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|   |  **WALBERTON PARISH COUNCIL** **INCLUDING FONTWELL AND BINSTED** Parish Council Office, The Pavilion, The Street, Walberton, Arundel, West Sussex, BN18 0PJ Tel: 01243 554528 email: clerk@walberton-pc.gov.uk [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk/)   |

**DRAFT – NOT YET CONFIRMED**

**MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT THE PAVILION AT 7.20pm on 3rd SEPTEMBER 2024**

1. **Record of attendance and apologies**

**347/24** In attendance were Councillors Hewson, Higham, McElvogue and Vawer. 3 members of the public were present in person and 1 via Teams

1. **Declaration of interests in items on the agenda**

**348/24** Councillor McElvogue declared a pecuniary interest in item 13

1. **Confirmation of Minutes**

**349/24** The minutes of the General Purposes Committee meeting of 18 June 2024 were confirmed.

1. **Actions review**

**350/24** Actions previously agreed were reviewed. Some remain to be completed.

1. **Matters arising**

**351/24** No matters required attention.

1. **Public questions**

**352/24** A question was asked on behalf of the Parochial Church Council regarding the potential for financial support for an upgrade of the heating system at St Mary’s Church. A presentation on the community benefits to upgrading the building was received, including the current heating costs and financial and environmental benefits to an upgrade. Council discussed other funding options and indicated that they would be prepared to offer support for grant requests made to other sources and also inclined to support an application for a Section 137 Grant award; the next grant application window is October this year.

**353/24** A member of the public enquired about helping manage allotments. They will be put in contact with the people who have been organising the Walberton and Fontwell allotments and were thanked for their offer of assistance. The Avisford Grange allotments are reportedly to be ready from mid-September, but fall outside of the Parish Council’s management.

**354/24** A member of the public enquired about HGV restrictions on The Street as refuse contractors have been challenged by residents over their services. The 7.5t weight limit restriction is posted as ‘Except for access’ which is in the opinion of the Council permissive for access by contractors for deliveries or collections to be made by HGVs to and from properties in the restriction zone. It was advised that there may be confusion with the significant amount of HGV traffic which has been using The Street inappropriately in conflict with Construction Management Plans. Council will be prepared to write to any concerned contractor supporting them in the context of authorised collections or deliveries. Council will also advise residents of the difference between this form of authorised access and the development site HGV issues.

1. **Business activity review/****CIL funding**

**355/24** No further activities for funding were presented.

1. **Asset Register & Public Space Ownership**

**356/24** No update to the asset register. The Fontwell Meadows site developer has invited the Council to a walk-through of the next parts of public space to be handed over (the orchard and paddocks) for inspection. A date will be agreed by email.

1. **Environment**
	1. Trees & verges

**357/24** The contractor has been notified of two dead trees requiring attention. An updated planting regime for the verges is required.

* 1. Litter and dog bins

**358/24** The replacement bins have been installed at Fontwell Meadows and are now part of the routine Arun collection scheme. Litter and dog bins will be required in the tennis court area at Avisford Grange.

* 1. Planting and maintenance plan

**359/24** The project manager has been in discussion with a number of contractors and collating the information on requirements and current provision with a view to presenting in advance of the next Budget. This will include taking on maintenance of The Pound as the current volunteers are no longer able to continue.

1. **HGVs in the Parish**

**360/24** Current issues regarding construction site deliveries using roads in conflict with Construction Management plans were noted. An update has been received from Arun District Council regarding the current actions being taken and suggestions for future requirements to reduce impact on residents.

1. **Pavilion maintenance**

**361/24** Repainting of the Pavilion is to be arranged. The paint selected for the lower section of the main hall will need to be a more heavy-duty wear-resistant form. The cupboards in the kitchen still need to be repaired – this is in hand. The curtain rail above the door requires refixing and the curtains need to be washed. There is damp/mould by the rear door, which may relate to the previous leaking downpipe – this is to be investigated.

1. **Fontwell Meadows Community Hall – The Ball’s Hut**

**362/24** Bookings are now being taken and the Hall is in use. Councillor Higham was thanked for her efforts and organisation. The application status for the CIO will be checked. The ceiling height and window/door dimensions will be measured, the latter to enable quotes for curtains/blackout-type blinds. The Council will purchase the required cleaning materials on receipt of a list of necessary products from the cleaner.

1. **Project manager updates**
	1. Bus Shelters
	2. Noticeboards
	3. Signage

**363/24** Information on the above has now been collated and will be presented before the next Budget discussions. The stopcock for the playing field water supply has been located which will enable replacement of the leaking pipe.

1. **Playing field/carpark**
	1. Fireworks

**364/24** The Village Hall will be running the Walberton Fireworks once more on 3rd November. Permission has been granted by the Council to use the playing field water supply to douse the bonfire afterwards and to close access to the Tennis Courts for safety reasons. The Village Hall will be notifying affected residents directly. Council is grateful for the return of this community event.

1. **Tennis courts**

**365/24** Legal handover of the courts is still pending. Use has now started and Smash Tennis is up and running. Feedback is generally positive. A brush for leaf clearance has bene arranged and additional furniture (bench, litter bins, noticeboard) are being considered.

1. **Village Green,** **Pond and Community Orchard**
	1. Village Green
	2. Pond Maintenance
	3. Community Orchard
	4. Update on management plan

**366/24** The above are now being brought together into the main maintenance plan. The pond is currently stable; dredging remains on the long-term plan to improve capacity. The community orchard trees are in order; landscaping is under review.

1. **Play areas**
	1. Walberton
	2. Fontwell Meadows

**367/24** The recent inspection report was noted with minor repairs required. A report has also been received from a separate Arun Council inspection with the same findings. Our insurance will be checked to see if we do require both sets of reports as a single one would be more economic than duplicate effort.

**368/24** Consideration was given to installation of permanent sockets for the rebound goal to ease installation and removal in and out of season.

**369/24** The Avisford Grange play area is present but remains closed. Walberton Parish Council will contact the developer to see if there is the possibility of transfer of the completed facility to council ownership and investigate the potential costs involved.

1. **Community Resilience including Climate Change and Flooding**

**370/24** No update on community resillience.

**371/24** Council will contact the local authorities responsible for road maintenance to request they perform drainage maintenance/clearance prior to winter.

1. **Allotments**
	1. Walberton
	2. Fontwell

**372/24** Fontwell allotments have been strimmed. New padlock arranged for plot holder access. Rotavation quote accepted and quote to replace the boundary boards with fenceposts also accepted.

1. **Communications**

**373/24** The routine monthly email went out on 3rd September. There was no Sussex Local article as there were no meetings in August. The Parish News article will be submitted for 10th. Suggestions for inclusions were given.

1. **Fontwell Meadows Community Liaison**

**374/24** No report was received

1. **Correspondence**

**375/24** A complaint was received regarding charges being made for Tennis Court use. The Clerk has responded indicating the requirement to charge to cover maintenance costs for the facility..

1. **Quotes and payments**

**376/24** A set of 32 payments was approved. Quotes for the Fontwell allotment rotavation and fence installation were agreed.

1. **Agree meeting actions**

**377/24** A list of meeting actions was agreed, to be circulated separately.

1. **Any other business**

**378/24** The reply to CP@WS was agreed. The Council wishes to work with them regarding a potential Fontwell site.

1. **Date of next meeting**

**379/24** The next meeting was scheduled for Tuesday 15th October at 7.15pm in the Pavilion.

There being no further business, the meeting closed at 9.29pm.

Signed

Chair

Date