

FERRING ROADS SCHEME ASSOCIATION

Minutes of the Executive Committee Meeting

held on Wednesday 16th July 2025



- 1. MEMBERS PRESENT:** Jackie Ring (Chairman) Clive Butcher (Roads Liaison)
David Champ (IT & Website) Shirley Ellerbeck (Publicity)
Graham Groom (Roads) Sue Samuels (Treasurer)
Simon Thompson (Gardens) Pauline Edwards (Secretary)

2. APOLOGIES:

Nikki Hall offered her apologies for not being able to attend meeting.

3. CHAIRMAN'S WELCOME:

All were welcomed to the meeting, with no changes required to agenda. Chairman Jackie Ring thanked the committee for their responses on future spending on road repairs that were required in between meetings.

4. MINUTES OF PREVIOUS MEETING:

The minutes of the May 2025 meeting were approved as a true and accurate record. The Chairman signed and dated them accordingly.

5. REPORTS

Treasurer

Completed Action Point: Second payment reminder letters in process of being hand delivered, email letters already sent.

Total funds in hand stood at £250,000. Treasurer was pleased to report that just from email reminders, seven outstanding membership payments had been received. Year to date for solicitor fees is £2200 and arrears from 2024 and prior membership fees has been recorded as £3750. Large payments for drain/gully and road repairs work should be expected in the next quarter.

Action Point: All third reminder letters to be hand-delivered in October 2025.

Roads Sub-Committee

Completed Action Points: Second phase 2025 drainage repairs.
Approval given by committee to proceed with 2025 first phase road repairs.

Drainage

Second phase of drain/gully repairs was completed at the end of June 2025, affecting twenty sites. It has been agreed that the annual gully clear will take place at the end of 2025, early 2026, following all scheduled work for road and further drain repairs.

Chairman raised the matter of potential drain repairs/maintenance required on sites within private property. It was agreed that each case would be individually assessed by Clive Butcher, Roads Liaison and possible further advice taken from our appointed consultant engineer. The need for any work would solely be for the benefit to the FRSA drainage network and not that of individual property owners.

Third phase drain repairs list now to be created and costed based on historical data held from previous inspections.

**Action Point: Confirmation of date for annual gully clear
One drain on private property to be inspected.
2025 third phase drain repairs to be costed.**

Road Repairs

The minor road repairs, first phase list, has been identified and with the aid of appointed consultant engineer now quoted. Committee approved quote mid-meeting, and work is scheduled to start w/c 21/7/2025. Relevant scheme members have been advised. It should be noted that this work could span over two to three months, primarily to make it as cost effective as possible.

**Action Point: Update at next meeting with first phase road repairs.
Second phase repairs list to be costed.
Annual road sweep date to arranged, likely December 2025.**

Gardens

Ocean Parade garden site agreement still in progress. Committee agreed that if no further response is received from P & F Estates Ltd, then they will be advised that the FRSA will continue to maintain garden site as in previous years. Work on plum tree on site was urgently required, and it is noted that some brickwork edging will need future maintenance work: more likely replacement.

Clover lane site has had work completed in central area and further work is in progress for potential planting in October/November 2025. Quote for replacing wood edging on this site with metal product was agreed at meeting.

Bench at Langbury Lane continues to be a problem with ascertaining ownership. Both West Sussex County Council (WSCC) and Ferring Parish Council (FPC), have constantly referred the FRSA back and forth amongst these two parties: neither of whom at present are willing to confirm ownership, hence responsibility for repair. WSCC sent out an inspector who deemed the bench unsafe and taped it off. The FRSA have been advised by FPC to request that this matter be added to agenda for next meeting of Environmental Liaison Committee.

Action Point: **Conclude form of agreement for Ocean Parade garden site.
FRSA signage on Clover Lane site, post completion of works
Planting costings for centre section of Clover/Barbary Lane
Costings for repair/replacement of brick edging Ocean Parade**

Publicity

Article was published in July 2025 edition of All About Ferring. Next article is to be published in October 2025 edition; copy deadline being first week September.

Action Point: **Draft to committee for approval, end August 2025.**

IT & Website

Web site fully updated with minutes and published material. FRSA have been praised by new scheme members on the quality of the web site; very informative for new property owners.

Road Wardens

Second reminder letters with Nikki Hall. Delivery is expected to be completed by end of July 2025.

6. REVIEW OF CONSTITUTION DOCUMENT.

Completed Action Point: Fourth draft circulated to committee.

This document has been approved by the committee and FRSA will request adoption of document by scheme members at a Special General Meeting within the 2026 AGM.

ACTION POINT: **Secretary to produce summary of changes made to 2021 constitution document.**

7. 2026 AGM

Action Point **Secretary to draft/outline AGM paperwork required for September 2025 meeting.**

8. CHAIRMAN AOB

The Chairman stated that typical lead time for road and drain repairs is currently around six to nine months from FRSA involvement to completion of work.

9. COMMITTEE MEMBERS AOB

It was agreed that the Web Site should state more implicitly that membership fees are for the benefit of all maintenance completed on the FRSA road network and five garden sites not just for issues raised immediately around their property.

It was requested that 2026 scheme membership fee review should be included in the agenda for September 2025 meeting.

Action Point: **Amend web site for clarity on spend with scheme membership fees.**

10. DATE OF NEXT MEETING

Date set for 10th September 2025, usual start time of 6pm.