|  |  |
| --- | --- |
| Logo  Description automatically generated with low confidence | **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](mailto:clerk@walberton-pc.gov.uk)  [www.walberton-pc.gov.uk](http://www.walberton-pc.gov.uk) |

**MINUTES OF THE MEETING OF THE WALBERTON PARISH COUNCIL**

**HELD IN THE PAVILION AT 7.15pm ON TUESDAY 22 OCTOBER 2024.**

**1.** **Record of attendance and apologies**

**463/24** In attendance: Cllrs Vawer (Chair), Higham, McElvogue, Wells, Titmus, Birch (ADC) and McAuliffe (ADC)

Clerk – S Turner

Four members of the public were present including Victoria Harris, Project Manager

Apologies: Cllrs Hewson, Bence (WSCC), Penycate (ADC), and PCSO Wilson

**2.** **Declarations of interest in items on the agenda**

**464/24** Councillor McElvogue declared a pecuniary interest in item 472/24

**3.** **Confirmation of minutes**

**465/24** The minutes of the Full Council Meeting of 17 September 2024 were confirmed as being a true record of the business conducted.

**4.** **Matters arising**

**466/24** None.

**5. To receive a report from West Sussex County Council** CllrBence

**467/24** No report received from Cllr Bence.

**6.**  **To receive reports from Arun District Council** Cllrs Penycate, Birch & McAuliffe

**468/24** Cllr McAuliffe was in attendance although he had previously sent a report which had been circulated prior to the meeting. This was read out for the benefit of the general public. His report (appendix 1) is attached to the minutes. Cllr McAuliffe also gave a further brief update on his report.

Cllr Penycate who was unable to attend the meeting sent apologies along with a report which was circulated prior to the meeting and read out for the benefit of the general public. This report (appendix 1) is attached to the minutes

There were no further questions and Cllr McAuliffe was thanked for his on-going support and left the meeting.

**7.** **Public questions (max 15 minutes)**

**469/24** A question was raised regarding planning application WA/74/24/OUT and the child care facilities. The Parish Council confirmed that it had engaged with the developers and had not objected to the planning application because it was a neighbourhood plan site but had listed conditions in the response to the planning consultation. It was also explained that with the additional housing in the parish, further community facilities would be required to accommodate the new residents especially in the outer areas of the parish, away from the centre of the village. The population of the parish was more than doubling.

**470/24** A second question was raised regarding glass house expansion south of the village and retaining the green gap with reference to Arun District Council’s policy regarding glasshouses. The Parish Council confirmed that they were aware of this policy and had referred to it with regard to the glasshouses expansion.

**471/24 Item 14c Allotments was brought forward**

Mr Felix von Wendland gave an update on the allotments, including the proposed path to separate allotment plots, access to water, people interested in having an allotment and being on the committee. He is working on the terms and conditions, structure and charges, and a potential website page. He had not been able to speak to Mr Bob Rogers yet regarding the existing allotments. Mr Felix von Wendland would be requesting the Parish Council to sign the project off once all the information is gathered. It was noted that an extraordinary meeting of the Parish Council could be held in order to do that.

**472/24 Item 12 infrastructure projects was brought forward**

The Project Manager gave an update on progress of the current projects:

1. Allotments, has been liaising with Linden to transfer the Avisford Park allotments to the Parish Council although these allotments are yet to be constructed.
2. Likewise with the 2 play areas at Avisford Park. The Project Manager is to contact Avisford Park Management Company and ensure that all the safety inspections have been carried out in both play areas. The Parish Council may consider arranging an inspection report as well.
3. Tennis Courts – in the process of being transferred to the Parish Council and is asking for guarantees as they are currently out of date.
4. Noticeboards to be replaced across the parish – prime ones to include the car park, school entrance and Fontwell. New noticeboards are required at the Tennis Courts, at the Church and Fontwell Meadows.

A quote had been received for a noticeboard which could hold 18 sheets of A4 at £9,400 + VAT not including installation. A quote for a smaller noticeboard will be sought.

The Parish Council **agreed** a new noticeboard should be on the wall of Fontwell Community Centre.

1. Signage – The Project Manager is currently looking at directional signage to the facilities from the car park and has received a quote for £3,385. Also looking at signage for the allotments and car park at Fontwell.

**Resolved** that as the signs will require maintenance, another quote should be sought, ideally harder wearing.

1. The Project Manager raised the idea of the Parish Council employing a part time caretaker/handy man to carry maintenance ‘in house’ which would save time and also enable the Parish Council to be more proactive.

The Parish Council **agreed** to consider this idea.

1. Bus Shelters – The Project Manager has met with the contractor and received a cost of £43,190 for 3 (Fontwell, by the school and Yapton Lane).

**Resolved** that the Parish Council accept the quote as they had already received quotes for bus shelters which were higher. There is a budget set aside for the bus shelters.

1. Bonfire night – the fencing from the goal store has been offered for the bonfire. The Village Hall Committee are to be reminded.
2. Grounds Maintenance – there are 3 main contractors and now that Parish Council has new areas to consider as well. A review of the existing services and potential new contractors are being considered. A new contractor has quoted £200 to clear and tidy up the Pound and £120 for tree maintenance in the play area in the village.

**Resolved** that the Parish council accept the quote for that work specified.

**473/24** The Parish Council officially thanked Peter Brown and his team for all the work they have undertaken at the Pound over the years.

**8.** **Planning Committee**

**474/24** a. Cllr Vawer commended the draft minutes of the Planning Committee meeting of 24 September

2024 (previously circulated) and to note the date of the next meeting on 26th November 2024.

b. There were no councillor questions.

c. A 27 remains an issue and to be included in the Planning Committee agenda.

**9.** **General Purposes Committee**

**475/24** a.Cllr Vawer commended the draft minutes of the General Purposes Committee meeting of 8 October 2024 (previously circulated) and to note the date of the next meeting 3 December 2024.

b. There were no councillor questions.

c. The Pavilion – the heater above the map is not working and should be added to the maintenance list.

d. Fontwell Community Centre – it was noted that the boiler had been switched off and it was **agreed** that a signed was to be put up asking people not to switch the boiler off.

**10.** **Finance & Legal Committee**

**476/24** a. To note the meeting to be held on 30 July 2024 was not quorate and the date of the next meeting is 12 November 2024.

b. There were no councillor questions.

**11.** **Youth Initiatives**

**477/24** Cllr Higham gave an update.

The previously thought Duke of Edinburgh Award scheme which involves volunteering was not going to be a possibility and other projects would be required. The Parish Council discussed suitable projects and following were put forward:

* Cycle path project – this project is not complete, including planning, they could attend the next Planning Committee
* Goal post in the playing field – these still need to be investigated (requirement, design, cost)

These projects are going to be taken back to the Youth group.

**12.** **Business activity/Infrastructure Projects – CIL funding**

**478/24** a Infrastructure Projects. This item was discussed earlier in the meeting, refer to Item 472/24

b. The clerk is reviewing CIL expenditure

**13.** **Section 137 Grants**

**479/24** a. Grant applications received were noted.

b. It was **decided** to review the grant applications at the next Finance and Legal Committee meeting in November as the closing date is the 31 October 2024. Councillors can comment either by email or if

required, a meeting could be arranged prior to the Finance and Legal Committee meeting. The Clerk

is to circulate a link to all the grant applications.

**14.** **Additional Reports**

**480/24** a. Fontwell Community Hall

It was noted that Mr Richard Riordan has volunteered to help run the Community Centre and that the plumbing issue with the toilet has now been fixed.

It has been reported that wear and tear is beginning to show and there is concern over the smaller room being used for storage and not being able to be fully used by hirers of the Community Centre. It noted that the tables were second hand to begin with.

b. Village Hall Cllr Higham

The leaking gutter has already been reported.

The Village Hall Committee need to book the pavilion officially for bonfire night and it was confirmed that they would not be charged for the hire.

c. Allotments

This item was discussed earlier in the meeting. Refer to item 471/24 above

d. Walberton & Binsted CofE School Cllr Hewson & Vawer

Last week’s meeting was cancelled by the school and will be rearranged.

e. Police Liaison PCSO Wilson

PCSO Wilson sent her apologies, and a report (appendix 2) attached.

f. Communications – web site, emails, social media     Cllr Vawer

The next newsletter is the 1/11/24 and any articles for both email and Facebook versions are to

be submitted to Cllr Vawer.

**15.** **Staff Matters**

**481/24** a. A date for the Clerk’s appraisal is to be arranged.

**16.** **Correspondence**

**482/24** The list of correspondence was presented, all the enquiries raised had previously been discussed by email.

**17.** **To approve quotes and payments**

**483/24** To consider any quotes and approve payments (retrospectively).

3 payments were approved (retrospectively) including a refund of a key deposit for Fontwell Community Centre hire.

1 payment was approved which is yet to be made.

A quote for additional grounds maintenance visit to the Orchard area was agreed outside of the meeting.

**18.** **Any other business**

**484/24** a. The Parish Council is happy for the Clerk and Cllr Higham to proceed with the proposed

filing system.

1. **Confirmed** that Maureen will be the consultant for the review of NHP. This should be read in conjunction with Arun District Council’s Local Plan.
2. Discussed that Cllr Higham is attending WSALC/ESALC AGM and will ask the Planning Expert at the AGM to a meeting with Parish Council to discuss planning issues.
3. A Planning open day could be arranged with the planning officer, ADC, and be open to the public so that all become more informed. Cllr Birch to send Arun District Council’s final version to the National Planning Policy Framework (NPPF) consultation as it is a useful document to understand the challenges faced by Arun District Council.
4. There is an issue with the cable for downloading SID data. Cllr McElvogue will investigate whether he can download the data and if a new cable is required.
5. Parking issues at Fontwell Community Centre need to be fed back to the Elections Team at ADC regarding the Centre being used as a Polling Station.

Cllr Higham sent her apologies for the next Planning Meeting.

**19.** **Date of next ordinary meeting of the Parish Council.**

**485/24** The date of the next meeting was confirmed as 7.15pm Tuesday 10 December 2024.

There being no other business the meeting closed at 9.13pm

Signed………………………………………………………………… Date……………………………………………………

Chair

Full Council Meeting – 22/10/24 Appendix 1

**Reports received from Arun District Council**

**Report received from Cllr McAuliffe**

* **Avisford Grange - Golf Balls.** Tee box 1 now moved and no reports of stray balls since 4/9/24. Possible repeat looms however wrt Tee 2 when phase two houses are occupied. I am trying to get ahead of the issue but Vistry need to come to the table and accept they have not managed this element of the build as well as could be expected. Thus far they have not engaged with myself or the golf club.
* **Nuthatch Development – Access Issues.** I amchallenging ADC Officers on their reluctance to issue a Breach of Condition Notice on the developer for the repeated and ongoing access route non-compliance despite detailed records being provided by residents that breaches continue to occur.
* **Old Bottle Way – Parking Issue.** This is an issue where I feel WPC, ADC and WSCC need to work together and pressure Dandara/Trinity into installing enforcement equipment such as signs and ANPR. This was a wholly foreseeable problem for residents that we were all aware of but did not manage to head off before it became a problem. I recommend that we ask Trinity to meet with myself, someone from WPC and Trevor Bence to show a united front and try and work up a long-term solution. Establishing whether Dandara/Trinity have an extant obligation to keep the emergency access clear at all times or similar may be helpful.
* **Old Bottle Way/Arundel Road – Verge Maintenance.** The grass area in front of the community building on Arundel Road needs to be included in a regular grounds maintenance programme. I have asked WSCC to add it the Fontwell round but it is not clear if that will happen as there are questions over ownership and responsibility – WPC; Trinity; WSCC? Is WPC willing to add to the existing Fontwell cuts undertaken by MCE if neither WSCC or Trinity take responsibility?
* **Arundel Road, Fontwell – verge damage from contractors working at Barnfield House development.** The grass vergeseast of the mini-roundabout at West Walberton Lane and Arundel have been heavily impacted by contractors parking on the roadside. Can WPC request that the site manager takes steps to avoid further damage and to also commit to reinstate those verges damaged to date? Section 5 of the CEMP is applicable and not being adhered to in spirit. Happy to take to ADC if needed following an approach to the site manager from WPC - which should be the first point of contact.
* **Eastergate Lane TRO –** Submitted a consultation response to WSCC in support of proposed the 30mph limit. Your other Green Councillors are also aware of the consultation and that previous support for this has been voiced.
* **BEW – 550 homes north of Barnham Rd/East of Fontwell Avenue.** Included as has materials impacts on Walberton Parish in terms of infrastructure pressure. At the ADC Planning Committee held on 16/10/24, ADC have refused the application due to developer not providing a wide range of essential information and lack of positive engagement in recent months.
* **South Downs National Park – Parish Nature Recovery Support.** SDNP have produced a briefing note on how to stimulate nature recovery at the Parish level with the aim of ‘joining up’ neighbouring parishes to create a wider network of nature recovery. Funding and admin support are available and more information can be found on various SDNP web pages. A good starting point is [Nature Recovery for communities - South Downs National Park Authority.](https://www.southdowns.gov.uk/nature-recovery-information-for-delivery-partners/nature-recovery-for-communities/)

**Report received from Cllr Penycate**

* **The Home Farm Trust** site on Eastergate Lane. I now have the information that it is listed for sale with Savilles for 4.5 million pounds.

Full Council Meeting – 22/10/24 Appendix 2



**Sussex Police Parish Report October 2024**

Incidents of note for August / September

14/08 – Yapton Lane – Lock on driver’s door of unattended vehicle drilled out and items stolen

11/09 – The Street – Theft of strimmer from garden shed

I have handed out quite a number of tamper-proof screws that can be used on vehicle number plates (with yellow / white caps) after I advertised it a couple of months ago. If anyone else would like to have some for their vehicle/s please pop me an email on the address below.

If you are aware of anyone who may have fallen victim to any scam, or if you would like to speak with me in confidence, please contact me.