



**WALBERTON PARISH COUNCIL  
INCLUDING FONTWELL AND BINSTED**

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**DRAFT – YET TO BE APPROVED**

**MINUTES OF THE MEETING OF WALBERTON PARISH COUNCIL GENERAL PURPOSES COMMITTEE  
HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 17 June 2025**

- 1. Record of attendance and apologies**  
**GP/257/25** In attendance were Cllrs Higham, Riordan, Hewson and McElvogue  
The Clerk: S Turner  
There were no members of the public present  
Apologies were received from Cllr Evans and Victoria Harris, Project Manager.
- 2. Election of Chair and Vice Chair**  
**GP/258/25** Committee Chairman  
Cllr McElvogue proposed Cllr Higham who consented to stand. Seconded by Cllr Riordan.  
**Resolved:** Cllr Higham be appointed as Committee Chairman and chaired the meeting.  
**Resolved:** No Vice Chairman
- 3. Declaration of interests in items on the agenda**  
**GP/259/25** Councillor McElvogue declared a pecuniary interest in item 8, Project Manager report.
- 4. Confirmation of the Minutes**  
**GP/260/25** The minutes of the General Purposes Committee meeting of 29 April 2025 were confirmed as being a true record of the business conducted.
- 5. Actions review**  
**GP/261/25** Actions previously agreed had been undertaken and some remained outstanding.
- 6. Matters arising**  
**GP/262/25** **Resolved** To keep Traffic Calming in Full Council but remove it from Planning.
- 7. Public questions (max 15 minutes)**  
**GP/263/25** No questions were asked as there were no members of the public present.
- 8. Project Manager was unable to attend the meeting and sent an email which the Chairman read out to the meeting:**  
**GP/264/25**
  - Transfer of play parks and allotments at Avisford Grange. This is in hand - Option 3 confirmed to the developer, this will cost WPC £5-£7K in legal fees.

- s106 Childcare facility – a meeting to be arranged with Arun District Council to discuss the S106 further.
- Signage – the new signage installed as planned with some positive feedback.
- Noticeboard - awaiting confirmation of the delivery plans / slot timings before ordering as we will require two men to remove the board from the van.

**Resolved:** approved the cost to install the noticeboard £360

- Ground Maintenance  
Fontwell Meadows is the area of current concern. Cllr Riordan and the Project Manager met with the Technical Manager at Dandara to establish areas of responsibility as it is currently ambiguous. A more detailed drawing is being drawn up.  
Some trees on the estate may be replaced by Dandara. Although the orchard has already transferred to the Parish Council, this does not have all the trees promised - awaiting confirmation on this. If this is the case, would the Parish Council want the additional trees or make this area more user friendly with nice grass etc?

**Resolved:** Requires further discussion and consultation with the residents.

The ground beneath the new sign into Walberton Car Park is in a poor state and requires improvements.

**Resolved:** Request our contractor to look at the area.

- Handyman - Request for approval for another day's work for the Handyman - to finish painting the doors at the rear of the Pavilion, to carry out some maintenance on the outside furniture and go through the remedials at the Play Parks identified this week.

**Noted:** Petty cash previously approved £100, had gone over budget by £23.99.

**Resolved:** Agreed to one day's work, including petty cash up to £200.

- Fencing  
Our contractor is going to supply a price to move the post and rail fencing by the tennis courts.
- Fontwell Allotments  
Water is being installed, and 2 taps are in situ, with 4 troughs to be in use by the end of the week. Following this, users can be billed pro rata for the remainder of the allotment year (1<sup>st</sup> March to 28<sup>th</sup> February) and we can hand over to the Allotment Committee.
- Pavilion - Repairs to the drain as the side of the Pavilion that have already been agreed. These works are due to be completed by the weekend.
- Tennis Courts - The next rent demand is to be sent by the 25th June and a progress meeting with the LTA and Smash Tennis to be scheduled by the LTA.
- Bus shelters - Details, including the drawings and locations etc. sent last week to our architect to advise on timings and cost to get permission asap.
- Play Areas  
The inspection reports received this week are to be reviewed and remedial actions to be listed for resolution with the Handyman, refer to above.

- Memorial benches - Some initial bench ideas received, these need to be reviewed for council to consider once shortlisted.

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

**GP/265/25**

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, Neighbourhood Plan, a speed gun and training courses, cycle paths (match funded) 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.

**10. Asset register and public space ownership**

**GP/266/25**

The asset register is going to be incorporated into the 'Devolution' Project. The Project Manager will require training on Parish Online.

**11. Environment**

**GP/267/25**

a. Trees and verges

Both the trees and verges need to be maintained. Cllr Higham had a meeting with the Beavers who are going to plant trees in the gap area by the Tennis Courts which is Parish Council land.

**Noted:** Future maintenance will be required, and the Beavers are to be reminded that the trees will require watering when first planted.

b. Litter and dog bins

**Resolved** that another dog bin is required by the cycle path at Choller Farm

c. Planting and Maintenance plan

This was discussed under item 7 – grounds maintenance.

**12. Traffic calming**

**GP/268/25**

This item was discussed at Planning Committee on 10 June 2025, so there was no need to discuss again so soon.

**13. Pavilion maintenance**

**GP/269/25**

**Discussed** the Pavilion's current condition, including usage/cleanliness

**Resolved:** to monitor the situation for a couple of weeks.

**Discussed** the current hire charge and a new standard rate

**Resolved:** to advise that charges are being reviewed and will be with effect from September 2025. The new standard hire charge is to be £12 an hour.

**14. Fontwell Community Centre**

**GP/270/25**

Cllr Riordan gave a report on the following:

- Bookings – have 2 new hirers although lost a couple. Received a request from the preschool to hire FCC for another day a week.

**Resolved** to additional day's hire a week but not until September.

- **Discussed:** the future of FCC and how it should be run. The Parish Council need to maintain the building structure so that they can continue to use it. Should it be set up as a Charitable Incorporated Organisation (CIO) or not and what benefits would it bring.

**Resolved:** to take this matter to the Finance and Legal Committee to discuss the structure of FCC and whether to make it a CIO or not.

- The flower beds next to and in front of the bin shed to the street need to be added to contractor's list for grounds maintenance as there have been no volunteers to look after this area and it is full of nettles etc.

**Resolved:** The Project Manager to be notified that this area is to be added to the ground's maintenance list.

15. **Playing field/carpark**  
GP/271/25 No reports.
16. **Tennis courts**  
GP/272/25 No reports.
17. **Village Green, Pond and Community Orchard**  
GP/273/25 No reports other than comments have been received on how good the village green is looking.
18. **Play areas**  
GP/274/25
  - a. Walberton
  - b. Fontwell Meadows

The ROSPA inspection report had been received for all the play areas. The reports had been passed to the Project Manager for attention and discussed earlier in the meeting, under item 8, Project Manager's report.
19. **Community Resilience including Climate Change and Flooding**  
GP/275/25 Cllr McElvogue is leading on this and will look at this in depth more in September.
20. **Allotments**  
GP/276/25
  - a. Fontwell – A suggestion was made that the allotments should be advertised by the Gardening club.
  - b. Walberton – nothing to report.
21. **Communications**  
GP/277/25 Now that Cllr Vawer has stepped down from the Parish Council, Cllr Higham has picked up the communications which include: the website, Facebook, Walbinfont, the Parish Magazine and Sussex Local.
22. **Correspondence**  
GP/278/25 Residents had made enquiries about various issues including;
  - The poor quality of road repair work undertaken at Yapton Lane which had been copied to Arun District Council and forwarded to WSCC.
  - Permission to use part of the playing field for a booking in the summer.
23. **To approve quotes and payments**  
GP/279/25 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.
  - 2 quotes approved earlier in the meeting under item 7.
24. **Agree meeting actions**  
GP/280/25 New actions were agreed and will be circulated separately.
25. **Any other business**  
GP/281/25 **Resolved:** to dissolving General Purposes Committee and transfer back to Full Council meeting which will be held on a more regular basis. As everyone approved, this Committee will be dissolved at the next Full Council meeting.

The Clerk is to contact the Neighbourhood Plan consultant regarding future funding for the Neighbourhood Plan Review.

Cllr Hewson offered to attend the Bishop of Chichester’s invitation to Afternoon Reception for Civic representatives, Military, the NHS and Emergency Services

**Discussed:** Banners, posters and advertising around the Parish.

26.  
GP/282/25

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

The date of the next meeting of 7.15pm Tuesday 9 September 2025 (subject to change)

There being no further business, the meeting closed at 21.21pm.

Signed.....  
Chair

Date.....