



**WALBERTON PARISH COUNCIL  
INCLUDING FONTWELL AND BINSTED**

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## **General Purposes Committee**

### **DRAFT MINUTES SUBJECT TO THE APPROVAL OF GENERAL PURPOSES COMMITTEE 15 OCTOBER 2026**

#### **MINUTES OF THE MEETING OF WALBERTON PARISH COUNCIL GENERAL PURPOSES COMMITTEE HELD IN THE PAVILION AT 7.15pm ON THURSDAY, 9 APRIL 2026**

- 1. Record of attendance and apologies**  
**GP/153/26** In attendance were Cllrs McElvogue, Riordan, Hewson  
The Project Manager, V Harris  
The Clerk: S Turner  
One member of the public was present  
Apologies were received from Cllr Evans and Kress Von Wendland.
- 2. Declaration of interest and dispensations in items on the agenda**  
**GP/154/26** a. To receive disclosures of interests and requests for dispensations from members.  
Cllr McElvogue declared a personal and pecuniary interest in item 6. Report from the Project Manager. However, in order that the meeting be quorate Cllr McElvogue would remain in the meeting but without a vote or comment.
- 3. Confirmation of previous minutes**  
**GP/155/26** To note that the minutes of the last General Purposes Committee of 17 June 2025 (previously circulated) had been confirmed as being a true record of the business conducted at Full Council on 16 September 2025.
- 4. Matters arising**  
**GP/156/26** To note that it had been resolved to formally dissolve General Purposes Committee and transfer back to Full Council meeting as agreed on 17th June 2025, General Purposes Committee, item GP/281/25. It was resolved to reinstate General Purpose at Full Council.  
  
**GP/157/26** The Clerk requested that item 6, Project Manager's report be brought forward on the agenda. **AGREED** and Item 6 was presented.
- 5. To review the Terms of Reference**  
**GP/158/26** Was moved down the agenda to be presented after item 6.
- 6. To receive a report from the Project Manager (Previously circulated)**  
**GP/159/26**

Going forwards, the Committee would like a grounds maintenance report, with topline points presented at GP Committee meetings.

The report was **NOTED** and **DISCUSSED**.

- a. Avisford Grange - once the transfer has been completed, the parks will require work due to their current neglect. **AGREED** that costs to be provided to make the play equipment safe and useable, investigate the state of the grounds and future maintenance of the grounds.

**DISCUSSED** closing the play parks to undertake an inspection immediately after the transfer has been completed. Requested what additional costs would be involved for a play area inspection?

- b. The Allotments – The water has not been connected yet. The Project Manager is working with Cllr Kress Von Wendland on plot size.
- c. Fontwell Allotments – discussed water troughs and whose responsibility are they?
- d. Cycle path improvements – the Project Manager is to meet with WSCC and the cycle path designer next week to discuss current situation and processes involved. The Clerk is also to attend.
- e. Bus Shelters – the Project Manager and The Clerk had a productive meeting with WSCC on what would or would not be permitted for bus shelter design and location.
- f. Pavilion Refresh  
Items are required. A business account needs to be set up for the Parish Council. The Clerk is to look into this.
- g. **DISCUSSED:** The process for quoting for contracts and which contracts should be posted on the website for transparency. The Council to work towards an approved suppliers list.
- h. **RESOLVED:** the cost for the emergency lighting outside the Parish Office door.
- i. **RESOLVED:** no chalk to be drawn on the path tarmac alongside the Pavilion as it cannot be removed.
- j. Committee **AGREED** to the installation of the radiators as a priority as the damp was noted. However, Policy required Full Council to agree and further approval would need to be sought.
- k. The Committee were unable to discuss the Asset Register. **RECOMMENDED** by Cllrs Riordan and Hewson that the completed Asset Register and payment be approved at next Full Council.
- l. Need to consider play park inspections for the new play areas. The Parish Council would like to know what options there are.
- m. **Grounds Maintenance**  
Weed Spraying at Fontwell Meadows – may be required again at Fontwell. There is an underspend in last year's budget to enable a second spray. The grounds have also been rolled.

- n. **RESOLVED:** That the trees at Fontwell Meadows are inspected.

The Project Manager and member of the public left the meeting at 8.10pm

- GP/160/26**      **To review the Terms of Reference (item 5)** was moved down the agenda to be presented after item 6.
- a. Unable to review the Terms of Reference for GP Committee as insufficient Cllrs present.
  - b. **DISCUSSED** to use updated asset register as a forward maintenance register, with costs against it using Parish Online
  - c. **RESOLVED:** if required to exclude members of the public from item on GP Committee, to enable discussion around the maintenance schedule which would then be reported to Full Council. The Maintenance schedule will hold commercially sensitive data.
  - d. **RESOLVED:** Delegated powers remain with Full Council.

- 7.**                      **Grounds maintenance** (review against current forwards maintenance plan)  
**GP/161/26**
- a. Grass cutting – discussed in item 6
  - b. Tree Maintenance – discussed in item 6
  - c. Orchards – broken fencing at Orchard by the Village Green, Project Manager obtaining quote.
  - d. The Pound – the Perspex in the information board, bench and paving need to be reported back to the Project Manager, health and safety aspects.
  - e. Bins including dog bins – more are required and some need to be moved. Require multi purpose bins.

- 8.**                      **Allotments**  
**GP/162/26**
- a. Yapton Lane
  - b. Fontwell
- To be removed from the agenda and go to Full Council.

- 9.**                      **Recreational Activities**  
**GP/163/26**
- a. Village Pond (including maintenance)
  - b. Playing Field – The Cricket Club to be contacted regarding the drone survey and if the cricket pitch orientation is to be changed. The Parish Council has taken on the grounds maintenance behind the cricket nets
  - c. Avisford Grange Tennis Courts – stay on agenda by exception
  - d. Fontwell MUGA – to be removed from the agenda and to go to Full Council.
  - e. Play area - Walberton
  - f. Play areas - Fontwell

- 10.**                     **Community Buildings**  
**GP/164/26**
- a. Village Hall – leave on agenda by exception
  - b. The Pavilion
  - c. Fontwell Community Centre

- 11.**                     **Any other business**  
**GP/165/26**              None

- 12.**                     **Date of next meeting.**  
**GP/166/26**              The date of the next meeting of 7.15pm Thursday 15 October 2026 in the Pavilion

There being no further business, the meeting closed at 9 pm.

Signed.....  
Chair

Date.....

DRAFT