst all plots are now taken we can encourage pride in presentation and a chance to invite friends and family. We will also hold a plant sale. Felpham Parish Councillors are encouraged to put the date in their diaries and attend. 10-12am. Tea and coffee provided.

Hanging baskets will be potted up in March/April and grown on ready for putting up in May.

Glenn Powell
Hanging Baskets and Allotments Group
Felpham Village Conservation Society”.

The meeting discussed this report and it was decided this should be put on the Felpham Parish Council’s website – stating ‘please bring your own tools!’

A 164. FACILITIES CONDITION REPORT:

Drygrounds Lane – the Clerk advised that he had contacted Millstone Landscapes for a quote for the annual work carried out on the site. A quote had been received for the sum of £425.00 + VAT to carry out the work. The meeting was requested to agree the sum and for the work to be carried out.

On a unanimous vote, the meeting agreed to the quote and the works to be carried out at Drygrounds Lane.

Planters – all in very good condition.

Binsted Avenue pond area – the removal of part of the fencing at the site to allow potential Contractor’s access had now been completed by the Tree Wardens. A date for a meeting of interested parties is currently being sorted out, to progress this matter. (Potentially Thursday 7th March – tbc).

It was decided at the meeting that the Admin Assistant to the Clerk contact Paul Cann to determine the history of flooding in this particular area.

The Clerk reported that the **Grassmere Parade** area was in a neat and tidy condition. The bush that had died has now been replaced.

Fisherman’s Gardens – nothing new to report. The proposed Contract for the carrying out the maintenance of this site (from April 2019 and for the next three years) is due to be discussed under a separate agenda item later on in this meeting.

A 165. 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>
<i>Binsted Pond area</i>	<i>Potential encroachment by builders</i>	<i>Extend hedge</i>
<i>Further Allotment Sites</i>	<i>Identification and approach to landowners etc with regard to area earmarked for school on Site 6 proposal and land above Downview school</i>	<p><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></p> <p><i>Councillor H Flynn has been asked by Councillor D Smart to enquire progress and report back for possible additional allotment plots, should the school proposal not go ahead.</i></p>
<i>King George V Playing Fields</i>	<i>Management Plan prepared by ADC</i>	<i>Management Plan for 2014-2024 received by Council.</i>
<i>Longbrook Park</i>	<i>General improvements and possible vegetated shingle project.</i>	<i>Management Plan for 2012-2022 received by Council.</i>
<i>Fisherman's Gardens & The Lobster Pot Area</i>	<i>All in a state of good repair.</i>	<i>Ongoing.</i>

**A 166. LONGBROOK PARK, KING GEORGE V & OLD RECTORY GARDENS
UPDATES:**

- (i) **King George V** – Neil O'Connor of ADC had reported the following:
- Winter works have been completed with regard to thinning out the copse around the play court.
 - Events booked for this year –
 - ESF Festival of Football – 4th & 5th May 2019.
 - John Lawson Circus – 13th-15th May 2019
 - ESF Festival of Football – 18th & 19th May 2019
 - Kite Festival – 24th – 26th August 2019.
- (ii) **Longbrook Park** – Andy Camp (Snook's Corner Group) had nothing new to report other than the usual litter pick carried out at the start of the month.
- (iii) **Old Rectory Gardens** – James Jones-MacFarland (ADC) had reported the following to the Parish Council:

“We're moving forward with replanting in Old Rectory Gardens at the moment ahead of Green Flag Award. We are waiting for SSE to confirm a date for the installation of a power supply in the gardens following which we'll progress to replacing the two lamps. Two new accessible benches have just been installed, with one funded by the Friends of Old Rectory Gardens (a group within the Felpham Village Conservation Society).

Together with the friends we are coming up with plans to improve the boundary of the Old Rectory drive with the Woodland following extensive permissive work. It currently looks rather unsightly”.

Update on street lights at Old Rectory Gardens – ADC have advised the Parish Council of the following:

“Paul Broggi, Estates and Facilities Manager, has confirmed that new infrastructure needs to be installed to solve the problem. The site has been surveyed and the cabling has been located. The Information has been sent to SSE and we are hoping for a quote early next week. Once this has been paid for SSE are expected to be on site in about 8 weeks. In the meantime, in order to speed things up and save on cost our in-house team will have sorted the infrastructure for the lighting and event power supply so that SSE only have to do the minimum of work when they get on site”.

A 167. TREES: REPORT BY TREE WARDEN:

Report by Steve Alderton:

There are a number of old tree stumps to be dug out – where trees have been replaced - a work party of volunteers will be needed for this”. ***(It was decided at the meeting to ask St Mary’s Church – the cemetery is being cleared currently by volunteers from Littlehampton – their contact details and to enquire about insurances etc. Admin Asst to the Clerk to email).***

Topsoil is needed for the new trees being planted – could the committee please consider £50.00 from the Tree Warden’s budget be used for this. **On a unanimous vote – this was agreed.** Councillor M Rumsey asked – going forward – if any old topsoil could be kept and stored at St Michael’s allotments for any ‘filling in’ jobs that arise. **This was agreed.**

A 168. DRAFT FISHERMAN’S GARDENS MAINTENANCE CONTRACT:

The Clerk had distributed, to all Councillors, at the last meeting of this Committee a draft maintenance contract for discussion. This was to enable a tendering process for works on the site for the next three years (from April 2019) to be carried out. The meeting had been requested to make any amendments/additions etc so that the document could be agreed prior to going out to interested parties.

It had been agreed then that the contract needed to be read thoroughly by Councillors and as such would go, for determination, to this Allotments and Open Spaces Committee meeting (it had been agreed at the last meeting the contractors list that would be used to receive tenders for the contract).

Amended copies of the documentation resulting from comments etc received from Councillors, prior to the meeting, had been distributed via email and hard copies were available at the meeting also.

After discussion, it was RESOLVED that the contract should now go out to the three companies for tender.

A 169. BUSINESS AT THE CHAIRMAN’S DISCRETION:

There was no business at the Chairman’s discretion.

A 170. MATTERS OF URGENT PUBLIC IMPORTANCE – PREVIOUSLY AGREED WITH THE CHAIRMAN:

There were no matters of urgent public importance.

A 171. DATE OF NEXT MEETING: 19th MARCH 2019.

The meeting closed at 6:55p.m.

Approved.....

Date.....

