



EAST PRESTON PARISH COUNCIL

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AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 10th August 2020 at 19.00, via the Zoom online meeting application.

PRESENT: Councillors R McElroy (Chair) S Toney (Vice Chairman), Councillor D Moore. B Gale, S Wilkinson and E Linton.

ALSO: Dawn Reid (Assistant Clerk to the Council)
Councillor C Bowman
Simon Cross (Clerk to the Council)

APOLOGIES: None

The meeting opened at 19:00, Councillor McElroy (Chairman) welcomed the attendees. Councillor Bowman attended the meeting as an impartial observer.

The meeting was held in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and the council's own *Protocol for Remote Meetings*.

543/20 APOLOGIES AND REASONS FOR ABSENCE

All committee members were present.

544/20 PERSONAL AND/OR PREJUDICIAL INTERESTS

Councillor McElroy asked councillors to declare any Personal/Prejudicial Interest prior to the agenda item being discussed.

545/20 PUBLIC QUESTION TIME

No members of public were present at this time.

546/20 MINUTES OF THE AMENITIES MEETING HELD ON 15th June 2020

The draft minutes had been circulated to all Councillors on 26th June 2020 asking for suggested amendments by 2nd July 2020. No amendments had been received.

The committee **AGREED** the Chairman could sign the Minutes as a true record of the meeting held on 15th June 2020.

Cllr McElroy will duly complete this task.

547/20 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

The committee NOTED the following update report which had been circulated in advance to the meeting:

Matters Arising from previous Minutes and not covered on this Agenda

Matters Arising from 18th March 2019

Minute 262/19 - Planter outside northern shops in Sea Road:

The bollards have now been fitted in place, over the years the block paving has sank from vehicles running over it and the grass is looking very poor. I asked Matt Southern, WSCC highways, to consider repairing the area. Matt responded saying “it doesn’t look like it is a safety issue and I will take a look but if it’s not intervention level, there’s nothing I can do I’m afraid”

I have asked the council’s handy man to measure the inside of the triangular area, to see if there is room to add a planter as the committee previously mentioned.



Dawn Reid – Assistant Clerk to the Council

29th July 2020

The committee NOTED the bollards had been installed on the corner outside the northern shops in Sea Road.

The Assistant Clerk informed the committee she had spoken with Courtenay, Ferring Nurseries and he said he will measure the area for a planter, he suggested a knee high moveable planter, as it would sustain less damage should it be hit by a vehicle.

Matters Arising from 9th September 2019

Minute 767/19 - To receive an update on relocating the table football table: Permission has been granted by ADC to relocate the football table to Lashmar Recreation Ground. The six new Interlocking Ground Reinforcement Tiles, to be placed either side of the table have arrived at the office. Councillor Toney will be arranging for the firemen to carry out the move shortly.

No further updates to the date of writing this report.

Dawn Reid – Assistant Clerk to the Council

29th July 2020

The committee NOTED the progress on relocating the table football table to date.

548/20 PUBLIC TOILETS – SEA ROAD – a) To receive an update on the refurbishment project

The committee NOTED the following paper which had been circulated in advance of the meeting:

The two Unisex toilet doors were refitted on Tuesday 16th June with the new external locks, indicating if the toilets are in use or not. The locks appear to be working well. The additional lock was also fitted to the HAT door, the council can now override the radar key lock system and close the toilet should it be needed. Councillor McElroy was on site during the day and was satisfied the company had completed the work as agreed.

The council's handy man has now fixed the Opening Times signage and Donors plaque on the external east facing wall.



Cloud 9 carried out the minor repairs to the Unisex toilets flushing mechanism, both Councillors Toney and McElroy have both tested the flush and it appears to be working well, the toilets were therefore re-opened.

The Clerk received a complaint from a resident living opposite the toilets, regarding the lights on the toilet block being very bright and shine into at least one house across the road.

The Clerk contacted Lauren Willard, Project Manager to ask if something could be done to make the lights not so bright. Lauren is contacting the electrician at Cloud 9, to try and resolve the problem.

There council received a report from Toni McElroy Chair of EPKVH Committee, that a few young men are gathering around the rear of the toilets at the Unisex toilet end. They are congregating on the recess wall and there is evidence of drugs ie: wrappers in the bushes and spliff ends on the floor.

Toni looked at the Village Hall CCTV footage and it appears to have been happening for up to 10 days. The men arrive just after 10pm, it is not clear if by car or foot. Toni has reported it to the police and asked the council if they can also report it. The Clerk has reported it to the Anti-Social Behavior team at ADC.

There has been no reports or visual signs of damage to the toilets but I have asked Bill, Arun Cleansing to inform his staff to be extra vigilant.

Dawn Reid – **Assistant Clerk to the Council**

28th July 2020

The Assistant Clerk contacted Bill, ADC Cleansing to enquire if any additional cleaning measures are in place at the toilets, to help fight the spread of COVID-19. The Assistant Clerk read out the following email received from Bill:

“There is no particular instructions written but we advise that the current system of cleansing includes wiping and disinfecting surfaces such as hand driers, seats, door handles etc. This of course only works until the first member of the public uses the facilities. We do attend at least 3 times daily including opening and locking the toilets”.

The Assistant Clerk informed the committee signage regarding COVID-19 and washing hands, was being displayed in the toilets and asked the committee if there is anything else required.

The committee ACKNOWLEDGED the current system in place and AGREED at this time there are no further instructions required.

Councillor McElroy has been monitoring the area and reported the young men are still gathering around the rear of the toilet block until quite late in the evening, there is evidence of drugs and he believes the problem has moved on from another place in the village.

The Clerk has reported this problem to the Anti-Social Behavior team at ADC and the Village Hall has reported the problem to the police.

549/20 SEA ROAD – BEACH ACCESS a) - To receive an update on ensuring the future of access to the beach at the bottom of Sea Road

The committee NOTED the following paper which had been circulated in advance of the meeting:

No further updates to the date of writing this report.

Dawn Reid – Assistant Clerk to the Council

28th July 2020

The committee NOTED that until the bollards have been replaced, there will be no updates to this item.

550/20 SEA ROAD – BEACH ACCESS b) - To receive any update on replacing the concrete bollards at the beach access at the bottom of Sea Road.

The committee NOTED the following paper which had been circulated in advance of the meeting:

The four replacement bollards have been ordered: Removable Manchester Plastic Bollard, total cost £1045.44 exc VAT.



When the bollards arrive the Assistant Clerk will organise an installation date with the council's handy man.

The council's solicitor quoted £150.00 plus vat, to send a letter on the council's behalf, to inform the caravan park owner of the council's intentions to replace the bollards. Councillor McElroy agreed the letter should be sent out approximately 3 working days prior to the installation date and any correspondence should be directed to the council's solicitor.

Dawn Reid – Assistant Clerk to the Council

28th July 2020

A discussion took place and Councillor Linton queried the solicitors £150 charge, to send out a letter on the council's behalf. Councillor Linton was unsure of solicitors current charges but she felt this was expensive.

Councillor McElroy felt the letter to the Caravan Park Owners should be sent from the council's solicitor and any responses should be directed back to them, to ensure all is kept legal.

The Assistant Clerk will contact the council's solicitor and query the amount quoted for sending the letter.

551/20 EAST PRESTON VILLAGE GREEN – a) To receive an update and information relating to the CCTV

The committee NOTED the following paper which had been circulated in advance of the meeting:

As suggested by the committee, I have contacted Marc Seager, D-TECT to arrange a date for him to set up the CCTV on my desk top computer. I am just waiting for Marc to agree a date.

Dawn Reid – Assistant Clerk to the Council

30th July 2020

The Clerk reported to the committee, that the CCTV is all working well.

Councillor Wilkinson informed the committee, along with the Assistant Clerk, he had carried out a site visit to inspect the upgraded power supply, on the north western corner of the Village Green. Unfortunately, he was unable to open the new manhole cover and asked the Assistant Clerk to contact SSE, to enquire how the council would be able to independently access the power supply.

The Assistant Clerk informed the committee she had contacted Simon Francis, SSE and Simon said will carry out a site visit and advise the council on how to gain access, via the man hole cover.

552/20 EAST PRESTON VILLAGE GREEN - b) To receive any update on the Kim Taylor memorial bench on the Village Green.

The committee NOTED the following paper which had been circulated in advance of the meeting:



The Assistant Clerk informed the committee the council has received the total payment for the installation of the bench and that [REDACTED] was extremely pleased with the result and she has passed on her thanks to the committee.

Dawn Reid – Assistant Clerk to the Council

27th July 2020

The committee **ACKNOWLEDGED** the bench had been installed and is waiting for the memorial plaque to be added. and **AGREED** this item can now be removed from the Agenda.

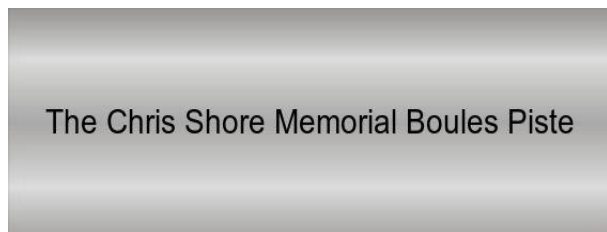
553/20 EAST PRESTON VILLAGE GREEN- c) To receive an update Village Green Boules Piste general maintenance.

The committee NOTED the following paper which had been circulated in advance of the meeting:

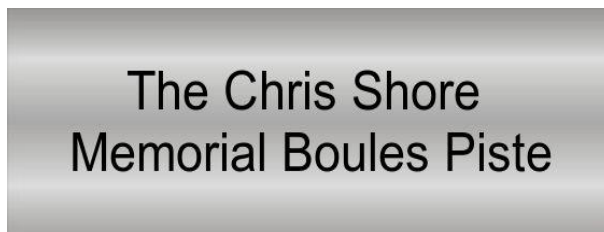
The council's handy man, Mark carried out the annual re-dressing and the service users have begun resuming play. If the committee is happy to have Mark continue to apply the annual dressing it can be added to his job list.

A local resident has offered to help with the administration of the piste. As this offer was just made in passing to Simon it is a bit unclear at the moment what his offer covers and does not cover. Now it is possible to have a meeting with the gentleman on the bench outside the office, Simon will get in touch with him. Another name was put forward but when Simon contacted him he lives in Angmering and did not think it practical for him to bear any responsibility for the piste.

The committee is also asked to consider renaming the boules piste to the Chris Shore boules piste. This suggestion came from the Clerk as without Chris there would be no boules piste and a simple plaque either on the sleepers around the piste or on the piste noticeboard would be a nice, simple gesture of commemoration. A stainless steel plaque measuring 225mm x 75mm would cost approximately £70 and would look something like this.



or



Dawn Reid – Assistant Clerk to the Council

28th July 2020

The committee ACKNOWLEDGED the annual re-dressing on the Boules Piste was carried out by the council's handy man and will wait for an update on the administration and general maintenance plan, when the Clerk has met with the gentleman concerned.

The committee AGREED unanimously to rename the Boules Piste, the 'Chris Shore Boules Piste', in commemoration of Mr Shore who had founded the Piste.

The committee AGREED to placing a memorial plaque and favoured the second design.

554/20 EAST PRESTON VILLAGE GREEN- d) To consider the application to place a Chris Shore memorial bench, close to the Boules Piste

The committee NOTED the following paper which had been circulated in advance of the meeting:

The committee has received an application from [REDACTED], to place a Chris Shore memorial bench on the Village Green. Lyn wrote her preferred area would be:

*'As Chris instigated the construction of the Boules Piste, we would ideally wish for his bench to be situated near the piste'
'or at the western end of the green.'*

Dawn Reid – Assistant Clerk to the Council

25th June 2020

The committee thanked [REDACTED] for application to place a Chris Shore memorial bench near to the Boules Piste.

The committee voted and AGREED unanimously to the request to place a Chris Shore memorial bench near to the Boules Piste.

Councillor Linton will arrange to meet the Assistant Clerk to confirm the exact place to locate the bench.

The Assistant Clerk will inform [REDACTED] of the committee's decision and begin making the necessary arrangements.

555/20 EAST PRESTON VILLAGE GREEN- e) To consider an application for a Steve Lown memorial bench on the Village Green.

The committee NOTED the following paper which had been circulated in advance of the meeting:

An application has been received from [REDACTED], to place a Steve Lown memorial bench on the Village Green. I met [REDACTED] on 13th July, [REDACTED] informed me Steve used to occasionally cover for the council's handy man and has re painted benches for the council in the past. [REDACTED] preferred location for the bench is at the southern side of the Village Green just in front of the large oak tree, which is centralised to the cottages. This is not directly in front of any of the cottages rear entrances.

I wrote to the adjacent property owners to see if they had any objections to the council placing a bench at the south side of the Village Green. So far I have received one response, requesting the proposed location of the bench faces in to the Village Green, is at least 8 metres from the property fence and requesting a litter bin be installed adjacent to the bench.

[REDACTED] sent the following choices of benches: <https://www.garden4less.co.uk/shop-for/Garden-Benches?Range=Sandwick> The bench comes in several colours, Teak, Stone Grey, Powder Blue and Duck egg.



Dawn Reid – Assistant Clerk to the Council

25th June 2020

The committee thanked [REDACTED] for her application to place a Steve Lown memorial bench at the southern end of the Village Green.

The committee voted and AGREED unanimously the request to place a Steve Lown memorial bench at the southern end of the Village Green. The committee AGREED its preferred choice was the teak coloured, recycled bench.

The Assistant Clerk will inform [REDACTED] of the committee's decision and begin making the necessary arrangements.

The committee ACKNOWLEDGED the correspondence received from the adjacent property owner and AGREED to the bench being situated at least 8 metres from the property fence and facing inwards to the Village Green.

A discussion took place regarding the request to install a waste bin and exactly where it could be located.

The committee AGREED to the request to install a waste bin and asked Councillor Linton to carry out a site visit, to confirm the exact place to locate the bench to situate the waste bin.

Once the exact place to locate the waste bin has been confirmed, the Assistant Clerk will contact ADC to request the litter bin be installed.

556/20 EAST PRESTON VILLAGE GREEN CAR PARK – a) To receive any updates on the Village Green Car Park scheme

The committee NOTED the following paper which had been circulated in advance of the meeting:

I have contacted Gavin, One Parking Solutions again, to remind him of the additional 15 minutes' grace period signage. To the date of writing this report I have received no further information.

Dawn Reid – Assistant Clerk to the Council

22nd July 2020

The Assistant Clerk updated the committee, she had received an email that afternoon from Gavin Price, One Parking Solutions, Gavin had emailed the printers and as soon as they send the PDF proofs, he will send them for approval before printing. Gavin asked if the council had discussed or considered One Parking Solution installing an ANPR camera, as appose to the manual patrols.

The Assistant Clerk enquired how much it costs for manual patrols and how much would it cost to install the ANPR system.

Gavin emailed: *“The costs are heavy with manual patrols as is every industry, ANPR will give us the flexibility to renew our deal on more favourable terms for EPPC”. The installation for ANPR is free for EPPC.*

A discussion took place on vehicle recognition and how the ANPR system works. The committee were in support of the idea in principle and AGREED that Councillor McElroy will seek further information, on what type of ANPR system One Park Solution is offering and report back to the committee.

557/20 EAST PRESTON VILLAGE GREEN CAR PARK – b) To receive an update on the Village Green Parking scheme contract.

The committee NOTED the following paper which had been circulated in advance of the meeting:

The following correspondence was received in response to the Public Consultation on the parking situation and traffic management and apologies for the late response. Councillor McElroy requested the responses should be considered at this meeting.

25/6/20	Cloud 9 Contractors	We would like to propose that the car park is used for local businesses on a permit basis, which would improve the general parking situation in Sea Road and the surrounding roads.
26/6/20	Brennan and Chatterton Estates	<p>The access road in front of our office (running from the Clockhouse to ABS) could be turned into parking spaces set at an angle – similar to ones in front of the shops at Rustington. This would allow for more cars to be parked and stop cars parking in such a way as to cause pinch points with cars parked outside the shops/cafes on the west side of Sea road.</p> <p>We would also support the continuation of the car park being chargeable, <i>if</i> the local businesses could purchase an annual permit to use it. If this would not be possible, then we would like to see the car park become a “free” to park area once again.</p> <p>Due to the nature of our business, we do need to have access to our vehicles throughout the day while conducting viewings, so for sure we would like to find a solution rather than having to park on yellow lines and/or causing pinch points on Sea Road.</p>

6/7/2020	J Electrical	We personally feel that the car part should be made the use of all the shop keepers and staff only, this will clear all the road and make visitors be able to park easily outside the shops and the street would look clear again bringing back the village vibe.
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The existing contract with One Park Solutions becomes a 30-day rolling service agreement on 21st August 2020. The agreement can be terminated by either party upon 30 days' written notice.

Around 9am on the 8th July, the local PCSO issued a very stern and loud final verbal warning, to all the business owners whose cars were parked on and around the central reservation. The PCSO said next time he would issue fines and he will be monitoring the area more frequently. All the cars were swiftly moved.

Following this several residents have been to the office, to say how the area looked much better without all the inconsiderate parking.

Concerns have already been expressed to the council over the negative impact the removal of more parking from the southern end of the village may have on local businesses, although most correspondents appreciate the safety need for additional parking restrictions in the area.

With the contract now moving to a rolling contract, that perhaps gives the council some more power in the scheme of things. Only a small percentage of takings comes from people using the car-park after 6pm. Perhaps the committee could consider making the car-park free to use overnight. Perhaps the council could also look at extending the grace period either to half an hour or an hour even.

In light of the recent Traffic Regulation Orders which have been published in the council's newsletter, the committee may wish to reconsider the parking charges situation and traffic management.

Dawn Reid – Assistant Clerk to the Council

28th July 2020

Councillor McElroy asked the committee to consider the further correspondence which had been received.

The committee thanked the businesses for their correspondence and suggestions on how the car parking situation and traffic management in the area, could be improved.

A lengthy discussion took place and the committee AGREED to continue with the existing parking scheme, on a rolling contract basis, with a view to continually reviewing the situation.

The Assistant Clerk will inform One Parking Solutions of the council's decision.

The committee asked the Assistant Clerk to clarify with One Parking Solutions what percentage of the car parking profits the Council receives.

The Clerk asked the committee to consider if the overnight parking charges were needed?

A discussion took place and the committee AGREED to removing the overnight parking charges, between the hours of 8pm and 8am, with regular reviews over a period of time.

The Assistant Clerk will inform One Parking Solutions of the council's decision.

The committee asked the Clerk and Assistant Clerk to inform the public about the removal of overnight charges in the car park, via the council's Newsletter, website and to place signage in the carpark.

558/20 REQUEST TO HOLD EVENTS ON THE VILLAGE GREEN

There were no requests to hold events on the Village Green.

Dawn Reid – Assistant Clerk to the Council

29th July 2020

The Assistant Clerk updated the committee, a request had been received from Nic & Bens Entertainments, to hold a Children's Fun Fair (aimed for under 14 year olds) on 29th, 30th and 31st August on Warren Recreation Ground.

The committee asked if the event clashed with any cricket fixtures. The Clerk reported there is a Und 13's cricket fixture on 31st August.

A lengthy discussion took place surrounding the current climate and social distancing and the committee agreed that policing the event would be extremely difficult. Councillor Linton reminded the committee the Food and Drink festival held on the Village Green had been cancelled, due to the issues surrounding social distancing and policing. Councillor Moore advised the committee, other youth organisations such as the cadets, were not running any of their events until after October.

The committee voted and AGREED unanimously, not to allow the Children's Fun Fair event to take place.

The Assistant Clerk will inform Nic & Ben's Entertainments of the council's decision.

559/20 BANK AT THE JUNCTION OF LASHMAR ROAD AND NORTH LANE a) To receive an update on clearing the bank area at the south-western corner of Lashmar Road

The committee NOTED the following paper which had been circulated in advance of the meeting:

Dave, Tivoli Group informed me, the area was sprayed again in 3rd June and will be we now need to respraying again in August or September ready to plant in the autumn. Dave's team will cut down the nettles/brambles on the left hand side and respray them as they had been previously missed.

This work is all included under the original work quote, if any further work is required, it will be invoiced to the council. Dave again reiterated a maintenance programme needs to be agreed for the upkeep of the area. I have asked Dave if he could quote for continuing with the programme of keeping the weeds and brambles under control for one year and then the committee can review this and decide if to add it to Tivoli's Annual contract.

Courtenay, Ferring Nurseries has offered to place a raised planter, as used around the village. He will be taking measurement and then provide details and a quote for the committee to consider, the future upkeep of this can be added to the Annual Flower Planting contract.

On the 23rd June and again on 3rd August the council received correspondence from [REDACTED] regarding the area looking scruffy and untidy and enquiring what was happening with the area. After the area had been 'strimmed', for the second time, there was rubbish left, including glass bottles, cartons, polythene bags and general refuse. I managed to collect a full black bin bag of rubbish from the area. [REDACTED] have requested a waste bin be installed.

The committee is asked to consider [REDACTED] request for a waste bin to be installed in the area.

Dawn Reid – Assistant Clerk to the Council

28th July 2020

The Committee NOTED the progress to date on this project.

The Assistant Clerk reported, on the second litter pick on 6th August there was not very much litter, approximately half a bin bag was removed.

The committee discussed [REDACTED] request, to place a waste bin at the site and AGREED to consider this when the project was complete.

The Clerk said he would speak to the Village Orderly, with a view to him clearing any litter in the area and monitoring he area.

Councillor Toney informed the committee he had visited the site and he felt it is going to be very difficult to keep on top of the regrowth of brambles and other vegetation, due to the roots being so well established. He suggested a way forward would be to bring in a digger and remove the vegetation's roots.

The Assistant Clerk informed the committee she had a conversation with Courtenay, Ferring Nurseries and he said the same, he said it will be a constant battle to keep on top of the vegetation and he was glad to hear that Tivoli Group were on board with the ongoing maintenance.

The committee asked the Assistant Clerk to correspond with Tivoli, regarding Councillor Toney's suggestion to dig out the area and report back to the committee.

19:47 Councillor Bowman left the meeting.

560/20 TREES - a) – To receive an update on the Annual Tree Inspection recommendations.

The committee NOTED the following paper which had been circulated in advance of the meeting:

Tom, The Urban Tree Specialist carried out the Priority level 1 tree work, on 23rd and 24th June 2020. The only remaining Priority level 1 tree work is, to Install a Cobra™ non-invasive brace system to the Sycamore tree in the Village Hall car park, this is to safeguard against potential union failure.

Toni McElroy, Chair EPKVH Committee contacted the council and requested the Sycamore tree should also be cut back. The Village Hall are having issues with squirrels, they are gaining access via the overhanging branches and then jumping in through the open window vents. Due to COVID-19 the vents have to remain open for air circulation,

I have asked Tom to provide a quote for this work.

Dawn Reid – Assistant Clerk to the Council

29th July 2020

Councillor Gale declared a personal interest in this item, as she has contracted The Urban Surgeon's for their services recently.

The Committee NOTED the request by the Village Hall Foundation to cut back the large self-seeded Sycamore tree next to the Miller Barn.

The Assistant Clerk read out the following email received from Tom, the Urban Surgeon, regarding the Sycamore tree:

A general guide for a crown reduction of a tree such as this is 30%. That tends to be the approximate level that a tree like that can take without stressing it too much and is generally a level around which you can create a nice shape still keeping within the green. Sycamores are hardy trees so can take a pollarding (beyond 30%) if you were keen to go further with it but that wouldn't be my recommendation. I would certainly say the tree is older than 39.

The Clerk informed the committee the Village Hall lease was taken out in 1982, and the Sycamore tree is older than 39 years, therefore it was on the land, prior to the lease being signed. The Sycamore tree is within the Village Hall Car Park and the committee felt it should therefore be the responsibility of the Village Hall Foundation. The fact the tree may have been included on council tree surveys was either by mistake or as a favour to the Village Hall Foundation.

The committee ACKNOWLEDGED the Urban Surgeon's findings that the Sycamore Tree was older than 39 years and was on the land prior to the lease being signed.

The committee AGREED it is the Village Hall Committees decision, as to what work it would like to be done to the Sycamore Tree.

The committee asked the Assistant Clerk to write and inform the Village Hall committee of the findings.

561/20 TREES - b) - To receive an update on the Lashmar Ladies WI request to plant a tree in the Village.

The committee NOTED the following paper which had been circulated in advance of the meeting:

I contacted [REDACTED] Lashmar Ladies, to see if the committee had been able to meet and discuss the tree donation any further.

■■■■ said “We haven’t been able to meet as a WI since March and as yet have no full meetings planned as no more than 30 people can gather at one time.
I would think the best option for now is to put the matter on hold - as with so many other things at the moment!

Dawn Reid – Assistant Clerk to the Council

29th July 2020

The committee ACKNOWLEDGED the correspondence from ■■■■ and will wait any further updates, when the Lashmar Ladies WI are able to meet.

562/20 TREES - c) – To receive any update on the donation of a Beech Tree.

The committee NOTED the following paper which had been circulated in advance of the meeting:

I informed ■■■■ the committee has accepted her kind donation of the beech tree. ■■■■ asked if the committee would consider placing a memorial plaque by the tree, dedication to her Mum and Dad who lived in the village and were members of the bowls club for many years.

The cost of a memorial tree plaque, stake and fitting is approximately £150, dependant on choice.

The committee is asked to consider ■■■■ request, to place a memorial plaque dedicated to her Mum and Dad, by the beech tree.

Dawn Reid – Assistant Clerk to the Council

9th July 2020

A discussion took place on the location of other tree plaques in the village. The Assistant Clerk informed the committee the most recent tree plaque was beside the David Quick memorial tree at Two Acres and there were at least three other tree plaques at Two Acres.

The committee voted and AGREED to ■■■■ request for the council to place a memorial plaque, dedicated to her Mum and Dad, beside the donated Beech Tree.

563/20 FLOWER PLANTING CONTRACT- b) To receive any update on the Flower Planting Contract.

The committee NOTED the following paper which had been circulated in advance of the meeting:

I have contacted Courtenay, Ferring Nurseries again to see if there is any increase in cost to the extended Annual Flower Planting.

To the date of writing this report, there are no further updates.

Dawn Reid – Assistant Clerk to the Council

29th July 2020

The Clerk suggested the committee write to Courtenay to say, if the council has not heard anything from him, by 31st August, it will assume the existing amount begin paid is correct for the new contract.

The committee asked the Assistant Clerk to write to Ferring Nurseries.

564/20 TWO ACRES – a) To receive any update on the planting to the ditch area.

The committee NOTED the following paper which had been circulated in advance of the meeting:

Councillor's McElroy and Moore both visited the area to look at the reported erosion and suggestions to plant suitable plants to strengthen the ditch walls. The sides have already begun to self-seed and naturally cover over in places. Therefore, only a few small plants, such as ferns would be needed. The soil is solid at the moment so any planting would not be able to take place until the Autumn time.

On inspection Councillor McElroy initially felt, for health and safety reasons there should be barrier fencing in front of the ditch, this would stop any accidents from potentially occurring.

I have initially spoke to David, Carters Gates and Fencing Services, to provide an estimate to supply and fit Recycled Plastic Birdsmouth Fencing.

Dawn Reid– **Assistant Clerk to the Council**

29th July 2020

Councillor Linton requested, when choosing the type of plants to be planted on the ditch walls, some coloured flowering plants should be added to brighten up the area.

Councillor McElroy reiterated, he felt to prevent any accidents occurring, barrier fencing should be place along the ditch area

The committee were in favour of the idea in principle, for health and safety reasons and will consider this further when quotes have been received.

Councillor Toney suggested placing warning signage in the area, to indicate the hazard.

The committee AGREED relevant warning signage be placed in the area.

565/20 GRASS VERGES – a) To receive an update on the request for a Working Party, to upkeep the Grass Verges and Pavements around the Village.

The committee NOTED the following paper which had been circulated in advance of the meeting:

██████████ previously expressed their interest in forming a working party to upkeep the Grass Verges and Pavements around the Village. The committee expressed its concerns regarding health and safety, insurance, equipment and training. At the previous meeting the committee suggested finding out if there was interest in residents wishing to join a working party. It was suggested an article be placed in the council's newsletter and asking ██████████ if they would be willing to write the article.

██████████ responded:

We are not sure that writing an article for the newsletter will encourage the residents in this village to come forward and volunteer to regularly mow the verges and cut them back thereby restoring the path widths. Why would anyone take notice of us?

We feel that it would be better coming from the Parish Council themselves. YOUR VILLAGE NEEDS YOU!! with an explanation of what the council would like to encourage and, if required, they can use our names as first members of the group.

Kind regards

██████████

Dawn Reid – **Assistant Clerk to the Council**

18th July 2020

A discussion took place and the committee AGREED not to be involved with the management of the working party.

The committee AGREED it would be happy to support a group or working party where practical, as it does with other groups in the village, such as KEPT.

The grass verges are the responsibility of WSCC and therefore it would make more sense for any group to work directly with WSCC. The committee asked the Clerk to act as conjugate for liaising with WSCC.

566/20 WASTE BIN – a) To consider the provision of a waste bin at Fairlands.

The committee NOTED the following paper which had been circulated in advance of the meeting:

Councillor Gunston has kindly offered to monitoring the area, to see if there is a litter problem, also Alison and myself have been randomly checking the area. To date there does not appear to be a litter problem in this area.

Dawn Reid – Assistant Clerk to the Council

22nd July 2020

Councillor Gunston reported to the Assistant Clerk, he had monitored the area and there was no evidence of a litter problem. He was not sure why another bin was needed as there was one situated by the bench at the bus stop.

The committee voted and AGREED not to provide an additional waste bin to the west of No 7 Fairland's, as requested.

567/20 WASTE BIN – b) To receive an update on the provision of a salt bin outside the Village Hall, donated by East Preston Film Society.

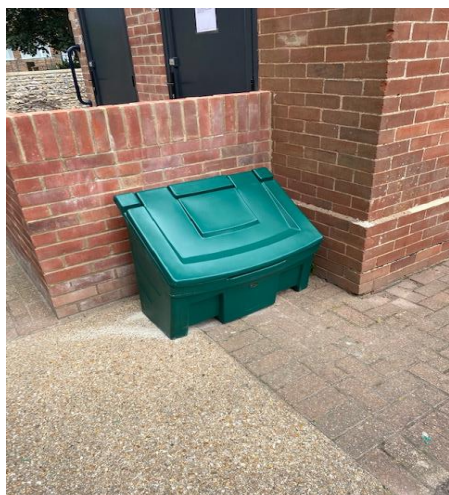
The committee NOTED the following paper which had been circulated in advance of the meeting:

I contacted Toni McElroy Chair of EPKVH Committee, to seek the committee's approval to locate the salt bin at the rear of the toilet block, in the small recess behind the two Unisex toilets.

Toni replied, *"I have no problem with the salt bin being there as long as it does not encroach on either the disabled parking bay or the foot path leading to the Village Hall"*.

On 23rd July the council's handy man fitted the bin in place, it is neatly tucked away and does not encroach any of the footpath or the disabled parking bay Once the plaque has arrived, acknowledging the bin was donated to the village in 2020, by East Preston Film Society, the councils handy man will attach it in place.

The salt bin has been added to the annual West Sussex Winter audit, for filling September 2020.



Dawn Reid – Assistant Clerk to the Council

28th July 2020

The Assistant Clerk informed the committee the Film Society has made the final payment, to cover the cost of the salt bin and its installation.

The committee ACKNOWLEDGED the installation of the salt bin and AGREED this item can now be removed from the Agenda.

568/20 CLOTHES/FABRIC RECYCLING BIN – a) To receive an update on the request for the Clothes/Fabric recycling bin to be made available again.

The committee NOTED the following paper which had been circulated in advance of the meeting:

The following correspondence was received from Wilcox Textiles:

'With the land owners permission we place a clothing bank free of charge and make payment based on the weight collected. You should expect to receive £0.10 per KG.

We make regular collections reporting monthly what has been collected.

Footprint is approx. 1.5m x 1.5m.

If interested, we would need to clarify the proposed location to ensure that we believe the usage would be to the desired level.'

The Clerk suggested the Clothes Bin could be located at the Conservative Hall and both Councillors Toney and McElroy agreed. In the first instance, I have written to Councillor Terry Chapman to seek permission.

Dawn Reid – Assistant Clerk to the Council

22nd July 2020

The committee AKNOWLEDGED the Assistant Clerk has contacted Councillor Chapman and will wait for further updates on the Clothes Recycling Bin.

569/20 BUS SHELTERS – a) To consider an idea to install a bookshelf, for the use as a Community Book Exchange, in a bus shelter in the village.

The committee NOTED the following paper which had been circulated in advance of the meeting:

Councillor McElroy and Moore visited the bus shelter to establish if bookshelves could be installed. There was no room to install a shelf on the rear wall due to the seat and needed to allow head room.

The only place would be inside of the two front panels, this area is very small and at the most would only accommodate two very small shelves, one each side. It is very dark and not appealing inside, Councillors McElroy and Moore suggested painting it a lighter colour and possibly installing a solar powered light.

The tree and vegetation surrounding the shelter are overgrown so I have reported this to WSCC asking for it to be cut back and cleared. Once this has been cut back a solar light would be able to gain sufficient sunlight to power itself. The cost of a solar powered light is between £30-£40.



The Clerk added the following suggestions: For what it's worth, just adding to the discussion already had on this suggestion, some thoughts of mine.

Books are highly flammable. Wooden bus shelters are highly flammable. One joker with a lighter could set light to a book which in turn could set light to the bus shelter which in turn could set light to the trees above and around the shelter which in turn could set light to the fencing of the electricity substation. All four of the council's bus shelters are wooden so these concerns would apply to all of them to differing degrees.

On another matter, Dawn has said the committee will be thinking about painting the inside of the Fairlands bus shelter a lighter colour to make it more inviting. Two thoughts on that too. Firstly, perhaps we could paint the inside of each bus shelter a different, fun colour, just to make each a bit unique and each a bit more fun really. Secondly, following on from that thinking, maybe we could consider approaching Angmering School to see if they had students willing to work on a project to paint murals in each of the bus shelters.

Dawn Reid – Assistant Clerk to the Council

30th July 2020

The committee discussed the health and safety issues surrounding fire hazards, mentioned by the Clerk.

The committee AGREED due to health and safety concerns, not to use the bus shelter for a Community Book Exchange and to continue using the book exchange box, outside the council office.

The Assistant Clerk will inform [REDACTED] who made the initial request, of the committee's decision.

A discussion took place regarding the Clerks suggestion of painting the interiors of the bus shelters and the possibility of painting individual murals.

The committee thanked the Clerk for his suggestions and were in FAVOUR of decorating the interior of the bus shelters, brighter colours. The committee FAVOURED the idea of each bus shelter having its own individual design.

The committee AGREED Councillor McElroy will carry out site visit to all the bus shelters, to establish their suitability to decorate the interior and report back to the committee with his recommendations.

If suitable, once the bus shelters have been internally painted, the Assistant Clerk will seek interest from Angmering School art students, regarding a project to paint individual murals in each of the bus shelters.

The committee NOTED the Assistant Clerk has reported the over grown tree to WSCC.

A discussion took place on installing a solar light. The committee decided to wait until after the over grown tree has been cut back, before proceeding, as there would not be enough direct sunlight to recharge a solar power light.

Councillor Gale suggested that adding solar lights may encourage antisocial behaviour as the shelters would be light up.

Councillor McElroy felt it would have the opposite effect and may discourage antisocial behaviour, due to the shelters being so visible. Councillor McElroy will assess this on his site visits.

570 /20 CHILDREN'S PLAYGROUND - a) To receive an update on the reopening of children's play area.

The committee NOTED the following paper which had been circulated in advance of the meeting:

The Annual ROSPA report was carried out on 9th June 2020, the report was generally good with very little work being required. The report highlighted the bearings were stiff on the Carousel Turnstile and it was rusty, dirty and covered in algae.

R J Playground who have previously carried out repair work at the children's play area, provided a quote of £365.00 + vat to carry out the work on the Carousel Turnstile: replacing two sets of bearings and to prepare and repaint the surface. Councillors Toney and McElroy agreed to go ahead with the work, due to the children's playground will be re-opening shortly.

The report also highlighted the swings frame joints were rusty, so the councils handy man has repaired and repainted them.



The children's' playground was officially re-opened on 13th July 2020. Prior to the re-opening, Councillor's McElroy and Toney carried out a risk assessment, checking for suitability to allow social distancing to take place. It was agreed that 2 swings should be removed, one from each set to allow more space and to operate a one-way system. The equipment was all checked to ensure it was in good working order and cleaned thoroughly before the re-opening. Signage to remind people to adhere to social distancing and hygiene etc was put in place.

I have made regular checks and the equipment is being used and when I have been there it appears that social distancing is taking place.

Sometime over the weekend of the 24th – 26th July, the Sea lion Springer piece of equipment has been broken, the head was broken off. KOMPAN the supplier quoted £365.10 exc vat to supply and fit the replacement part. Councillor Toney and McElroy agreed to accept the quote and schedule in the work asap.



Dawn Reid– **Assistant Clerk to the Council**

27th July 2020

The Assistant Clerk informed the committee on the occasions she had visited the playground, all the families there were adhering to social distancing and the council has not received any reports of misuse from the public.

The Assistant Clerk asked the committee to consider when the Outdoor Gym Equipment should be reopened.

A discussion took place regarding the space there is between the gym equipment and if there is the ability to social distance. The committee felt social distancing could take place safely without having to tape off any equipment.

The committee Voted and AGREED to re-open the Outdoor Gym Equipment.

The committee asked the Assistant Clerk to ensure the equipment has been cleaned and the relevant signage is in place, before opening.

571/20 WARREN RECREATION GROUND – a) To consider a request to replace the south west boundary path to hard surface in keeping with the north boundary path.

The committee NOTED the following paper which had been circulated in advance of the meeting:

The Clerk received the following correspondence from [REDACTED] regarding the south west boundary path.

Dear Simon,

Firstly, thank you for the regular newsletters which have been very helpful during the lock-down period.

Also, thank you for your prompt response to have the nettles cut down behind our garden fence adjacent to the field. However, I need to draw your attention to our concern regarding the laying of bark chippings onto the path which forms the western boundary to the Warren Ground and is in fact raising the level of that path. When we first moved here 16 years ago, no one could see over the fence into our property as the path was lower than the field having been worn away by pedestrian/dog walker activity, but now we see people walking by and noticeably looking into our garden and windows. As there has always been a paved path along the northern side around to the side gate of 25b, we cannot understand why this was not continued along to the exit gate at Two Acres? At the very least that path does need excavating, and although perhaps it is cheaper to use bark chippings it is raising the level higher and higher!

We look forward to hearing from you when you have had an opportunity to look into this.

Regards,

1. [REDACTED]

In winter 2019, I received a call from a resident regarding the path being extremely muddy making it difficult for dog walkers to use. As this is on Tivoli Group's annual maintenance programme, I contacted Tivoli and they have recently topped up the bark.

Simon Cross – **Clerk to the Council**

25th June 2020

The committee thanked [REDACTED] for their correspondence, regarding replacing the south west boundary path to a hard surface.

Councillor Moore had walked down the footpath that morning and said he expected the chippings to have been higher than they were, they were approximately 2 inches in depth. Councillor Moore felt as bark chippings are a natural material, they would rot and sink down naturally.

Councillor Linton favoured keeping the path as bark chippings in keeping with the woodland along the western border.

Councillor Linton felt the area adjacent to the Tennis Court, connecting the two paths, is in need of attention. The stepping stones have sunk and in the winter access is difficult, the whole area becomes muddy and boggy.

The committee voted and AGREED to keeping the footpath as bark chippings.

A discussion took place and the committee asked Councillor McElroy to carry out a site visit to assess the height of the footpath and the area which connects the two footpaths and report back to the committee with any recommendations.

The Clerk will inform [REDACTED] of the committee's decision.

572 /20 WARREN RECREATION GROUND – a) To consider a request to remove the seating at the southern end of the Warren Recreation Ground.

The committee NOTED the following paper which had been circulated in advance of the meeting:

The Clerk received the following correspondence from [REDACTED], regarding the behavior and noise causing a Public Nuisance Warren Recreation Ground:

Hi Simon,

Linda called into your offices this morning to report the above incident that occurred on the evening on Monday 29th June between the hours of 10.00pm and 2.00 am. This has been happening on occasions during June.

Last night the noise went on much longer than usual. and caused, in particular, to the residents of Oakley Gardens living adjacent to the bench on the south side of the grounds. As you are aware the majority of the Oakley Gardens residents are elderly retired people and it is unreasonable for us to have to endure this type of nuisance at our time of life!!

The police have been notified by letter and also by numerous phone calls which seems to be totally ineffectual. One thought that I have is to discourage this group of youths from congregating in this spot is to remove the bench that conveniently allows these young boys and girls to huddle together under the trees there.

Nobody wants to stop young people enjoying the summer evening in the open air however, we have to endure bad language shouted at the tops of their voices by the boys and girls! loud music and singing! in addition to passing spliffs to one another.

lease consider moving the bench from that corner of the grounds as it might just help to deter them.

We have been out to ask them not to leave their litter on the ground as Linda cleared up two bags of bottles and cans prior to our request.

We know that the council are limited in their ability to control this type of behaviour but if the police won't help us we might have to take the matter into our own hands!

Regards

██████████

The bench ████████ refers to is at the south east corner of Warren Recreation Ground and it is the 'Crole Rees' Memorial Garden bench, which was provided by the Council in 2011.



Simon Cross – Clerk to the Council

30th June 2020

The committee thanked ████████ for his correspondence. A discussion took place, the committee felt as the bench is a memorial bench it should remain in its current location. Councillor McElroy felt the anti-social behaviour will naturally displace itself. The committee thought adding lighting to the area, may act as a determinant to any anti-social behaviour.

Councillor McElroy will carry out a site visit to assess if suitable lighting could be added to the area and report back to the committee with his recommendations.

573/20 MATTERS RELATING TO COUNCIL OFFICE, 122 SEA ROAD – a) To receive any update on the construction of a shed in the back garden of the property.

The committee NOTED the following paper which had been circulated in advance of the meeting:

At the previous meeting the committee AGREED to wait until the Japanese Knotweed Area Technician has given the area the all clear, before commencing with the construction of a shed.

Nothing further to report at this time.

The committee NOTED there would be no progress with the construction of a shed in the council office's back garden, until the Japanese Knotweed has been eradicated.

574/20 MATTERS RELATING TO COUNCIL OFFICE, 122 SEA ROAD – b) To receive any update on replacing the fencing between the office and the neighbouring property at the rear of the office building.

The committee NOTED the following paper which had been circulated in advance of the meeting:

On 16th July, David, Carters Gates and Fencing Services carried out the work to replace the fencing at the rear of the office.



The completed work cost £925.00 exc vat, as the council's neighbour agreed to pay 50% of the total cost of the work, I have asked Tracy, Council's Book Keeper to prepare an invoice, £462.50.

for the neighbour to reimburse the council.

The remaining £462.50 will be taken from, Admin Budget line - Public Buildings - Parish Office Maintenance/Improvements

Dawn Reid– Assistant Clerk to the Council

8th June 2020

The Assistant Clerk informed the committee the council had received the payment from the neighbour.

The committee AGREED the new fencing is a vast improvement and this item can now be removed for the Agenda.

575/20 2019/20 BUDGETS – a) To note the Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

The committee NOTED the budget papers which had been circulated in advance of the meeting:

The committee NOTED the Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

576/20 CORRESPONDENCE

No correspondence received

577/20 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

There were no matters arising.

578/20 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA 14th SEPTEMBER, 2020

There were no items to be referred to the next meeting.

The meeting concluded at 20.37hrs.

Chairman:
Councillor Rick McElroy

Date: 7th September 2020