

**DRAFT SUBJECT TO APPROVAL OF MAIN COUNCIL ON 2<sup>nd</sup> APRIL 2019.**

**MINUTES OF THE MEETING OF THE  
ALLOTMENTS & OPEN SPACES COMMITTEE  
HELD AT FELPHAM COMMUNITY HALL FELPHAM  
19<sup>th</sup> MARCH 2019**

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

John Austin – FAGS.

Steve Alderton – Tree Warden.

Glen Powell – Felpham Village Conservation Society.

**A 172. APOLOGIES FOR ABSENCE:**

Councillor G Grundy.

Geraldine Whitehead – FAGS.

No other apologies had been received.

**A 173. ABSENCE WITHOUT APOLOGIES:**

There were no absences without apology.

**A 174. DECLARATIONS OF INTEREST:**

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

**A 175. QUESTION TIME:**

There was 1 member of the public present and the question was asked regarding the grass area opposite Butlins as to who owned the land. The Admin Assistant to the Clerk was asked to contact Anthony Baker of ADC.

There were no other questions or issues raised.

**A 176. CORRESPONDENCE/ANNOUNCEMENTS:**

**(i) WSCC – Annual Update of works carried out in Felpham:**

- Finger Post Maintenance – one on FP 2988, five on FP 154 and one on FP 153.
- Waymarking Maintenance – three on FP 154
- Vegetation Clearance – 117.41 metres on FP 3038/3, 42.24 metres on FP 3649, 224.90 metres on FP153, 275.88 metres on FP 2988/1, 371.20 metres on FP 3043 and 330.37 metres on FP 2988.

**(ii) ADC – Playing pitch at Blake’s Mead –** the following information had been received by the Council, from Joe Russell-Wells of Arun District Council (a copy of the full e-mail can be found at Appendix A of these minutes).

- The full sized football pitch and changing facilities proposed for Blake’s Mead is no longer supported as part of the District Council’s Playing Pitch Strategy.
- On this basis Barratt Homes will be submitting a planning application to include a revision to the S106, which instead of providing a football pitch and facilities at the Site 6 location at Felpham, will provide a sum to be invested at King George V recreation ground to improve the existing facilities, pitch

**(a)** Councillor Matthews suggested that the developer & WSCC be approached with regard to the following ideas, subject to approval by Main Council.

- A green cemetery as St Mary’s burial site is full for uncremated bodies.
- A woodland area, using woodland trust for trees, possibly donated by residents
- An area put aside for Allotments to be run by Felpham Parish Council

This will also be put to JWAAC & ADC to answer. Councillor J Wild will make a F.O.I request to WSCC.

*Councillor A Barker wished to declare a professional interest as she is currently engaging in discussions of S106 monies for education.*

**(b)** As it was understood the football area was to be left as an open field did the Arun Council plan any other use?

**(c)** The Parish Council expected some discussion prior to the Officers approaching the developer to encourage any changes to what was

agreed in order for the building to take place as it was part of the s106 agreement.

- (d) It was reported that the District Councillor in Felpham had been trying to get a meeting with the officers and welcomed any support from the Parish Council.
- (e) There was also concern expressed at the values and how these were to be achieved for the unbuilt pavilion. It was asked with regard to the pavilion that an independent property valuer be brought in to ensure full value for the building and all contents. Also District Councillors still wanted a properly drained games field so that if a football pitch/games pitch was needed in the future it could be converted again.
- (f) All in all it did raise questions in respect of asking, who had made the decision about landscaping and agreed loss of the football pitch and pavilion on Blake's Mead without consultation.

There was no other correspondence or announcements to report.

**A 177. TO RECEIVE THE MINUTES OF THE ALLOTMENTS & OPEN SPACES COMMITTEE MEETING 19<sup>th</sup> FEBRUARY 2019:**

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

**A 178. MATTERS ARISING:**

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

**A 179. AGENDA ITEMS FOR THE NEXT JWAAC (19<sup>th</sup> JUNE 2019):**

Councillor G Matthews raised the subject of the Ash Grove/Rowan Way Junction.

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

#### **A 180. FELPHAM ALLOTMENTS AND GARDENS SOCIETY REPORT:**

John Austin of FAGS reported the following:

- Work on most plots has started in earnest with rotovators chugging and some rows of seeds already planted for early produce.
- We have no plots available now, although we do have one half plot waiting for a mare's tail clean up before we can let it. Our waiting list has three newcomers, five deferred start, one plot holder request and 18 non-parish. The waiting list is now closed to non-residents.
- We have had our first plot inspection of the year with only three plot holders contacted with suggestions. All of them have responded and started or completed working on the issues.
- Some plot holders who have difficulties at present have been assisted by other helpful plot holders to break the back of the daunting digging. It is an enjoyable way to get good hard exercise and enjoy the 'feel good' factor.
- We have organised a working party for a Spring clean up on March 23<sup>rd</sup> with an Eliet Major shredder hired for helping plot holders to dispose of all woody cuttings which can then be used on plot paths or as mulch for weed control. This also cuts down the need for bonfires which have caused a problem in the past.
- **We are organising a plant sale for the Spring on Saturday 27<sup>th</sup> April starting at 9.00am.**
- Our Weed Control volunteer group has been formed and will soon be available to offer help and advice to those in need.
- We are displaying a plot holders plan in the cabin so we can get to know our neighbours and find out – "who is growing those wonderful broad beans/strawberries/pumpkins etc?".
- A good start to what we hope will be a great growing season.

John Austin requested that we put the plant sale date on FPC's website. It was also agreed that Doug Millen would share this on the Community Hall's Facebook page.

John also raised concern of the flint wall surrounding the allotments needed repair – Admin Assistant to the Clerk to contact Martyn White of ADC regarding this.

#### **A 181. ST MICHAEL'S ALLOTMENT SITE REPORT:**

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

- The March work party went ahead despite the poor weather forecast and the turnout was surprisingly good. Again, a mix of plot holders and Felpham Village Conservation Society members.

- Planted the new hawthorn hedging and installed the remainder of the donated fencing. Also cleared weeds from last year's hedge planting so they can breathe.
- The grass seed and topsoil paid for by Felpham Parish Council, will be applied once the weather eases.
- We also have had more wood chippings delivered. Plot holders like these for pathways and mulch. Anyone is welcome to come and help themselves.
- **We are still planning to hold an Open Day on Saturday 18<sup>th</sup> May with a plant sale.**
- Plants and compost for the hanging baskets have been ordered and will be potted up in March/April and grown on ready for putting up in May. The baskets this year will follow the same theme as last year, namely pastel colours, this is by popular request from all those that commented. To this end the following plants have been selected to give the desired effect and durability to the vagaries of the British weather:

Geranium	Liberty Rose
Petunia Surfinia	Blue Vein
	Rose Vein
	Purple
Verbena Tapien	Light Pink
	Violet Wink
Geranium Ivy	Supreme White
Diascia	Pink with Eye
Bacopa	Ballerina Blue
	Ballerina Snowfall
Lobelia	Ricardii

Once again, we will aim to have them up before the second May bank holiday. We will arrange a work part for this to be arranged nearer the time. Snooks Corner Group will be paying their share.

All plots are now let with one person on the waiting list.

#### **A 182. FACILITIES CONDITION REPORT:**

**Drygrounds Lane** – the Clerk advised that the annual work was due to be carried out during March (date(s) to be confirmed).

**Planters** – all in very good condition.

**Binsted Avenue pond area** – still progressing and an answer was awaited from Paul Cann from ADC to clear up some questions. A little more was agreed. Any pictures after downpours would be of interest.

The Clerk reported that the **Grassmere Parade** area was in a neat

and tidy condition.

**Fisherman’s Gardens** – an update on the tendering for the maintenance of this area was due to be discussed at Agenda Item 14, of this meeting.

**A 183. 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 – cut back needed to improve access to contractors to view for drainage tenders.</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>	<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>  <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>
<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 &amp; The Lobster Pot Area</i>	<i>All in a state of good repair.</i>	<i>New works tender was agreed to go forward by the committee with the support</i>

		<i>of the Council Chairman and Committee Chairman.</i>
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Councillor A Barker wished to raise the question of the boarded up house in Felpham Way. The Parish Office had contacted Arun regarding this and was advised that works were ongoing.

**A 184. KING GEORGE V, LONGBROOK PARK & OLD RECTORY GARDENS  
UPDATES:**

- (i) **King George V** – Neil O’Connor of ADC had nothing new to report.
- (ii) **Longbrook Park** – Andy Camp (Snook’s Corner Group) had nothing new to report.
- (iii) **Old Rectory Gardens** – James Jones-MacFarland (ADC) had reported the following to the Parish Council:

“Works are continuing, although not at a great pace at Old Rectory Gardens.

Works to the woodland area will begin this Thursday and continue into Friday. This work involves the use of a digger to redefine the edge of the woodland with the driveway. This work may well look quite invasive but is necessary to enable the blank canvas we need to start again with new planting and positioning of the flint stones as seen further up the drive towards the house. (Councillor Mrs M Harvey and Councillor M Harvey advised the meeting that this work had indeed been completed).

The William Blake sign will be repositioned in the highway verge opposite the entrance.

I hope planting in the gardens proper will commence sometime this month and be completed by the end of March.

The green flag application has been accepted and we look forward to judging sometime in May”.

**A 185. TREES: REPORT BY TREE WARDEN:**

Report by Steve Alderton:

Volunteers are needed to help maintain/work on the trees around the Parish.

A request will be put on the FPC’s website and Doug Millen will put on the Community Hall’s Facebook page. Admin Assistant to the Clerk to contact

Littlehampton's Probation Officer to find out possible supervised help from there.

**A 186. FISHERMAN'S GARDENS MAINTENANCE CONTRACT UPDATE:**

The Clerk reminded the meeting that Main Council had resolved that Councillors D Smart, M Copeland and P English open the returned tender documents and be given delegated powers to make a decision on behalf of the Council for the preferred contractor for the maintenance of Fisherman's Gardens for the next three year period (from 1<sup>st</sup> April 2019). The closing date for tenders was Monday 18<sup>th</sup> March 2019 with the successful contractor being advised by Friday 22<sup>nd</sup> March 2019.

Councillor A Barker wished to have the delegation process explained to her, Councillor P English duly did this.

The Clerk advised that the Council, currently, had heard from two of the three contractors requested to tender. The meeting discussed this and Councillor Mrs G Moss proposed Bognor Regis Town Council's Task Force to receive the works, seconded by Councillor Mrs J Wild and on a unanimous vote this was agreed.

Admin Assistant to the Clerk to contact Erika Adams of BRTC to get the relevant papers signed.

**A 187. BUSINESS AT THE CHAIRMAN'S DISCRETION:**

There was no business at the Chairman's discretion.

**A 188. MATTERS OF URGENT PUBLIC IMPORTANCE – PREVIOUSLY AGREED WITH THE CHAIRMAN:**

There were no matters of urgent public importance.

**A 189. DATE OF NEXT MEETING: 16<sup>th</sup> APRIL 2019.**

The meeting closed at 7.33 p.m.

Approved.....

Date.....



## APPENDIX A:

### Full copy of the e-mail received from Joe Russell-Wells of Arun District Council:

“As part of recent work relating to the Local Plan ADC has been undertaking various studies to provide background evidence for the policies within the Plan. One such piece of work has been the Playing Pitch Strategy. This study has identified the various sports pitches and associated facilities across the district. It has noted their location and quality together with any improvements, particularly to improve their capacity. The strategy has been consulted on with the various sporting bodies, including Sport England, the Football Association, Football Foundation, Rugby Football Union, English Cricket Board, Hockey England - all who have influenced the final strategy with the latest thinking and guidance into this work. One clear theme which has emerged, and which has become core to the future planning of new sports provision in the district, is that of providing sporting facilities at ‘hub sites’; in other words to provide facilities at one site where possible and of a high quality.

In the light of the above work the provision of the remaining football pitch at Felpham Site 6 has been reviewed. The S106 (2005) requirement the delivery of a full sized football pitch together with changing facilities. As a result of the recent guidance to have a stand-alone facility in this location is no longer supported as part of the policy contained within the Playing Pitch Strategy. It is instead more appropriate for resources to be provided to improve the quality of existing facilities in ‘hub’ locations. The already delivered playing pitch and changing facilities within the new development at Site 6 remains unaffected.

On this basis Barratt Homes will be submitting a planning application to include a revision to the S106, which instead of providing a football pitch and facilities at the Site 6 location at Felpham, will provide a sum to be invested at King George V recreation ground to improve the existing facilities, pitch improvements and the changing facilities at this hub location. The provision of the open space at Site 6 will remain in the existing location together with access and parking facilities which will be available for the public to use. This is a positive move in terms of providing quality modern provision at KGV Felpham, specifically refurbishing the pavilion and pitches”.

Following on from the above the Clerk had written to ADC asking if they had any plans for using the open space left as a result of the above determination, and if not could ADC have a discussion with the Parish Council as they had a few ideas for its utilisation.

The response from Joe Russell-Wells at ADC had been that the area in question would be landscaped with the retention of the car park, which would be subject to a formal planning application. And should the Parish have any ideas it was suggested that these were discussed with the developer and not ADC, **prior to any planning submission by the developer.**