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| 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 GENERAL PURPOSES COMMITTEE**

**HELD IN THE PAVILION AT 7.15pm ON TUESDAY 3 DECEMBER 2024.**

**1. Record of attendance and apologies**

**533/24** In attendance: Cllrs McElvogue (Chair), Higham, Wells, Hewson and Cusden.

V Harris – Project Manager

S Turner – Clerk.

One member of the public

Apologies: Cllrs Vawer

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

**534/24** Cllr McElvogue declared a personal interest in agenda items 7, Project Manager Updates.

**3. Confirmation of Minutes**

**535/24** The minutes of the General Purposes Committee meeting of 8 October 2024 were confirmed as being a true record of the business conducted.

**4. Actions review**

**536/24** Actions previously agreed were reviewed. Some remain to be completed.

**5. Matters arising**

**537/24** It was confirmed that there were no matters arising.

**6. Public questions**

**538/24** a. A member of the public asked if a fence could be erected outside the front of the Fontwell Community Centre to enclose the paved yard area. This would enable the children from the pre-school to play outside with their toys as they go outside every day on walks or to the park and extra outside play space would be beneficial. The Parish Council **agreed** to consider the fencing. However various aspects also have to be taken into consideration, ie access, the type and height of fencing and it must be in keeping with the area. It was **agreed** that photographs and details should be sent to the Parish Clerk to enable the Parish Council to consider this request.

b. Contact details for the pre-school are to be sent to the Clerk so that they can be publicised as requests have been received from residents on the estate.

**7. Project Manager updates**

**539/24** The Project Manager provided updates on the following projects:

1. Bus shelters – these have been ordered at £6,000 less than quoted. A detailed specification drawing will be sent once the order has been placed. The Parish Council are responsible for bus shelters and are replacing 3 at the following locations; Fontwell Community Centre, Yapton Lane and one by the school. These will be like the one by the Church and are oak.

The Clerk is to enquire if Barnham and Eastergate Parish Council would like to re-use the existing metal bus shelter that is going to be replaced at the Fontwell Community Centre. It could be re-used on the A29 bus stop opposite the stables. A bus shelter has been requested by a resident to help improve safety.

1. Noticeboards – Cheaper quotes had been sought as requested but they did not meet the specifications or were in keeping with the Parish. Artwork is currently being drawn up. The proposed area for the parish noticeboard by the Church is on WSCC land and although permission has been granted for it to be placed there, the Parish Council requires the permission in writing for audit purposes. It was noted that Revd. Tim Ward and the church would prefer timber noticeboards. It was **agreed** that the price was to be confirmed in consultation with Revd Ward and that hopefully the noticeboards would be rolled out early next year.
2. Signage – The signage for various community facilities around the Parish are to be replaced with like for like but more robust and durable. The proposed signage list is to be circulated to the Parish Councillors for additions and final approval. A quote for £2,000-£,4000 with a 10% discount in December has been received. It is a local company with in-house design and production. The signs will be of a similar format as the existing and on metal posts. The Parish Council **agreed** to support the local company and **decided** to proceed with a mock-up of the artwork for consideration and to finalise the signage list.
3. Perimeter fence - A further quote for the perimeter fence for the playing field is being sought. The Parish council was asked to consider whether the boundary line needed to be defined and what type of gate or bollard etc is required for the footpath between the tennis courts and the playing field.
4. Tennis courts – in discussion with the Parish Council’s solicitor regarding the tennis courts and the S106 agreement due to the proposed amendments made by the developer. As the developers (Linden Homes) have locked the tennis courts due to this issue, any complaints should be sent to them.
5. Fontwell allotments – A meeting is to be called to iron out final details, including water systems, signage for plots and rental costs. The CIO also needs to be finalised and a reserve fund to be set up. When the noticeboards are replace, potentially one of the existing old noticeboards could be re-purposed at the Fontwell allotments.
6. Maintenance plan – With the Parish Council taking on new pockets of land due to development and The Pound coming back into the care of the Parish Council, it is a good opportunity to review the grounds maintenance plan. Quotes have been requested for the new year from various contractors on proposed ground work for existing and new areas. These areas do not include the playing field or Fontwell where the existing contractors have been asked to provide quotes. A contractor has been asked to look at the condition of the trees in the orchards and around the estate at Fontwell.
7. Handyman for the pavilion and other jobs around the parish – hopefully have a replacement and have asked him to look at the barrier in the carpark for an example of his work.

As there were no questions for the Project Manager left the meeting.

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

**540/43** **Discussed** the possibility of a new pavilion with future CIL funding, S106 and match funding. This could become a business activity, get an architect to draw up plans but need to bear mind it is a cricket pavilion.

**9. Asset register and Public Space Ownership**

**541/24** This is on-going and will fall to the clerk in due course. Parish-online identifies what assets are in the parish.

**10. Environment**

**542/24** a. Trees and verges – as discussed in item 7g, project manager updates.

b. Litter and dog bins – Two more dog bins are required near Fontwell Community Centre and in/near the

orchard area. As there are 2 dog bins close to each other near the play area, could one of these be moved to either of

the above-mentioned locations?

c. Planting and Maintenance plan – refer to item 7g. above in Project Managers update.

**11. HGVs in the Parish**

**543/24** No report.

**12. Pavilion maintenance**

**544/24** Clerk to respond to emails received regarding the poor state of the Pavilion for hirers.

**13. Fontwell Meadows Community Hall – The Balls Hut**

**545/24** An improvement plan for the coming budget meeting was provided as below but an update will be given at Full Council meeting next week.

* + Handrail by the path to the backdoor
  + Steps from the backdoor down to the car park
  + Ensure the button to open the back door is working. This is a key button that unlocks the door but does not automatically swing it open. A proper arm that swings the door open could be provided, if required.
  + Fencing around the paved area at the front, lockable gate
  + Noticeboard
  + Lights for the car park as it is difficult to see to lock and unlock the bollards. Could get activated lights (health and safety purposes) that are not too bright and will illuminate the bollards and the steps.
  + Additional tables
  + Heaters

**14. Playing field / carpark**

**546/24** a. Playing field - Refer to item 7d, Project Manager’s updates

b. Car park - the trees with overhanging branches in the carpark have been cut back. The carpark area may still need a tidy up of leaves etc. This could be done by volunteers or to be outsourced. Also refer to item 7

**15. Tennis Courts**

**547/24** Refer to item 7e, Project Manager update above

**16.** **Village Green, Pond and Community Orchard**

**548/24** a. Maintenance of the pond is a long-term project. The village pond will need to be dredged and landscaped, but this requires funding. Testing for pollutants etc has been undertaken. The Parish Council does have a smaller pond which fish could be transferred to if required.

b. Community Orchard – the one at Fontwell should now be included in the maintenance plan and consultation was undertaken to ensure the apple trees were native. A question was asked to when Fontwell Orchard would be completed.

**17. Play areas**

**549/24** a. Walberton, a play inspection report had been received and passed on to the Project Manager.

b. Fontwell Meadows, it was reported at the meeting that there is graffiti on the small wooden play equipment that needs that needs to be removed. Due to this play area being quite large and dark at night, anti-social behaviour has been occurring in that area. A question on the provision of lighting for this area was raised and will be investigated.

**18.** **Community Resilience including climate change and flooding.**

**550/24** Cllr McElvogue is putting this together

**19. Allotments**

**551/24** Refer to item 7f, Project Manager updates above.

**19. Communications**

**552/24** No report

**19. Fontwell Meadows Community Liaison**

**553/24** The parking issues and ways to resolve these issues were discussed. The current proposal will mean some residents will have to park in Arundel Road which raised concerns over the lighting of access ways and footpaths for residents.

**20. Correspondence**

**554/24** Correspondence relating to the following issues were discussed: parking issues at Fontwell Meadows/Community Centre, the bus shelter outside Walberton House, the locked tennis courts and the issues at the Pavilion. The Clerk is to respond as discussed.

**21. Quotes and payments**

**555/24** The payments and direct debits were approved.

Resolved: accept quote for the numbered tags for Fontwell allotments.

**22. Agree meeting actions**

**556/24** A number of action were agreed to be circulated under separate cover

**23. Any other business**

**557/24** None

**24. Date of next meeting**

**558/24** The date of the next meeting was confirmed as 7.15pm on Tuesday 11 February 2025.

There being no other business the meeting closed at 9.21pm.

Signed…………………………………………………………………. Date…………………………………………………………….

Chair