|  |  |
| --- | --- |
|  | **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, 18th MARCH 2025**

|  |  |
| --- | --- |
| **1.** GP/99/25 | **Record of attendance and apologies**  In attendance were Cllrs McElvogue (Chair) Riordan, Hewson, Higham and Vawer  The Clerk: S Turner  There was 1 member of the public present.  Apologies were received from Cllr Titmus |
| **2.**  GP/100/25 | **Declaration of interests in items on the agenda**  Cllr McElvogue declared a personal interest in agenda item 7, Project Manager Updates. |
| **3.**  GP/101/25 | **Confirmation of the Minutes**  The minutes of the General Purposes Committee meeting of 11th February 2025 were confirmed as being a true record of the business conducted. |
| **4.**  GP/102/25 | **Actions review**  Actions previously agreed were reviewed. Some remain to be completed. |
| **5.**  GP/103/25 | **Matters arising**  It was confirmed that there were no matters arising. |
| **6.** GP/104/25 | **Public questions (max 15 minutes)**  A member of the public asked the Parish Council (being the freeholders of the Village Hall), could the Village Hall Committee grant a licence to occupy its building? This was in relation to the the Preschool selling their business and wishing to provide more security for the location of the preschool. The Parish Council were unable to give a specific answer as it would be dependent upon the terms of the agreement. Further information would be required. |
| GP/105/25 | A second question was asked regarding the newly formed residents association and who should they talk to if they wish to use the speed gun? It was **confirmed** Cllr McElvogue is responsible for traffic calming and they would need to approach him. |
| **7.**  GP/106/25 | **Project Manager updates**  a. Bus shelters - the measurements the contractors had provided were incorrect, so they will need to return and re-measure. The Project Manager is also going to check to see if planning permission is required.  b. Noticeboards – no new update.  c. Signage list needs to be circulated to Parish Councillors  An update was also given on the following items:  d. Fontwell Allotments – meeting with a contractor regarding the water supply.  e. Fontwell Community Centre car park – meeting with a contractor to remove some of the bollards and install a chain  f. Pavilion and Playing field – meeting with a contractor to look at repairing the drain, stop cock, cricket hosepipe and sprinkler.  g. Various external works required at the Pavilion (handrail and gates) and Fontwell Community Centre (steps), quotes being sought.  h. Fencing around the playing field and planting alongside the school boundary is to be considered at the next meeting.  i. Village Hall outside tap does not work and needs to be investigated. |
| **8.**  GP/107/25 | **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.  b. CIL funding – St Mary’s Church, Walberton received some CIL funding towards the heating improvements at the church. |
| **9.**  GP/108/25 | **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/109/25 | **Environment**  a. Trees and verges  **Discussed** the planters proposed for the verge at Fontwell to prevent damage from traffic, along with the upkeep of the verges at Blacksmiths Corner and whether the Gardening Club would want to take on that responsibility with the Parish Council paying for the plants.  b. Litter and dog bins  **Decided** to leave the dog bins at Fontwell 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.  c. Planting and Maintenance plan  **Decided** to tidy up the village and then look at the planting plans. |
| **11.** GP/110/25 | **Traffic calming**  Cllr McElvogue **confirmed** that there was additional funding for more locations for the SID and that he required a list of preferred locations. The Clerk informed the Committee that Eastergate Lane had been suggested. |
| **12.** GP/111/25 | **Pavilion maintenance**  **Decided** to ask the Parish Council’s contractor/handyman for quotes to do the redecoration. It was **noted** that a more durable paint should be used. |
| **13.** GP/112/25 | **Fontwell Community Centre**  Going forward, an update with an improvement plan and any items that are required will need to be provided to this Committee.   1. Cllr Riordan gave a report on the proposed fencing at the Fontwell Community Centre. Quotes had been sought and the Committee **agreed** on their preferred. 2. Cllr Riordan **confirmed** that the smaller room could now be hired out and hire charge rates would need to be decided. 3. Cllr Riordan has arranged various meetings at the new community centre which include ‘meet your neighbours’. It was **agreed** that any expenses should come from the Parish Council’s entertainment budget. 4. A window cleaner is required and the contractor for the Pavilion would be asked to provide a quote. 5. Confirmation is required on who owns and is responsible for the flowerbeds near the Community Centre. |
| **14.** GP/113/25 | **Playing field/carpark**  a. Playing field - The wood that has been left near the Pavilion needs to be  removed.  b. Car park - DECIDED that enforcement action should be taken with the abandoned vehicle in the car park. The signage around the car park needs to be reviewed and may need to liaise with WSCC. |
| **15.**  GP/114/25 | **Tennis courts**  Transfer should complete any day now. |
| **16.**  GP/115/25 | **Village Green, Pond and Community Orchard**  a. Village Green - the cutting for this year has commenced.  b. Pond Maintenance – this is fine and nothing is required yet. However, going forward, it will need to become a project, especially if next year is predicted to be a drought.  c. Community Orchard – the contractor has tidied up the area and compliments have been received from residents. A planting scheme will be considered at the end of the year  d. Update on the management plan – this items is no longer required and is to be removed from the agenda |
| **17.**  GP/116/25 | **Play areas**  a. Walberton is fine  b. Fontwell Meadows – there is graffiti on an item of equipment in the play area. This has been reported to the Project Manager. |
| **18.**  GP/117/25 | **Community Resilience including Climate Change and Flooding**  The Parish Council had received the Emergency and Resilience package and would start to populate it with the relevant data. |
| **20.**  GP/118/25 | **Allotments**  a. Fontwell – Refer to item 7d for maintenance as this item was discussed earlier in the meeting. The ‘open day’ on Saturday 15th March 2025 went well, with many people registering for allotments.  b. Walberton – the issue of the fencing has been reported to the Project Manager. |
| **20.**  GP/119/25 | **Communications**  Cllr Vawer confirmed the Parish News article had gone out and that he was interviewed by a resident for a more in-depth article about the work of the Parish Council for the Parish News. The new Parish Council website is well underway. It is not visible to the public yet as work is still required. The Committee thanked Cllr Higham for all the good work she done on the new website. |
| **21.**  GP/120/25 | **Fontwell Meadows Community Liaison**  It was agreed this item is no longer required and it should be removed from the agenda. |
| **22.**  GP/121/25 | **Correspondence**  It was AGREED that the Chairman should respond to a letter received from Andrew Griffith, MP regarding the broadband speeds.  Residents had made enquiries about various issues including; parking at the Fontwell Centre, maintenance of the green areas at Fontwell Meadows, the proposed planters to be placed on the verge on Arundel Road and a new bus shelter at the front of the Community Centre. |
| **23.**  GP/122/25 | **To approve quotes and payments**  To consider any quotes and approve payments (retrospectively).   * 2 payments were **approved** (retrospectively) * 3 payments were **approved** which were yet to be made. * 3 quotes were also presented and **approved**. |
| **24.**  GP/123/25 | **Agree meeting actions**  Several actions were agreed. These are to be circulated under separate cover. |
| **25.**  GP/124/25 | **Any other business**   * The Youth Council’s ‘Cup Cake and Car Clean’ will either be on the 21st or 22nd June. They will also have a stall (second-hand books) at the Flower Show on 5th July 2025 * Mountain bike area at Fontwell. Cllrs Higham and Riordan are to progress this. * Fontwell allotments - a contractor has been approached for the mowing of the communal areas. The Parish Council will carry this for the first year but it would then become the responsibility of the Allotment Committee. |
| **26.**  GP/125/25 | **Date of next ordinary meeting of the Parish Council.**  The date of the next meeting of 7.15pm Tuesday 29th April 2025 |
|  | There being no further business, the meeting closed at 9.21pm. |

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

Chair