



EAST PRESTON PARISH COUNCIL

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MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held at 19:00 on Monday, 7th September 2020 via the Zoom online meeting application

PRESENT: Councillors Christine Bowman, Kit Bradshaw, Andrea Chapman (until 19:52), Lisa Duff, Barbara Gale, Pat Gander, John Gunston, Elizabeth Linton, Glyn Mathias, David Moore and Steve Toney (Chairman) and Steve Wilkinson

ALSO: Clerk to the Council, Simon Cross

District Councillors Ricky Bower (from 19:08) and Terence Chapman (both until 19:24)

Mrs D (until 19:51) and Mrs M

ABSENT: Councillor Rick McElroy

County Councillor Roger Elkins

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The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
BTP – British Transport Police;
CPRE – Campaign for the Protection of Rural England;
JEAAC – Joint Eastern Arun Area Committee;
NHS – National Health Service;
NR – Network Rail;
SLCC – Society of Local Council Clerks;

SSALC – Sussex and Surrey Associations of Local Councils;
SSE – Scottish and Southern Electric;
SW – Southern Water;
TfSE – Transport for the South East;
TRO – Traffic Regulation Order;
VHF – East Preston & Kingston Village Hall Foundation;
WSCC – West Sussex County Council.

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The meeting opened at 19:00.

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*.

607/20 INTRODUCTIONS

Cllr Toney welcomed those present especially members of the public.

608/20 APOLOGIES FOR ABSENCE

An apology was received and accepted from Cllr McElroy (family matter).

An apology was received from County Cllr Elkins and District Cllr Kelly.

An apology was also received from Mrs D Lee.

609/20 DECLARATION OF INTERESTS

No interests were declared at this time. Cllr Toney reminded councillors they could declare an Interest at the beginning of each Agenda Item.

610/20 PUBLIC SESSION

Agenda Item 15a – Playing of Cricket Working Party – Mrs M said she was very strongly concerned about the possible loss of the Cricket Club because of the concerns of some of those living around the Warren Recreation Ground. Cricket was a “quintessential part of village life” and living next to a recreation ground one should expect balls of all sorts to land in your garden from time to time. Mrs M said she felt there was a continuity from generation to generation through sports clubs and it would be sad to lose that.

Agenda Item 15a – Playing of Cricket Working Party – Mrs D apologised to Mrs M but said she had to disagree, at least partially. Having lived next to the Warren Recreation Ground, on the western side, Mrs D said she felt cricket had evolved over the years and that maybe the ground was only suitable now for junior cricket, where the play is not as hard or as fast. Mrs D felt it would be nice to keep something of the club within the village. Was there scope to find an alternative venue for the cricket club either within the village or sharing a ground with another club outside the village? In view of the ground’s constraints, Mrs D wondered whether senior players were even able to play to their full capabilities.

Agenda Item 6a – West Sussex County Council – Mrs D reported she had responded to the recent public consultation on proposed Traffic Regulation Orders in the village and wondered when the village will hear any update? Would the decision be with this council? Had any thought been given to residents’ parking permits and also to marking all corners in the village with double yellow lines?

Agenda Item 15a – Playing of Cricket Working Party – Mrs D recalled the council had recently given a grant to East Preston Cricket Club. Did the council give grants to the East Preston & Kingston Village Hall Foundation and Angmering-on-Sea Lawn Tennis Clubs, as both were also tenants of the council?

Agenda Item 17 – Clerk’s Report – Mrs D said she had been really quite upset to read one household had been the target of repeated anti-social behaviour recently. Had any thought been given to a donation to the household to help it tackle the anti-social behaviour?

611/20 COUNCIL RESPONSES

The Clerk responded to several of Mrs D’s comments as follows:

Agenda Item 17 – Clerk’s Report – the Clerk believed the anti-social behaviour was, to some extent, two-way and said he would be willing to discuss this further with Mrs D offline. The council was not legally permitted to make grants to individuals.

Agenda Item 15a – Playing of Cricket Working Party – the Clerk explained all of the council’s tenants (including East Preston & Kingston Bowls Club) could apply for a grant from the council. The Bowls Club was the only tenant not to have applied for or been awarded a grant in the past few years. He could provide figures if anyone wanted.

Agenda Item 6a – West Sussex County Council – this council would not be making the final decision on the proposed Traffic Regulation Orders – this was a Highways matter and WSCC was the Local Highways Authority so would be making the final decision. The Clerk would give more information under the item below.

612/20 WEST SUSSEX COUNTY COUNCIL

(District Cllr Bower joined the meeting during this item.)

County Cllr Elkins had given his apologies for this meeting.

Following a telephone conversation earlier in the afternoon, the Clerk was able to report Cllr Elkins believed approximately sixty responses had been received to the public consultation into various Traffic Regulations Orders (TROs) in the village. Cllr Elkins further believed about a third of these responses included negative comments or concerns, mainly about the loss of parking in the southern part of Sea Road. All responses were currently being written into a legal summary which would then be likely to be presented to the Joint Eastern Arun Area Committee meeting scheduled for November.

On a lighter note, Cllr Elkins had asked the Clerk to promote the Libraries from Home event scheduled for 17th September at which international best-selling author Lesley Pearse would be talking “about her fascinating writing career”.

613/20 ARUN DISTRICT COUNCIL

(Throughout this Minute, Cllr Chapman refers to District Cllr T Chapman not Parish Cllr A Chapman.)

Cllr Chapman said there was a lot going on at ADC although not a lot of it was yet visible to the public.

He was concerned about the lack of clarity about financial assistance central government may make available to local councils. He believed ADC would have a £2½m deficit this financial year.

The ADC COVID-19 working party was likely to be wound up this month. One of its recommendations to ADC Full Council would be a consultative exercise with town and parish councils about how willing and able they might be to continue to run community hubs as some have over the pandemic. Cllr Chapman again congratulated the councillors and the Clerk on their early response to the pandemic, the planning and the support given to local residents in need. Cllr Chapman will keep the council informed about any consultation exercise progressed.

Cllr Chapman expressed his concerns about the further relaxation of Planning Regulations and said he believed there were already residents who were exploiting these proposals, even though they have not yet been passed. He could foresee tensions arising from this further relaxation.

Finally, Cllr Chapman thanked the Chairman personally and the local Royal British Legion for the recent commemoration of the 75th anniversary of VJ Day. He described the event as very moving.

A question was asked about a property in Roundstone Crescent which was perhaps a little shabbier than maybe it should be. Was this an ADC property and was there anything could be done about it? Cllr Chapman said he would look into it. The Clerk added he did not believe the property in question was an ADC property but it was well-known to ADC. The occupant was still well-integrated within the village and the state of his property was considered a “lifestyle choice” and, as of November 2018, not something ADC would intervene in or fund any work upon. There were a few other similar properties in the village, one of which was the neighbour of a councillor.

District Cllr Bower said he was working through the latest Planning White Paper. He was concerned at the proposed removal of the Duty to Co-operate. He believed there would be matters within the White Paper the parish council would want to comment upon.

Last week, the ADC Development Control Committee had rejected a statue proposed to be placed outside the Littlehampton Wave leisure centre.

ADC had objected strongly to a proposed incinerator at Ford which would have a tower taller than Chichester Cathedral’s spire. The Application had not been invited by WSCC and he hoped WSCC would therefore refuse to grant Planning Permission.

(District Cllrs Bower and Chapman left the meeting at the conclusion of this item.)

614/20 MINUTES OF THE MEETING HELD ON 3RD AUGUST 2020

The draft Minutes were circulated to all councillors on 5th August asking for comments by the 12th August.

1452 The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting held on 3rd August.

The meeting **AGREED** this action could be completed by the Chairman on the day after the meeting.

Council NOTED the following report, which had been circulated in advance of the meeting.

Monthly Update Report

- 1. Introduction**
- 2. Minute 434/20 – Amenities Committee – Warren Recreation Ground Children’s Playground**
- 3. Minute 500/20 – West Sussex County Council**
- 4. Minute 509/20 – Warren Recreation Ground – playing of cricket**
- 5. Minute 510/20 – Clerk’s Report**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 3rd August 2020.

2. Minute 434/20 – Amenities Committee – Warren Recreation Ground Children’s Playground

The outdoor gym equipment was officially made available to the public again from Tuesday, 11th August.

3. Minute 500/20 – West Sussex County Council

Cllrs Bradshaw, Moore, Toney and Wilkinson had volunteered to work on the council’s response to the proposed Traffic Regulation Orders and had met on Tuesday, 11th August to agree the response. This meeting had included site visits to most of the proposals. I submitted the response to WSCC on about the 17th August, ahead of the 20th August closing date for comments.

4. Minute 509/20 – Warren Recreation Ground – playing of cricket

Cllrs Bowman, Linton, McElroy, Moore and Wilkinson volunteered to work on a Playing of Cricket Working Party. The first meeting was held on 25th August and is reported below.

5. Minute 510/20 – Clerk’s Report, Item 13 – a selection of things we have been asked...

The front garden quiz took place but is unlikely to take place again as other neighbours complained about the noise!

Simon Cross – **Clerk to the Council**

31st August 2020

Nothing was added or asked.

616/20 FINANCIAL MATTERS

The Accounts for August 2020 had been distributed to Members in advance of the meeting.

1453 The council **RESOLVED** to approve the Outstanding Purchase Orders report for 2020/21, value £14,399.25 (excl. VAT).

- 1454** The council **RESOLVED** to approve the Supplier Non BACS Invoices Paid reports for August totalling £502.52 (incl. VAT) (including unreported additional payments from the previous month).
- 1455** The council **RESOLVED** to approve the Supplier BACS Invoices Paid reports for August (totalling £16,347.02) (incl. VAT).
- 1456** The council **RESOLVED** to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £150,974.47 (incl. VAT) for the financial year ending 31st March 2021.

The council NOTED the paper Bank Reconciliation to 14th August 2020.

The council NOTED the year-to-date Budget Summary Report for 2020/21.

The Chairman thanked the council's Book-keeper, Mrs Khoo, for the above reports.

617/20 REPORTS FROM PARISH COUNCIL COMMITTEES

The council NOTED the following reports which had been circulated in advance of the meeting:

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on the 10th August; Audit & Governance on the 10th August; Major Events on the 17th August; Planning & Licensing on the 10th and 24th August.

Draft Minutes from each of these meetings will have been circulated to all councillors ahead of this evening's meeting.

Simon Cross – **Clerk to the Council**

28th August 2020

Amenities Committee

The committee met on 10th August.

Outdoor Gym Equipment – The Outdoor Gym Equipment was reopened on 11th August. Social distancing could easily take place safely so no equipment had to be removed or closed. The equipment was cleaned thoroughly and the relevant signage is in place.

Village Green Car Park - 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 is liaising with One Parking Solutions, as soon as the signage is ready the public will be informed via the council's Newsletter and website.

Trees – The Village Hall committee brought to the committee's attention that the Sycamore tree in the Village Hall car park required attention. Following an inspection by The Urban Surgeon it was established the tree is older than 39 years. The Village Hall lease was taken out in 1982, therefore the tree was on the land, prior to the lease being signed. The committee has informed the Village Hall and it is the Village Hall Committees decision, as to what work it would like to be done to the Sycamore Tree.

On 26th August, a large limb became partially detached from a Silver Birch in Two Acres, causing concern to one household in Two Acres. Simon contacted our tree guy who said he would attend as soon as he could. Simon then visited the property in Two Acres to advise them of this in person. The limb of the tree had been removed before 31st August. Tom is concerned about the health of this tree and fully expects it to be selected for removal next year. In light of this, I am going to see

whether ArbTec will come out just to visit this tree and give an update to his annual inspection report from March of this year.

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

1st September 2020

Audit & Governance Committee

The committee met on 10th August. The draft Minutes of the meeting were circulated to all councillors on 13th August.

Cllr Mathias was elected Chairman and Cllr McElroy was elected Vice-Chairman.

The committee reviewed and adopted new Terms of Reference with changes in line with the other committees this year.

As requested by Full Council in May (Minute 277/20) the committee reviewed the Model Standing Orders adopted by the council at that May meeting (Resolution 1414). The committee walked through every line of the document, and agreed a further revised set of Model Standing Orders to be adopted by the council at this meeting.

Cllr Gunston had drawn up a Sponsorship Policy which the committee had initially considered in March. A second version, taking into account comments from committee members, was agreed by the committee as suitable for recommending to Full Council at this meeting.

The committee also reviewed, on behalf of the council, the end-of-year Internal Audit report which had already been noted by Full Council at its meeting in June (Minute 332/20). The committee provided responses to comments made by the auditor and these have been forwarded to Mulberry & Co..

Finally, concerned that the council's attempts at Emergency Planning tended to go round in circles, Cllr Gander suggested an Emergency Planning Working Party be set up to work on this. An opportunity for councillors to put themselves forward can be found below.

Simon Cross – **Clerk to the Council**

21st August 2020

Finance & General Purposes Committee

The committee did not meet this month and there were no actions from the committee's last meeting to report back upon.

Simon Cross – **Clerk to the Council**

21st August 2020

Major Events Committee

The committee met on 17th August.

With great reluctance, the committee decided to postpone the *Funday Sunday* event which had been scheduled for 18th October and to cancel this year's East Preston Christmas Celebrations events, scheduled for 21st November. A potential date of 9th May 2021 was agreed for *Funday*

Sunday. The committee considered some ideas from members of the public for other activities leading up to the Christmas season. We have contacted the Festival Committee for its assistance with these and the initial response has been positive.

The committee heard how preparation for the East Preston Virtual Food & Drink Festival was progressing, but it would be almost impossible to gauge its success.

The committee agreed to continue investigations into hosting an outdoor film event in the summer of 2021.

Cllr Elizabeth Linton –
Chairman of the Community Engagement Committee

28th August 2020

Personnel Committee

The committee did not meet this month and there were no actions from the committee's last meeting to report back upon.

Councillor Patricia Gander – **Chairman of the Personnel Committee**

20th August 2020

Planning & Licensing Committee

The committee met via the Zoom online meeting application on Mondays, 10th and 24th August.

Both meetings considered plans for Vista Point in Tamarisk Way, EP/80/20/HH and EP/81/20/L. The applicant attended both meetings, and unable to provide a document which had not uploaded correctly to the ADC website, he supported a decision to defer further discussion until he could obtain the document from his architect. His architect joined him at the online meeting on 24th August. Further discussion was again deferred as the architect was unable to answer a couple of questions from home. The meeting adjourned and reconvened on 26th August, with the architect, just to iron out those final points. The committee agreed not to object to these two Applications.

On the 10th August, the committee agreed not to object to the two other Planning Applications and one Licensing Application on the meeting's agenda. The committee considered a letter received from an applicant complaining the committee had made its decision based upon incorrect information provided to ADC by several neighbouring properties; it was agreed I should draft a letter to be agreed by Cllrs Linton and Mathias before sending.

In response to a plea for help at the 10th August meeting, Cllr Linton helped me to write supporting information for an Article 4 request to ADC. This will remove the Permitted Development rights for a property within the village because of its perceived historic importance to the village.

On the 24th August, the committee considered a further six Planning Applications, agreeing not to object to any of them. Applicants or their agents joined the call to discuss four of the Applications on the evening's Agenda. The committee agreed the council should object to an Application by Persimmon Homes for outline permission to build a "Mixed use development comprising up to 475 dwellings along with associated access, internal roads and footpaths, car parking, public open space, landscaping, local centre (uses including A1, A2, A3, A4, A5, D1, D2, as proposed to be amended to use classes E, F and Sui Generis) with associated car parking, car parking for the adjacent railway station, undergrounding of overhead HV cables and other supporting infrastructure and utilities" on "land north west of Goring railway station." I reported I had replied to the correspondent in the above paragraph and had received no response.

Additionally:

Amenities Committee – the Clerk advised the meeting a Silver Birch tree in Two Acres needed to be felled. Details of this had been provided to the Chairman and Vice-Chairman of the committee, Cllrs McElroy and Toney respectively. At the time of writing, neither had raised any concerns at this proposal. The council's tree contractor had suggested the hole left by the Silver Birch might be a good space for the Beech tree which is being donated by a local resident.

Community Engagement Committee – Cllr Linton reminded the meeting the council was holding a Come and Meet Your Local Councillors event on Thursday, 10th September. Cllr Linton asked councillors to let her know their availability as it would be difficult to have all councillors present simultaneously because of social distancing. Cllr Linton would then work out a schedule with the Clerk. This year's event was different to usual as it was not just a drop-in event, but twenty-minute slots were available for pre-booking. It was believed possible three households could be seen simultaneously on the forecourt without compromising social distancing. It would not be possible to see anybody inside.

Major Events Committee – Cllr Linton said the committee had taken the reluctant decision to cancel the East Preston Christmas Celebrations in the familiar format. The committee had some ideas for other activities and had approached the East Preston Festival Committee with a view to working collaboratively. The initial response from the Festival Committee had been positive and the council looked forward to further discussion with the Festival Committee on this.

Feedback on the Virtual Food & Drink Festival was minimal, so it was difficult to know whether it had been successful or well received. However, it had been worth doing.

Planning & Licensing Committee – Cllr Mathias said he had nothing to add to the Clerk's extensive report above.

There were no additional updates from the Audit & Governance Committee, Finance & General Purposes Committee or Personnel Committee.

618/20 AUDIT & GOVERNANCE COMMITTEE – STANDING ORDERS

Cllr Mathias introduced the following report had been circulated in advance of the meeting:

Audit & Governance Committee – Standing Orders

Cllr Mathias to introduce this item.

Council is asked to adopt Version 2018.2 of the council's Standing Orders.

On 4th May, council adopted Version 2018.1 of Standing Orders to bring it into line with Model Standing Orders, on the understanding these were reviewed by this committee at its first meeting this council year.

The committee reviewed Version 2018.1 of the council's Standing Orders at its meeting on 10th August, section by section. A number of small changes were agreed and these have been incorporated into Version 2018.2. A draft of this version was circulated to committee members on 11th August, asking for them to let me know of any agreed amendments I had missed. No such amendments were advised back to me. An electronic copy of Version 2018.2 was circulated to all councillors on 31st August, any councillor wanting a paper copy being given that option too.

1457 The Council **RESOLVED** unanimously to adopt Version 2018.2 of Standing Orders for the council.

619/20 AUDIT & GOVERNANCE COMMITTEE – SPONSORSHIP POLICY

Cllr Gunston introduced the following report had been circulated in advance of the meeting:

Audit & Governance Committee – Sponsorship Policy

Cllr Mathias to introduce this item with additional input from Cllr Gunston, possibly.

Council is asked to adopt a Sponsorship Policy.

At its meeting on 10th August, the Audit & Governance Committee agreed a Sponsorship Policy fit to be put before the council. The policy will apply to sponsorship offers from members of the public as well as businesses.

Simon Cross – **Clerk to the Council**

31st August 2020

He had attended a finance conference which had suggested the council should have such a policy. He had drafted this policy, initially from other policies he had found online, aiming to keep it succinct and not onerous to the public or the office.

1458 The Council **RESOLVED** unanimously to adopt a Sponsorship Policy for the council.

620/20 AUDIT & GOVERNANCE COMMITTEE – EMERGENCY PLANNING WORKING PARTY

Cllr Gander introduced the following report had been circulated in advance of the meeting:

Audit & Governance Committee – Emergency Planning working party

Cllr Gander to introduce this item.

Council is asked to note a proposal to set up an Emergency Planning working party.

This council's involvement in Emergency Planning has been a topic which has bounced around for several years with almost clear decisions being overturned soon after by new information received. There is no statutory requirement for the council to be involved in Emergency Planning and no clear steer from above. Cllrs Linton, Tester and Wilkinson, and no doubt others, have all attended events on this topic, resulting in further (understandable) indecision and confusion.

At this committee's meeting on 10th August, and in light of this council's response to the COVID-19 pandemic, Cllr Gander proposed an Emergency Planning working party be set up to tackle this indecision and confusion.

Please let me know if you would like to be part of this working party.

Simon Cross – **Clerk to the Council**

31st August 2020

Having been through an emergency situation this spring and summer, this council had more than proved itself capable of responding to emergencies. Putting an Emergency Plan into place should not be something to be afraid of. Cllr Gander asked for other councillors to volunteer to work with her on this; Cllrs Bowman, Bradshaw, Toney and Wilkinson volunteered.

Cllr Wilkinson said he had attended a very comprehensive event organised by Bersted Parish Council late last year, and was happy to share the documentation he had received there. He stressed one solution would not fit all councils not all scenarios.

1459 The Council **RESOLVED** unanimously to set up an Emergency Planning Working Party.

621/20 REPORTS FROM PARISH COUNCIL WORKING PARTIES

The following report had been circulated in advance of the meeting:

Working Parties

Neither the Environmental Issues Working Party nor the Leases Working Party has met since the last meeting of the council.

The Flat and Frontage Working Party had its first meeting on 17th August. Cllr Wilkinson was elected Chairman. Although officially reporting into the Finance & General Purposes Committee, there were a couple of matters it has referred back to Full Council for speed.

The Playing of Cricket Working Party had its first meeting on 25th August. Cllr Bowman was elected Chairman. The meeting mainly discussed the proposed door-to-door survey for properties bordering and / or facing onto the Warren Recreation Ground. Cllr Bowman and I have met to draft questions, and these are with the other members of the working party for review. The lead neighbour and the Chairman of the Cricket Club have both been advised of the working party.

Simon Cross – **Clerk to the Council**

28th August 2020

Environmental Working Party – the Clerk said he and Cllr Gunston needed to arrange a meeting date for the working party.

Leases – Cllr Mathias said there was no update from this working party.

Playing of Cricket – Cllr Bowman confirmed the Clerk’s report of the current status of the working party adding the working party’s next meeting was on 15th September at which it would continue to work out a strategy for its survey. The Clerk had circulated an email received from the lead neighbour to all members of the working party earlier in the day of the meeting.

622/20 FLAT AND FRONTAGE WORKING PARTY – TERMS OF REFERENCE

Cllr Wilkinson introduced the following report had been circulated in advance of the meeting:

Flat and Frontage Working Party – Terms of Reference

The council is asked to note the Terms of Reference for the working party.

At its meeting on 17th August, the committee agreed its initial Terms of Reference. These can be found at Appendix A below.

Simon Cross – **Clerk to the Council**

24th July 2020

The council NOTED the Terms of Reference without any changes being suggested.

623/20 FLAT AND FRONTAGE WORKING PARTY – LETTING OF THE FLAT ABOVE THE COUNCIL OFFICE

Cllr Wilkinson also introduced the following report had been circulated in advance of the meeting:

Flat and Frontage Working Party – rental of 124 Sea Road

The council is asked to agree to a recommendation to let out the flat about the Council Office for at least a further year.

As noted above, the working party met on 17th August. Members of the working party had all visited the flat above the Council Office. Although all could see some potential for expanding the council space into the flat, all could equally see logistical problems with doing so, especially with regards to making the space accessible to all. To do so would likely incur serious expense.

The working party AGREED to recommend the flat be rented out again on a short-term rental for at least the coming year. This is being brought directly to Full Council as per clause 5b of its

Terms of Reference, “FFWP will report to the Finance & General Purposes Committee in the first place or, if time is critical, to Full Council.”

The working party also considered whether or not the council wished to remain with its existing letting agency or try someone different. To that end, I have been seeking quotes from a number of letting agencies and the committee **asks council to delegate it the authority to choose a letting agent and a tenant.**

Not knowing the last tenant was likely to move out this year, there is no money set aside for maintenance of the flat. Some of the carpet certainly needs to be replaced, and an initial quote for that is £495. **Council is asked to give the Flat and Frontage Working Party access to up to £1,500 from the Contingency Budget line for 2020/21 to spend upon maintenance required to make the flat marketable.** As you will see from your budget sheets, currently we have spent just under £1,100 of the £10,000 Contingency Budget for this financial year, and £400 of that should be coming back to us in the form of a grant from ADC.

Simon Cross – **Clerk to the Council**

31st August 2020

In response to a question, members of the working party explained why it would not be easy to convert the upstairs of the building to office accommodation as a short-term project, mainly because providing reasonable access to the upstairs would be difficult.

- 1460** The Council **RESOLVED** unanimously to let out the flat above the Council Office for a further year.
- 1461** The Council **RESOLVED** unanimously to delegate choice of letting agent to the Working Party.
- 1462** The Council **RESOLVED** unanimously to allow the working party to spend up to £1,500 on making the flat marketable.

(Mrs D and Cllr Chapman left the meeting at the end of this item.)

624/20 PLAYING OF CRICKET WORKING PARTY – TERMS OF REFERENCE

Cllr Bowman introduced the following report had been circulated in advance of the meeting:

Playing of Cricket Working Party – Terms of Reference

The council is asked to note the Terms of Reference for the working party.

At its meeting on 25th August, the committee agreed its initial Terms of Reference. These can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

31st August 2020

The council NOTED the Terms of Reference without any changes being suggested.

625/20 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS

The council NOTED the following report.

West Sussex Association of Local Councils

The council is asked to note the following communiqué received on 25th August.

The following email was sent to all councils in the West Sussex Association of Local Councils on 25th August:

Dear Clerk

Please would you ensure that your Chairman, **and all members of your Council**, have sight of the attached communique from the Directors of West Sussex ALC. It is very important that everyone is aware of the research that is being undertaken on your behalf and of your opportunities to engage in the decision making process.

Regards
Joanna

Joanna Cadman

Administrator
West Sussex ALC Limited

West Sussex Association of Local Councils
[West Sussex ALC Limited]

The West Sussex Association of Local Councils (WSALC) was established (as a Private Company Limited by Guarantee, on 23rd April 2013) to protect and promote the interests, rights, functions and privileges of Member Councils, to assist Members in the performance of their functions, to promote and develop the social, economic, environmental, cultural and recreational life of Parishes, and to promote a widespread and well-informed interest in local government, good local government, and governance (Articles of Association, 13th March 2013). WSALC also liaises with a range of organisations including WSCC, Sussex Police, Health & Social care providers and Voluntary Sector organisations on numerous issues. It also lobbies and puts forward the collective views of its Town and Parish Council Members – and the annual WSALC/WSCC joint conference provides a forum for the exchange of views. There are currently 138 Members,

WSALC is a Member of the Surrey and Sussex Association of Local Councils (SSALC Limited), the other Members being East Sussex (East Sussex ALC Limited) and Surrey (Surrey ALC Limited). WSALC (West Sussex ALC Limited) acquires services from SSALC (SSALC Limited) on behalf of WSALC's Member Councils – the original objective being the benefits of scale. Those services are currently costing WSALC Members some £91,000 per annum (2020 – 2021). As part of its function, WSALC is concerned to see that value for money is obtained from the contributions that Member Councils pay to it and with which it, in turn, buys member services from SSALC.

The board of WSALC is currently undertaking a "Value-for-Money" Review of how Member Councils' subscriptions to WSALC are spent on the member services and other options, if any, which are available to deliver better value than that currently provided to Members by SSALC. The Review is being led by Professor Colin Copus, a respected and well-known expert in local government and author of the national review "The Voice of the Councillor". This exercise reflects the expectation that is incumbent upon all Councils – to check on expenditure and service-delivery to ensure that the public money for which they are responsible and accountable is being well spent and to enhance local Council (or government) and Parish democratic services.

The findings of Colin Copus's Review will be published in a Report, which is expected by the end of the year – together with a Directors' Report that will consider all options available and make Recommendations that the Board considers would be in the best interests of all member councils.

Every Parish and Town Council that is a Member of WSALC will have an opportunity to make known its views on the content of the Report and any Recommendations made, at a series of District Association Q & A "Zoom" sessions in late 2020.

The decision as to how Member Councils wish to proceed for the year commencing April 2021 will be determined at an Extraordinary General Meeting of WSALC early in 2021.

Board of Directors

West Sussex ALC Limited

This has caused some consternation within the community of West Sussex Clerks concerned about the real reasons behind this communication and the democratic procedures followed to justify this use of public money.

I have gone back to Joanna to express my own concern that Zoom sessions not be the only way in which councils can have input. For some people Zoom meetings can be intimidating and it's also easy to miss people who wish to have a say, unintentionally or otherwise. I have had no reply.

Simon Cross – **Clerk to the Council**

31st August 2020

The Clerk added several councils had already expressed their concerns about the handling of this exercise to the administrator but no replies had yet been seen. These councils included: Bognor Regis Town Council, Bramber Parish Council, Duncton Parish Council, Felpham Parish Council, Lindfield Parish Council, Littlehampton Town Council, North Mundham Parish Council and Storrington & Sullington Parish Council and those were only the councils that had circulated their concerns to other councils.

A question was asked as to whether this council would somehow be able to remain aligned with the existing SSALC structure if WSALC hived itself off. The Clerk replied it was too soon to know and suggested the council approach this matter with caution. SSALC had a lot of experience this council could call upon and sometimes did, but there was no indication how WSALC would replace this if that was what came to pass.

626/20 CLERK'S REPORT

The council NOTED the following report which had been circulated in advance of the meeting:

Clerk's Report

- 1. Introduction**
- 2. Police matters**
- 3. Freedom of Information / Data Protection requests**
- 4. East Preston Voluntary Service**
- 5. East Preston Voluntary Service – service user feedback**
- 6. East Preston Voluntary Service – volunteer feedback**
- 7. East Preston Business Community Business Breakfast, 5th August**
- 8. ADC Civil Parking Enforcement, 11th August**
- 9. SSALC Online Clerks' Forum, 13th August**
- 10. Voluntary Action Arun and Chichester (VAAC), Parish and Voluntary Sector Networking meeting, 25th August**
- 11. Angmering School smallholding trip, 26th August**
- 12. WSCC consultation on Traffic Regulation Orders for various roads in East Preston, 23rd July to 20th August**
- 13. Social media**
- 14. MailChimp stats**
- 15. A selection of things we have been asked since the last meeting**
- 16. Recent bouquets and complaints**
- 17. Leave**
- 18. September meetings and events**

1. Introduction

This is the report mainly covering August 2020 and matters which may not arise elsewhere on the agenda.

2. Police matters

On 4th August, we reported anti-social behaviour at the Village Hall to the anti-social behaviour team at Arun District Council. This had already been reported to Sussex Police by the Village Hall committee and referred to young men possibly taking drugs behind the Sea Road toilet block and elsewhere in the Village Hall car-park.

On 7th August, a resident called to report anti-social directed at her neighbour in Sea Road. Apparently, on three consecutive nights, three youths have turned up outside the property at about 21:00 and have proceeded to shout obscenities and taunt the lady occupant. The lady occupant has been known to react unpredictably, hence the resident's concern. I asked the resident to report this officially to Sussex Police whilst I emailed Sussex Police and the anti-social team at ADC. This matter has continued to bubble away throughout the month with residents talking directly to ADC officers and Sussex Police.

Additionally, the neighbour referred to in the paragraph above has directed some anti-social behaviour towards others in the village again. I have asked the Police Community Support Officer for the village to come and see me when we are next on duty together.

3. Freedom of Information / Data Protection requests

The council received no Freedom of Information or Data Protection requests during the month of August.

4. East Preston Voluntary Service

The East Preston Voluntary Service was officially put into a state of suspension from 31st August. The coordinators of the service – Cllrs Bradshaw, Duff, Gander, Gunston, Linton and Toney found it a difficult decision to make but felt it was the right decision for now. All volunteers and service users were written to about a month ahead of this date. Some service users were nervous but have had a chat with their coordinator and have come to terms over the past few weeks. As has already been said elsewhere the service looked after about 150 households in the village with a team of about 150 volunteers. In addition to the expected shopping and prescription trips, the team also got involved with activities such as dog-walking, gardening, laundry, telephone chats, help with completing official forms, driving people to hospital and undoubtedly more.

5. East Preston Voluntary Service – service user feedback

The following comments are mostly, but not wholly, in response to the letter hand-delivered to all service users over the weekend of 31st July to 2nd August.

One service user emailed in on 30th July, “May I express my gratitude to the parish council, and to Liz Linton in particular, for the establishment of the voluntary service scheme that allowed me to stay in isolation while my shopping was done by one of your volunteers, Jane [REDACTED]. Jane was totally reliable, and this was a great comfort for my wife and me, as I have two terminal conditions, one of which affects my immune system, so could not be more vulnerable during a virus pandemic. Jane’s dedication meant that we were relieved of the worry of risking trips to the shops. We think we can now manage on our own, and have expressed our thanks to Jane.”

A service user from Lavinia Way emailed us on 31st July, “I want to thank the parish council for their fantastic volunteer service during lockdown. I live on my own, am 86, but with no health problems, but when your leaflet came through the letter box I thought I would make use of your offer. My two volunteers were [REDACTED] and [REDACTED]. Unfortunately [REDACTED] had to pull out as she had suspect covid symptoms and [REDACTED] and [REDACTED] took over. Both shopped at Sainsbury which was brilliant as I always do my shopping there so it was easy to tell where all my bits and

pieces were !! I can't thank them enough for their help and have made friends with both and hope to meet up with them when circumstances permit. Well done, Parish Council. You have provided a superb service and congratulations are due to all involved."

On 3rd August, a resident of Cotswold Way called in to say thanks to the council for running the service and to say how grateful he and his wife were for their volunteer Sue and all she has done for them.

Residents of Forge Close emailed on 3rd August, "Thank you for your letter regarding the Voluntary Service. I would like to thank your organisation for arranging the service and for the help given to us by Jane; it was very kind of her. Our hope now is that the Council doesn't find it necessary to restart the service, but comforting to know it's there. Keep well and safe."

A resident of South View called in on 3rd August to thank the council for the Voluntary Service and to say, "Heather has been absolutely marvellous, couldn't fault her at all. And best of all, she's used her common sense when she has been shopping for us."

A couple from Normandy Lane called in on 4th August to thank the council for having paired them with Jen who had been wonderful help to them.

A lady from Vermont Way called in on 4th August to thank the council for the Voluntary Service and her volunteer, Christine, for all the help given. The lady said she had broken her elbow and her husband was too old to drive so Christine's help had been invaluable.

From a resident of Tamarisk Way, "Having received the Summer 2020 EPPC letter, we were heartened to learn how very well the voluntary scheme worked for the village. Our own experience was one of complete gratitude to our volunteer, Elliott and to the council for providing the well organised service. It would have made our lives extremely difficult without the crucial offer. We have been so impressed by the community spirit and feel of East Preston, being newcomers, we feel sure it is going to be a wonderful place to reside. At some stage in the future, when the risks for us have lessened, it will be good to look at being more involved in the community."

On 10th August, the council received a thank you card from a resident of Hillview Crescent, "[The EPVS] has been such a great help during the pandemic and is much appreciated. Also, I want to give a special mention and thank you to Pam and John who have been so caring during these past months and I will certainly miss their help and kindness. Once again, a very big thank you to you and the Parish Council for the excellent care and service given during these difficult times."

A resident of Tamarisk Way emailed on 11th August, "Colin and I would like to send you our thanks for setting up the volunteer service. It was very useful whilst we were under lockdown and Elizabeth(?) very kindly picked up our prescriptions for us. We are both able to go out again now and collect our own prescriptions. We trust you and the other staff are keeping well and let us hope there are no further waves of the virus!"

6. East Preston Voluntary Service – volunteer feedback

On Monday, 3rd August, the Voluntary Service coordinators sent an email to all volunteers advising of the decision to cease the service on 31st August. The email included a copy of the letter to service users and promptly the following comments.

LE: "Just an observation, following the support I provided, I realised that many do not have direct access to the internet and, furthermore, will require written communications in a larger font to help with any with failing eyesight."

DH: "Thank you very much for your email, if you need any more help feel free to contact me, kind regards"

JS: "It was such a joy to be part of this service. Thank you for organising us all and for introducing me to a couple who I will now deem as life-long friends! Hoping for the country's sake that there is not another lockdown... but I would be happy to assist again if that were to happen. A lovely email and attached letter - brought a smile to my face!"

HB: "It has been a pleasure to do the shopping for R and J. We have had lots of lovely chats and I hope we will stay in touch. Such a nice couple. They told me last week that R was free from shielding this week and that they'd do their own shopping from now on. I have said I'm happy to help them out any time they may need it and am very glad to have met them."

TG: "Thank you so much for your kind letter below. It was my pleasure to be a volunteer and I loved my door step visits and conversations with my 'Service users'. Whilst I may have been there to help them, they helped me too, to have a purpose and a different face outside of my immediate family to talk to. It was lovely to meet new people from the village and be able to offer a friendly face and help at such a difficult an unusual time. I'd be delighted to volunteer again in the future should we be required. I feel so privileged to live in such an awesome village! Best wishes and my thanks to you too!"

MM: "Many thanks for the updated info😊 Please do get in touch should the news arise to re-start the volunteer service, I will be happy to be added to the list of potential helpers again. With thanks and wishing you all continued good health."

7. East Preston Business Community Business Breakfast, 5th August

This month's Business Breakfast was the now-traditional social at the end of the "normal" working day. About ten businesses were represented, sitting well-distanced outside The Seahorse Café. No major matters were discussed as this was purely a social event. September's Business Breakfast will be back to a Zoom meeting as the weather is too unpredictable to bank upon an outdoor meeting.

8. ADC Civil Parking Enforcement, 11th August

Concerned at the safety issues arising from the inconsiderate parking in both Sea Road and Sea Lane, I contacted ADC Civil Parking Enforcement on 11th August asking for some officers to visit. For once, I copied in our three District Councillors. District Cllrs Bower and Kelly both responded, and a Civil Parking Enforcement officer was seen at the southern end of Sea Road on Tuesday, 18th August. He was seen to move on one of the people who regularly parks on the telephone box island, but it was a quiet day and there were no other instances of inconsiderate parking at the time of his visit. Thanks to District Cllrs Bower and Kelly for getting involved.

9. SSALC Online Clerks' Forum, 13th August

Alongside eighteen other clerks, I attended this first-ever SSALC online Forum, this one especially for West Sussex clerks. Angmering and Kingston the only other Arun local council represented. The forum lasted about an hour and a quarter and was led by Chief Executive of SSALC, Trevor Leggo.

The most important bit of news is that currently SSALC represents councils about three counties, Surrey and East and West Sussex. Each county has a separate association under the SSALC umbrella and a separate board. For some reason, the West Sussex board has decided to start looking at splitting from SSALC. For what it is worth, this move would, overnight, lose almost all of the expertise to which we currently have access. A questionnaire is to be distributed shortly.

SSALC's advice remains strongly that councils should continue to have virtual meetings as SSALC does not believe town and parish councils can meet the stringent spacing and, in particular, ventilation requirements government is imposing. The Sussex Resilience Forum is predicted a second wave of the pandemic with the rate of infection rising to 2.5.

SSALC is hoping the future of Planning Legislation will soon become clearer so it can advise councils on the status of their Neighbourhood Plans. That said, according to Trevor, few councils in Sussex felt their Neighbourhood Plans had been worth the effort.

SSALC hopes to run these fora once every three weeks, but if WSALC leaves SSALC we will no longer have access.

10. Voluntary Action Arun and Chichester (VAAC), Parish and Voluntary Sector Networking meeting, 25th August

I attended most of this event which was held via the Zoom online meeting application.

The event was aimed at councils in the Arun and Chichester areas, so geographically quite diverse. Neighbouring councils represented were Angmering, Littlehampton and Rustington.

The call was mainly to compare experiences of helping in our communities over the pandemic. Some of the larger councils represented said they had not overseen volunteer services as they had felt they were neither resourced nor best placed to and now felt guilty for not having done so.

A councillor from a community about half the size of ours, said she had basically single-handedly overseen a team of just thirty volunteers which had “literally delivered thousands and thousands of prescriptions”. She added she had had little or no support from her fellow councillors.

One Town Council had run its volunteer scheme on a similar buddying-up basis as we had and was looking to transform those volunteers into some sort of community hub.

Attendees were worried there would be a lot of social isolation around over this coming winter with groups too nervous to meet again or unable to find a suitable venue for the size of membership or folding, unable to continue running in the current climate.

11. Angmering School smallholding trip, 26th August

I attended this visit together with Cllrs Toney, Linton, Gunston and Moore. I cannot improve upon Cllr Gunston’s report below.

12. WSCC consultation on Traffic Regulation Orders for various roads in East Preston, 23rd July to 20th August

Further comments received:

From a resident of Manor Road, “Great news on parking restrictions as it has been a nightmare trying to exit Manor road. I did ask the council to also include the south side of Manor road as this is being used as overspill parking and the pavement is completely blocked for pedestrians. Maybe we can organise a traffic enforcement officer to come to the village on a sunny Fri/Sat/Sun and ticket these cars. It would only take a couple of visits for the message to get through to these people. It’s a shame that people seem to park illegally rather than pay for the car park for a day. Many thanks for your efforts in pushing through these measures.”

To WSCC, “I note your proposals to revise the road markings and parking restrictions within the above application and would support this work. However as a Sea Lane resident neighbouring the above, I am extremely concerned that Sea Lane has not been captured within the proposal! Sea Lane I believe carries a ‘D’ unclassified classification and as such stands as a ‘country lane’? When we moved her some 4 years ago or so, the traffic volumes were and remain relatively low, however parking within the Lane has become a significant issue of late and throughout late spring and summer of this year, particularly at the end of the week and over the weekends, has become worrying dangerous. Cars are parked, often staggered on both sides of the road along the southern length of Sea Lane, and often beyond the junction with Normandy drive and around the blind ‘S’ bend heading north. This makes access/egress for all traffic using the Lane particularly hazardous. This would also make ‘blue light’ vehicle access potentially restricted and dangerous. Please would you consider extending the current proposal to cover Sea Lane and in particular, the dangerous ‘S’ bend element to the north of Normandy Drive?”

13. **Social media**

These are the Facebook posts published since the last supporting papers which reached more than 500 people:

- Missing tortoise – 1,434 people (the post announcing it had been found safely and returned home was only seen by 419)
- Lost black kitten on 3rd August – 1,402 people
- † Ristorante Al Mare post - 731
- Notice we had received an ebay purchase, mistakenly addressed to us; the correct owner lives at a similar address and claimed his stash of vinyl records later the same day – 699
- * Post announcing the cancellation of this year’s Christmas Celebrations - 642
- Thank you to the man who handed in a key purse and advice he had been given a gift by the owner of the key purse – 608
- Found wallet – 538 (more than a week later, this wallet remains unclaimed)
- † Ben Miller and Nick Cook comedy egg-cooking routine – 520

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 31st August)

The number of people currently liking the council on Facebook is 1,346, a increase of 3 over the last report.

14. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council’s main e-mailing list:

Parish Council news – 23rd July – sent to 843 recipients, opened by 545 (67.6%)

Parish Council news – 30th July – sent to 842, opened by 561 (66.6%)

Parish Council news – 17th August – sent to 845, opened by 551 (65.2%)

Parish Council news – 28th August – sent to 845, opened by 537 (63.6%)

15. **Things we have been asked since the last meeting**

“Do you have to report European wasps if you see them?” (I asked Environmental Health at ADC and received no reply.)

“Do you know who installed the fencing around the cricket pavilion?”

“Could you hold the dog for me whilst I go to the paper shop?”

“Can you give me some advice about quarantining? My neighbours are due back from abroad and I am unsure where I stand.” (Gave some qualified advice but recommended resident contact her GP for better advice.)

“Has anyone handed in an oar?”

“I live in Canada and am trying to locate my great-great uncle, a senior citizen within your community. I last spoke to him last year but he hasn’t been answering his phone calls. Could you have someone check on his house?” (No, but a quick search on the Littlehampton Gazette website finds the great-great uncle in question died in September 2016.)

“Have you noticed a really wafty smell out here?” (No, but the questioner admitted it was not noticeable outside the Council Office.)

16. **Recent bouquets and complaints**

(In addition to anything reported above)

During a general conversation with a resident of North Lane, the lady remarked, “You’re the most amazing part of the council. We’re lucky to have you.”

A resident of Sea Lane called in concerned about the proposed TROs and hedging at a property on the corner of Sea Lane. As he left, he said, “These are small matters and otherwise we love living in Sea Lane.”

From a resident at top of the village after we posted on the council’s Facebook page about her missing kitten, “Thankyou so much for putting this on your page this morning. Fortunately he has returned, it looks like he actually spent the night under our shed, and just came out looking very bedraggled, much appreciated though.”

A resident reunited with her lost key purse emailed in, “Thank you so much,” and then delivered a packet of posh biscuits to the office. These were passed on to man who actually found the keys.

On 22nd July, the council was contacted by a visitor to one of the village’s businesses who felt she had been discriminated against because of her disability. I contacted one of the Directors of the company and he seemed open to being contacted about the lady’s complaint. I duly, with her agreement, forwarded him the lady’s complaint asking for him to reply to her direct. As the lady had received no reply by 3rd August, I chased the Director. I heard nothing and by 11th August, the lady had given up hope of a reply. “No, nothing. It's pretty depressing, but your attitude certainly helped when it first happened. I'm not sure there's anything we can do if neither staff nor directors care?” Thankfully, the lady received good service and much friendliness in other village venues, singling out Kiera at The Sea Horse Café for special mention, and hopes to visit the village again.

A resident of Sea Lane Close emailed, “What a great idea to have a virtual food festival. Well done.”

From the person looking for their great-great uncle, “Thank you for this notice. My family greatly appreciates the notice and closure that this brings us.”

In response to the e-newsletter of 17th August, a resident of West Ridings emailed in, “Hello, thank you for this report it is very interesting. We really like the sign on the gate near to the park that says " dont be a tosser".”

A resident of Forbon Court called in to thank the council for its quick responses to a couple of email queries she had recently raised.

From a resident of Willowhayne Avenue, “It’s good to see ‘Sam’ the sealion smiling again.”

From the village historian, “I like your socks.”

17. **Leave**

I am on leave on 16th and 17th September.

18. **September Meetings and Events**

This list may be incomplete and is subject to change.

- 2nd East Preston Business Community Business Breakfast (08:00, Zoom)
- 3rd Merchant Navy Day (10:00, War Memorial)
- 7th Full Council (19:00, Zoom)
- 9th SSALC West Sussex Clerks Networking Forum (14:00, Zoom) (SC only)
- 10th *Come and Meet Your Local Councillors* (10:30 – 12:30, Council Office forecourt)
Tackling Loneliness Together (15:00 – 17:00, Zoom) (PG and SC only)
SSALC Chairmans' Networking Online Forum (18:30, Zoom) (ST or EL only)
- 14th Planning & Licensing Committee (18:00, Zoom)
- 15th Playing of Cricket Working Party (12:00, Zoom)
Flat and Frontage Working Party (14:00, Zoom)
- 21st Finance and General Purposes Committee (10:00, Zoom)
Warren Recreation Ground Annual General Meeting (19:00, Zoom) (tbc)
- 27th East Preston Beach Clean No. 15 (11:00, bottom of Sea Road)
- 28th Planning & Licensing Committee (18:00, Zoom)
Community Engagement Committee (19:00, Zoom)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

31st August 2020

Item 13 – Social media – Cllr Linton asked whether anyone had claimed the found wallet and did it have anything in it. The Clerk replied the wallet was not with the council but believed it had still not been claimed despite having something in it.

Similarly, the Clerk did not know whether the missing oar had been retrieved.

Item 15 – Things we have been asked... – Cllr Bradshaw enquired whether the source of the wafty smell had been located and again the Clerk said he had not been updated on the matter.

627/20 **EXTERNAL MEETINGS AND EVENTS**

The council NOTED the following reports which had been circulated in advance of the meeting:

Other meetings and events – Part 1

Council is asked to note the following reports:

Project Creators Online Workshop, 6th August

On 6th August I attended a Project Creators Online Workshop. It was run by Spacehive a company nominated by West Sussex County Council to help run crowdfunding schemes for community projects. This may be useful to help gain community support for the proposed flower display and future climate change proposals.

Spacehive take a 5% fee but only if the crowdfunding is successful. They have an 85% success rate with an average project size of £10k. Projects typically run for 10 weeks. People can pledge any amount as low as £2 by Paypal or using a credit card. Crowdfunding must be for a project in its own right and can be either a temporary or permanent scheme.

Rachel Allen from West Sussex County then spoke about the Community Initiative Fund. This £140k fund is for community projects and usually provides £2K - £2.5k per approved project.

Before applying for funds it was suggested that community and local county councillors should be seen to be supporting the project.

Cllr John Gunston

14th August 2020

Community Engagement Walkabout, 7th August





On the 7th August David Moore and I started walking from the Parish Council Office, up Sea Road, along Normandy Drive and down Normandy Lane turning right at the end and right again up Sea Lane and returning to the office via Sea Road. Along the way we met some villagers and introduced ourselves and asked them for any comments regarding the village. We were able to give information on the e-newsletter, parking and speeding issues and get to hear how they felt about East Preston. It wasn't all complimentary but was worth doing and, hopefully, names might now be associated with faces!



Cllr Elizabeth Linton

17th August 2020

Community Engagement Walkabout, 7th August

Cllr Gunston and I had a pleasant walk in the sunshine and noticed the following: -

Observations	Photos/Notes	Council response
Parish Council noticeboard Station Parade end of Worthing Rd - take down "Join our team" poster. No information about parish meetings.		Already noted and will be tidied up. Too small to advertise council meetings.
Graffiti in bus shelter - is this Parish Council responsibility?		Already on the council's handyman's list. Amenities Committee has recently agreed to paint the insides of the council's bus shelters in brighter colours.
Northern side of Worthing Rd pavement uneven in places and a small ditch on grass verge.		West Sussex County Council responsibility but previously not in a hurry to attend to this.
East Preston sign - remove twin town information and replace black edging.		Already asked whether we can cover up the Twinned wording on

		three signs on the way into the village
Coil of cable at bottom of telegraph pole in Worthing Rd is a potential hazard.		Will report to WSCC
Litter - particularly alcohol and drinks cans - along Worthing Rd, Warren Cres and Millpond Way.		KEPT does its best.
Can we provide more rubbish bins - perhaps on the corner of Worthing Rd and Warren Cres (next to dog poo bin), next to the bus shelter and another in the park on Millpond Way?		For the attention of the Amenities Committee. More bins does not necessarily mean less litter though.

We spoke to a resident who confirmed rubbish is a problem in Millpond Way.

Cllr Andrea Chapman

17th August 2020

Visit to Angmering School's proposed smallholding, 26th August

On Wednesday 26th August the Parish Clerk together with Councillors Toney, Linton, Moore and Gunston visited Angmering School to see the proposed school smallholding. Matt Whatford the Deputy Headteacher is looking to establish a community facility focused initially on those children most affected by the Covid 19 outbreak.

The site already has a building that will be used as a teaching and office space. Existing fencing divides the area into 4 sections. A proposed sensory area already has 4 fruit trees planted. In the next section 6 raised beds need to be made higher so that they are wheelchair accessible. The third section could, in the future, be used to house small animals, but only once a full-time member of staff has been employed. The final and largest area will be cultivated to form the main garden.

Matt is very enthusiastic and has secured funding from a number of sources to get the project started with the installation of a shed and wheelchair friendly pathways by WSCC volunteers. Angmering Parish Council have already agreed to fund the provision of 3 hours a week from Arun Community Projects, at a cost of £3,000 to run the scheme. He is looking for East Preston and Rustington Parish Councils to provide a similar amount so that the facility can initially run for at least 9 hours a week.

In the longer term Matt is also in discussion with the Lorica Trust who operate East Clayton Farm. He is hoping that the Angmering project can become a satellite site ultimately run by the trust. This will take away the administrative burden and allow animals to be loaned to the Angmering site from East Clayton and hopefully a full time member of staff to run the smallholding and look after animals on a full time basis. Various educational courses can then be run on site rather than sending children to other facilities.

East Preston children attending Angmering School will clearly immediately benefit from this scheme. Our junior and infant schools have both been among the first local schools to express an interest in using the site. Matt is also keen that local community volunteers get involved so that the site becomes a multi-generational project.



Cllrs Moore, Linton, Toney and Gunston
learn about the proposals for the
Angmering School smallholding project
from Deputy Headteacher, Matt Whatford

Cllr John Gunston

27th August 2020

Cllr Gunston said he would be very happy to discuss crowdfunding further with any councillor.

Cllr Gunston said he believed a Grant Aid request from Angmering School (for the smallholding) would be considered at the next Finance & General Purposes Committee meeting.

628/20 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

There were no responses.

629/20 NEW ITEMS FOR THE NEXT MEETING (5TH OCTOBER 2020)

Nothing was suggested.

The meeting concluded at 20:03.

Chairman: *Councillor Steve Toney* Date: **6th October 2020**

END

Flat and Frontage Working Party – Terms of Reference

The council is asked to note the Terms of Reference for the working party.

Flat and Frontage Working Party (FFWP) Terms of Reference

(version 1 – agreed 17th August 2020)

1. Overview
 - a. This working party acts as an advisor to East Preston Parish Council on matters relating to the Council Office frontage and the flat above the Council Office.
2. Responsibilities
 - a. To advise East Preston Parish Council on matters relating to the Council Office frontage and the flat above the Council Office
 - b. To consider all known options for the Council Office frontage
 - c. To provide recommendations to East Preston Parish Council as to the future of the Council Office frontage
 - d. To consider all known options for the future usage of the flat above the Council Office
 - e. To provide recommendations to East Preston Parish Council as to the future usage of the flat above the Council Office
 - f. To provide recommendations to East Preston Parish Council as to any professional knowledge needing to be bought in
3. Timescales
 - a. The working party is initially set up for three months from the date of its first meeting.
 - b. As that meeting took place on 17th August 2020, the initial three months period will end on 17th November 2020.
4. Membership
 - a. Any volunteer invited at the discretion of either the FFWP Chairman or Chairman or Vice-Chairman of East Preston Parish Council. The volunteer need not be a Parish Councillor.
 - b. There is no limit on the number of volunteers joining the working party but membership may be fluid depending on working party needs and volunteer expertise.
5. Reporting Structure
 - a. If the working party cannot appoint a Chairman from within its membership, the Chairman of the Council shall nominate the FFWP Chairman, in consultation with other councillors
 - b. FFWP will report to the Finance & General Purposes Committee in the first place or, if time is critical, to Full Council

- c. No proposal or guidance from the FFWP will be council policy until agreed by Full Council
6. Officer support
- a. There will only ever be limited administrative support available from the council's officers.

Appendix B

Agenda Item 15a

Playing of Cricket Working Party – Terms of Reference

The council is asked to note the Terms of Reference for the working party.

Playing of Cricket Working Party (PCWP) Terms of Reference

(version 1 – adopted 25th August 2020)

1. Overview
 - a. This working party acts as an advisor to East Preston Parish Council on matters relating to the playing of cricket on the Warren Recreation Ground.
2. Responsibilities
 - a. To advise East Preston Parish Council on matters relating to the playing of cricket on the Warren Recreation Ground
 - b. To consider all known options for the playing of cricket on the Warren Recreation Ground
 - c. To provide recommendations to East Preston Parish Council as to the playing of cricket on the Warren Recreation Ground
 - d. To engage residents on all boundaries of the Warren Recreation Ground as the Working Party sees appropriate
 - e. To provide recommendations to East Preston Parish Council as to the playing of cricket on the Warren Recreation Ground
 - f. To provide recommendations to East Preston Parish Council as to any professional knowledge needing to be bought in
3. Timescales
 - a. The working party is initially set up for three months from the date of its first meeting.
 - b. As that meeting took place on 25th August 2020, the initial three months' period will end on 25th November 2020.
4. Membership
 - a. Any volunteer invited at the discretion of either the PCWP Chairman or Chairman or Vice-Chairman of East Preston Parish Council. The volunteer need not be a Parish Councillor.

- b. There is no limit on the number of volunteers joining the working party but membership may be fluid depending on working party needs and volunteer expertise.
5. Reporting Structure
- a. If the working party cannot appoint a Chairman from within its membership, the Chairman of the Council shall nominate the PCWP Chairman, in consultation with other councillors
 - b. PCWP will report to Full Council in the first place
 - c. No proposal or guidance from the PCWP will be council policy until agreed by Full Council
6. Officer support
- b. There will only ever be limited administrative support available from the council's officers.