



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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**MINUTES OF THE WALBERTON PARISH COUNCIL
HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 4 NOVEMBER 2025**

1. Record of attendance and apologies

FC/420/25 In attendance were Cllrs McElvogue (chair), Higham, Hewson, Kress Von Wendland, C Garlick, J Garlick, Riordan, Titmus.
Cllr Penycate, Arun District Council, (ADC)
M Tomlinson, Smith Simmons & Partners, Planning Agent
The Clerk: S Turner
There were 5 members of the public present.
Apologies were received from Cllr Evans

2. Declaration of interests in items on the agenda

FC/421/25 Cllr McElvogue declared a pecuniary and personal interest in item 11. Project Management.
Cllr Higham declared a personal interest in Walberton Cricket Club.
Cllr Titman declared a personal interest in Fontwell Community Centre.
Cllr Hewson declared a personal interest in Walberton Horticultural Club.

3. Confirmation of the Minutes

FC/422/25 The minutes of the Full Council Meeting of 7 October 2025 were confirmed as being a true record of the business conducted.

4. Matters arising

FC/423/25 Vandalism around the parish was raised, along with the issues at the village pond.

5. Presentation from Smith Simmons & Partners.

FC/424/25 Maria Tomlinson from Smith Simmons & Partners explained to the Parish Council that at the pre-application stage of their proposed development at Freemans Close to provide 22no. C3 dwellings, ADC's Planning Dept had requested that they consult with the Parish Council regarding the housing mix.

Ms Tomlinson briefed the Committee on the proposal and suggested housing mix, asking the Parish Council for their comments on the type of housing required for the parish.

RESOLVED: The Parish Council were in support of starter homes and the need for 1 bed houses with the reduction of the 4-bed housing. The Clerk is to write to the Planning Agents to confirm.

DISCUSSED: the existing orchard, what was going to happen to it and who would be responsible for it.

6. Public questions (max 15 minutes)

FC/425/25

Mr Brackley from the Cricket Club asked the Parish Council if they would take on the responsibility for the ground maintenance around the cricket practice facility.

RESOLVED: for the Parish Council to take on the grounds maintenance schedule for that area.

Mrs Osborne-West asked the Parish Council if they would give permission for her to park and sell Mexican food via her truck, Holy Guacamole in the Parish Council car park, once a month on a Friday evening from February 2026.

RESOLVED: Yes and to liaise with the Parish Clerk and suggested parking inside the gate, near by the Village Hall.

A resident referred to the Freemans Close planning application which had been discussed earlier in the meeting, item 5 and what was going to happen to the Orchard. Was this something the Parish Council could undertake/look into?

RESOLVED: for the Clerk, when writing to the Planning Agents to include the Orchard.

7. Correspondence

FC/426/25

- a. A request to use the aerial photograph in a talk to be given at the care home.

RESOLVED: permission was given.

- b. The Gardeners Club requested to be allowed to use the playing field for parking on the Open Gardens Event on Sunday 21st June 2026, weather permitting.

RESOLVED: permission was given, subject to copies of documentation (insurance, risk assessment etc) being supplied, reinstating any damage to the playing field after the event and not near the cricket square.

- c. Request/suggestion for CCTV to be installed at Fontwell Community Centre due to the vandalism to bus shelter and a request to put some CCTV posters up in the windows of the Centre.

RESOLVED: permission was given for the posters only. This was due to the replacement of the bus shelter (wooden) and the implications that CCTV brings.

- d. Concerns had been received regarding the village red letter box (outside the shops) which had been sealed and was out of use.

NOTED: The Clerk confirmed the Parish Council had not been notified. Thanks were given to Cllr J Garlick for contacting WSCC regarding this matter, who also confirmed they had not been notified. **DISCUSSED** options for the redundant letter box. Did the Parish Council wish to purchase it? **DECIDED** to refer this item to the Planning Agenda.

Fireworks on the playing field

- e. In response to concerns raised regarding loud fireworks being let off on Saturday night about 11pm, the Parish Council had not granted permission for these.

- f. **DISCUSSED** the bonfire night event held on the Sunday by the Village Hall. There had been lots of positive feedback and a few issues to be considered next year: no sparklers, restrictions in numbers due to insurance and Martyn's Law

8. To receive a report from West Sussex County Council

FC/427/25

Cllr Bence sent his apologies.

9. To receive reports from Arun District Council

FC/428/25

Cllr Penycate reported on the new proposed food waste collection and its advantages which had already been trialled in 2023/24 in Littlehampton successfully. Next year, all councils in England will be legally required under the Environment Act 2021 to provide weekly food waste collections.

WA/21/25/PL – Land to the south of the Black Horse Pub, Binsted - Cllr Penycate confirmed that the information she had received had been passed on to the appropriate departments at ADC, highlighting the non-compliance and other issues they were dealing with.

RESOLVED: to discuss this planning application at Planning Committee and to support ADC.

Cllr Penycate congratulated Cllr Higham on the goal post and gave a brief update on the re-organisation of Local Government.

10. Police Liaison

FC/429/25

PCSO Caroline Wilson was unable to attend the meeting but sent a report which was read out at the meeting. Refer to appendix 1 at the end of the minutes.

11. Reports – to receive an update on any actions and or issues arising

FC/430/25

Project Management

(Project Manager's report circulated prior to meeting)

- a. WA/74/24/OUT - Land off Arundel Road Fontwell The solicitor who has been acting on the Parish Council's behalf, is leaving and the work has been transferred to another Solicitor.
DISCUSSED: the current negotiations with the developers: that the Parish Council had previously agreed to the provision of services to the boundary with implementation within a set period. The 3 years that had been proposed was insufficient and the Parish Council had requested 5 years. Additional wording was also suggested, 'reasonable endeavours to fulfil'. The Parish Council would then take on the responsibility to provide a facility that is required within the community, within a reasonable timeframe and would be able to stop the clock if the services were not put in.
RESOLVED: to a 5 year period in which to implement the build when the clock starts.
- b. Avisford Grange the previously identified issue with Highways, England had been resolved, and this work was also being transferred to another Solicitor.
- c. S106 – developer funded projects – cycle path. The date for the consultation event is Saturday, 29 November in the Pavilion from 1-3pm. Parish Councillors were requested to attend the event and to arrive earlier to meet the Consultant. Cllrs Riordan, Hewson, Kress Von Wendland, McElvogue, The Clerk and Project Manager can attend.
- d. Bus shelters – the budget had previously been agreed at £40,000 for 3 (2 from this year's budget and 1 from next year). However, due to size of bus shelters, increase in costs and time to implement, the project had to be re-costed and is over budget. Full project costs circulated prior to meeting.
RESOLVED: to continue with the 2 bus shelters for this year's budget.
- e. Noticeboards – The two notice boards for Fontwell are due this week, the installation date is being negotiated.

RESOLVED: the Church could have their noticeboard blue to match their branding.

- f. Signage at the village pond – Cllr J Garlick had looked at the wording for the signage and raised several points which were **DISCUSSED** including liability, fishing, education, fishing licence, health and safety, policing, information notice. The Rivers Trust had visited the pond and made recommendations. Cllr Higham would circulate their report.
RESOLVED all to review the report, review the wording of the sign to a more 'soft sign'.

- g. **Additional projects and costs:**
The additional project updates were **NOTED:**

Pavilion refresh

DISCUSSED the cleaning at the Pavilion which is not being carried out as required. **RESOLVED:** to get a new cleaner and review the contract.

DISCUSSED Emergency lighting –

Annual drain down, check wiring & fittings, label switches & fittings £200.
An additional emergency light and PIR light outside the office / above the steps £180. FCC to be visited to check their emergency lighting too.

RESOLVED: to put on hold until a risk assessment of the Pavilion had been undertaken and costed.

New framed map of the Parish with frame £260, 10% contingency = TOTAL £286 - **APPROVED**

The hand drier had been installed & certificated; the skip came and was filled. Another will be required in the future as there are still items to be removed and remaining items to be stored better, creating a work area for the handyman to enable him to carry out repairs over the winter i.e. bench refurbishments.

The contractor had also cleared behind the Pavilion and the terrace.
NOTED the hard work that had been undertaken by the Project Manager and The Clerk to progress this project.

New Pavilion

The Project Manager had no further updates. Cllr J Garlick suggested that a feasibility study be undertaken which includes consultation with ADC for further advice on what is possible. Also worth taking a statutory search (gas, electric, telephone cables, water, etc) on ground works.

Walberton Play Park remedials

The replacement parts identified in the June ROSPA report were on order for the handyman to repair, 1 - 2 day's work.

The gate has been replaced with a self-close spring.

APPROVED £380 for the 3 days' work for the handyman, playground remedials, works carried forward from October, plus new items to be addressed.

Scout planting

DISCUSSED the costs put forward by the Project Manager for the contractor to assist with the tree planning.

RESOLVED: to get a cost for the contractor to clear half a meter along the edge and let the scouts plant and maintain the trees.

DISCUSSED: the potential of getting a compost bin.

NOTED: the village green fence, the emergency repair had been approved.

Grounds Maintenance

- a. Grass cutting – this is on-going with additional grass cutting.
- b. Tree Maintenance – the contractor had been reminded about the trees and specifically the one on the playing field which presented a risk to safety. This work was being scheduled.
- c. Orchards – all were fine and maintenance had been undertaken recently.
- d. Pound – Cllr C Garlick had undertaken research on other Pounds generally and reviewed the Pound's current state of repair. Would like to take on the project, bring in volunteers etc.

RESOLVED: Cllr C Garlick is to take on the Pound project and to bring ideas to Full Council for approval.

- e. Bins including dog bins – more are required in the Parish (locations previously discussed), a new request was received for one in Binsted. All to be considered at the next budget.

Allotments

- a. Yapton Lane – nothing to report.
- b. Fontwell – Cllr Kress Von Wendland gave a brief update on the current situation of the allotments and suggested a change to the operation of the Fontwell allotments. He suggested to keep the banking separate from the other allotment sites and within the Parish Council. Also to have a representative from Parish Council on the Allotment Committee.

RESOLVED to Cllr Kress Von Wendland's suggestions and that he be on the Allotment Committee.

Recreational Activities

- a. Village Pond (including maintenance) – This was discussed earlier in the meeting, refer to item 4.
- b. Playing Field – to ensure that the Village Hall re-seed the area after bonfire night.
DISCUSSED the goal post and the outstanding issues. Although the contractor had been chased there was no further update. Payment was being withheld. A spelling mistake on the signage was raised, and this would also be taken up with the contractor.
- c. Avisford Grange Tennis Courts – received payment and nothing to report.
- d. Fontwell MUGA – nothing to report
- e. Play area – Walberton – this was discussed earlier in the meeting under item 11. Plus the contractor had been contracted regarding the mole holes.
- f. Play areas – Fontwell – nothing to report.

Community Buildings

- a. Village Hall – nothing to report.
- b. Pavillion – this was discussed earlier in the meeting, under item Project Management item 11.
- c. Fontwell Community Centre – all was running well, and the handyman has been requested to carry out some work.

Community Resilience

- a. Defibrillators – **DISCUSSED** the poster for the next defibrillator training session and the Circuit needed to be updated.
- b. Emergency room, Yapton Village Hall – nothing to report.

Youth Council

There was no update on the next meeting although the Youth Council will be involved with the improvements at the Village Pond.

Walberton & Binsted CofE School

CLlr Hewson gave a report and confirmed that he and CLlr Evans attended the Harvest Festival which was good. The next meeting with the Head Teacher is later in the month.

Communications (web site, social media, Parish magazines etc.)

CLlr Higham requested that other Councillors could volunteer to write articles for the Parish News etc.

12. Asset Register and Parish Online mapping

FC/431/25

- a. DISCUSSED the mapping layers which had previously been circulated and was being dealt with by the Clerk and CLlr Higham.

13. Finances - DECIDED to review this item in full at the Budget meeting in December.

FC/432/25

- a. To note current financial position of the council. (report circulated separately).
- b. Review expected Revenue – Precept, S106 and CIL.
- c. VAT - To note any VAT refunds due.
- d. AGAR – External Audit for Year End 31 March 2025
- e. Business plan – a review against assets and future plans is to be undertaken soon.

14. Budget Review - DECIDED to review this item in full at the Budget meeting in December.

FC/433/25

- a. To review the budget position as at the end of the month
 - b. Reconcile quarterly accounts
 - c. Consider quotes and payments
- Due to time, the quotes and payments (previously circulated) were approved outside of the meeting on 5 November 2025.

15. Section 137 Grant awards

FC/434/25

CONSIDERED and **APPROVED** Grant applications. The Clerk is to investigate if CIL payment would be an appropriate spend for one of the projects.

16. Legal matters

FC/435/25

- a. Legal compliance – nothing to report
- b. Insurance – nothing to report.
- c. Policies – Finance Regulations were in the process of being updated
- d. Bye Laws – review – nothing to report.

17. Staff matters

FC/436/25

Nothing to report.

18. Any other business

FC/437/25

DISCUSSED: Remembrance Sunday, the flag will be taken down and given to the Church to go with the lamps. The Parish Council would donate £75 to the Royal British Legion.

The Parish Council thanked Patrick and Brian for the installation of the silhouette soldiers.

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

FC/438/25 The date of the next meeting is to be Tuesday 2 December 2025 at 7.15pm at
Fontwell Community Centre.

There being no further business, the meeting closed at 10.20 pm.

Signed.....
Chair

Date.....



Sussex Police Parish Report November 2025

Incidents of note for October

01/10 – West Walberton Lane – Report of suspicious males at a property, caught on CCTV
03/10 – Cob Lane – Damage to window
06/10 – Parsons Walk – Stolen van found in road
08/10 – The Street – Burglary to house (between 25/09 – 08/10)
13/10 – Deans Close – Insecure vehicle entered and searched
22/10 – Wandleys Lane – Theft of handbag and coat from insecure car
23/10 – Eastergate Lane – Vehicle damage to fence on green, driver left scene
31/10 – Brittens Lane – Theft of phone from insecure car

If you see any address that e-bikes or scooters are frequenting, please call this into 101 as this is a valuable line of enquiry. We are aware they travel through the village, but currently do not know if they are stopping locally. Please help us if you see them in a particular location!

I am now doing monthly drop-ins at the coffee morning in The Pavilion. My next one is on 07/11. I will be there between 1030 and 1130.

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 on caroline.wilson@sussex.police.uk