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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  clerk@walberton-pc.gov.uk  [www.walberton-pc.gov.uk](http://www.arun.gov.uk/walberton) |

**MINUTES OF THE MEETING OF WALBERTON PARISH COUNCIL GENERAL PURPOSES COMMITTEE**

**HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 29th April 2025**

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| **1.**  GP/174/25 | **Record of attendance and apologies**  In attendance were Cllrs Higham (Chair) Riordan, Hewson and Vawer  The Clerk: S Turner  There were no members of the public present  Apologies were received from Cllr McElvogue and Victoria Harris, Project Manager. |
| **2.**  GP/175/25 | **Declaration of interests in items on the agenda**  None |
| **3.**  GP/176/25 | **Confirmation of the Minutes**  The minutes of the General Purposes Committee meeting of 18th March 2025 were confirmed as being a true record of the business conducted. |
| **4.**  GP/177/25 | **Actions review**  Actions previously agreed had been undertaken and the fencing around the playing field is to be discussed at the next General Purposes meeting. |
| **5.**  GP/178/25 | **Matters arising**  It was confirmed that there were no matters arising. |
| **6.**  GP/179/25 | **Public questions (max 15 minutes)**  No questions were asked as there were no members of the public present. |
| **7.**  GP/180/25 | **Project Manager was unable to attend the meeting and sent an email which the Chairman read out to the meeting:**  a. Bus shelters – Another on site meeting has been arranged with the suppliers and awaiting updated drawings.  b. Noticeboards – no new update.  c. Signage - This has now been agreed and will go to print as soon as the invoice has been paid.  The following projects were also discussed:   * **Tennis courts** - awaiting the sink funds to be transferred from the Solicitor to the Parish Council, along with the final legal paperwork for the Parish Council files. In order the for the tennis courts to remain successful, the Project Manager has arranged regular meetings with the LTA for support if required.   **Discussed** the planting around the Tennis courts and for the school fencing screen in association with the Beavers group. It was suggested that fencing that was going to be removed could be used to replace the barbed wire.   * **Avisford Grange Play Parks** - It has been agreed to transfer these to the Parish Council and discussions are being held with the solicitor to progress this transaction (the allotments are not finished yet).   **Resolved** that play park inspections must have been undertaken along with copies of the reports for the Parish Council to review prior to any transfer.   * **Fontwell Allotments** - Water being installed 10th May. We will need to provide animal water butts/troughs as at the Walberton Allotments, timings and price tbc. * **Grounds Maintenance** - We are receiving good feedback from across the parish where works have commenced. The mole issues will be investigated later this week/early next week.   **Noted** the mole hole in the tarmac path by the Pavilion and that the Parish Council is also very happy with the service received so far with the Grounds Maintenance.   * **Handyman** - we are waiting for feedback on whether Walberton Allotments are happy with the work that was carried out and collecting the next batch of jobs to be undertaken. Is the Parish Council happy to sign off for one more day’s work for the handyman?   **AGREED** to the one day’s work for the handyman.   * The Project Manager has received quotes to redecorate the Pavilion and will present these at the next meeting. * **Fontwell Community Centre** - The external steps have been completed, and the signage is in hand. The removal of the barriers in the car park is a priority for the contractor when he is on site the 10th May. |
| **8.**  GP/181/25 | **Business activity review/CIL funding**  a. The Business Plan is to be reviewed and the sockets for SID (Speed Indicator Device) and the Youth Council’s mountain bike project are to be included. Along with the Pavilion rebuild, the Youth Council’s goal post and the village gateways - possible locations at Fontwell, Blacksmiths Corner and Binsted. Barnham Lane and Eastergate Lane were also considered. |
| **9.**  GP/182/25 | **Asset register and public space ownership**  This is on-going and will fall to the clerk in due course. It should also populate  Parish Online and be on the website. |
| **10.**  GP/183/25 | **Environment**  a. Trees and verges  **Discussed** the planters proposed for the verge at Fontwell to prevent damage from traffic. This has been put on hold to re-assess the situation now the traffic/parking dynamic has changed so they may no longer be required.  b. Litter and dog bins  Decided that the dog bins at Fontwell should remain as they are until the new footpath is open and then reconsider whether more are required or the two near each other in the play area should be moved. Is one required near the parking area?  c. Planting and Maintenance plan  This was discussed under item 7 – grounds maintenance. |
| **11.**  GP/184/25 | **Traffic calming**  Extra locations have been provided which the Clerk is to circulate, and an article will be prepared for the Parish Magazine by Suzanne Clark. |
| **12.**  GP/185/25 | **Pavilion maintenance**  **Discussed** the Pavilion’s current condition, including usage/cleanliness and the Parish Council’s intention that the Pavilion will be run under similar conditions to Fontwell Community Centre. |
| **13.**  GP/186/25 | **Fontwell Community Centre**  Cllr Riordan gave a report on the following:   * Motor bikes/cycles cutting through to the estate from Arundel Road, via the Community Centre – the proposed new fencing is only going halfway along the boundary. **Discussed** the proposal to put a knee-high fence along the rest of the boundary to prevent this situation and ensure safety for pedestrians. * **Agreed** to 4 mirrors being installed in the toilet facilities at the Centre (full length mirrors for the disabled toilets), as a complaint had been received that there are no mirrors. * The smaller meeting room is now available for hire. Cllr Riordan is actively promoting the venue with enquiries being made and groups viewing for possible bookings. Cllr Riordan is also holding some events – meet your neighbour/business to business which Cllr Vawer will advertise. The Parish Council thanked Cllr Riordan for all his work. * **Discussed** the telephone number that has been allocated to the Centre and whether this should be activated/installed for the Community Centre. * The Parish Council recently acquired Scribe Bookings systems and future bookings will be made through this software in due course. |
| **14.**  GP/187/25 | **Playing field/carpark**  a. Playing field – **Discussed** the location of the future football goal and the implications on grass cutting. Subject to further measurements being taken and the proposed location not impinging upon the existing football field, to bring the goal etc further into the field, so that the tractor could continue to cut the grass behind the goal. It would also enable dog walkers etc to pass behind the goal. **Agreed** to proceed with new location if Cllrs Vawer and Higham are happy with the measurements. It is hoped that the football goal will be in place before the end of May.  b. Car park – The Clerk reported that the mobile home that had been parked in the car park over night was no longer in the car park. |
| **15.**  GP/188/25 | **Tennis courts**  This item was discussed earlier in the meeting, refer to item 7 above, Tennis courts. |
| **16.**  GP/189/25 | **Village Green, Pond and Community Orchard**  a. Village Green - no report was given.  b. Pond Maintenance – this is looking fine and there are ducklings on the pond.  c. Community Orchard – no report was given. |
| **17.**  GP/190/25 | **Play areas**  a. Walberton is fine  b. Fontwell Meadows – no report.   * **Benches** -the one near the big tree by the car park on the playing field has a missing plank of wood and needs to be reported to the Project Manager.   **Discussed** a project to sponsor memorial benches around the playing field and other possible locations within the parish. This is to be passed to the Project Manager to source costs etc. |
| **18.**  GP/191/25 | **Community Resilience including Climate Change and Flooding**  The Parish Council discussed various points on community resilience, including the Village Hall being used for emergency accommodation and that Fontwell Community Centre could also be used. Further liaison with the Village Hall Management Committee Is required.  Also, ways to contact people in an emergency, without technology needs to be investigated. |
| **19.**  GP/192/25 | **Allotments**  a. Fontwell – this was discussed earlier in the meeting, refer to item 7, Fontwell allotments.  b. Walberton – this was discussed earlier in the meeting, refer to item 7, Walberton allotments. |
| **20.**  GP/193/25 | **Communications**  Cllr Vawer confirmed the new Parish Council website is about to go live. The Committee thanked Cllr Higham for all the good work she did on the new website. Cllr Vawer also confirmed that he was drafting an article for Sussex local and a new email would be sent to residents on 1st May.  In addition, Cllr Higham was writing the article for the Parish News this month on volunteering and proposed an article on ‘Parish Councillors – we need you!’ for the following month. |
| **21.**  GP/194/25 | **Correspondence**  Residents had made enquiries about various issues including;   * the damaged kissing gate and barrier near the footpath to Binsted Church from Blacksmiths corner * tree planting around the Parish * motorbikes at Fontwell Community Centre and * the condition of the road/verge in Homefield Crescent. |
| **22.**  GP/195/25 | **To approve quotes and payments**  To consider any quotes and approve payments (retrospectively).   * 4 direct debt payments were **approved** (retrospectively) * 2 payments were **approved** which were yet to be made. |
| **23.**  GP/196/25 | **Agree meeting actions**  New actions were agreed and will be circulated separately. |
| **24.**  GP/197/25 | **Any other business**  The Clerk wanted to thank the Project Manager and contractor for fixing the leaking external water pipe today. |
| **25.**  GP/198/25 | **Date of next ordinary meeting of the Parish Council.**  The date of the next meeting of 7.15pm Tuesday 17th June 2025 |
|  | There being no further business, the meeting closed at 21.19pm. |

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

Chair