



# EAST PRESTON PARISH COUNCIL

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## AMENITIES COMMITTEE

**MINUTES:** of the Proceedings of the Meeting of the Amenities Committee held on 12<sup>th</sup> July 2021 at 19.00, at East Preston Infant School, Lashmar Road, East Preston.

**PRESENT:** Councillor S Toney (Chairman), Councillor's R McEroy, D More, B Gale, S Wilkinson, and Councillor E Linton.

**ALSO:** Dawn Reid (Assistant Clerk to the Council)  
Simon Gross (Clerk to the Council)

**APOLOGIES:** Councillor Bowman

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The meeting opened at 19:00, Councillor McEroy (Chairman) welcomed the attendees.

### **440/21 ANNUAL APPOINTMENT OF THE CHAIRMAN OF THE AMENITIES COMMITTEE**

Voting took place by a paper ballot. In her absence Councillor Bowman voted by proxy. Councillor Toney was voted as Chairman of the Amenities Committee for the new municipal year.

### **441/21 ANNUAL APPOINTMENT OF THE VICE-CHAIRMAN OF THE AMENITIES COMMITTEE**

There were no Councillors standing for the position of Vice-Chairman of the Amenities Committee. This position remains vacant.

The Chairman welcomed everyone to the meeting.

### **442/21 TO CARRY OUT THE ANNUAL REVIEW OF THE TERMS OF REFERENCE FOR THE AMENITIES COMMITTEE**

The Terms of Reference had been circulated to all Councillors in advance of the meeting. The committee NOTED the changes to item 2.3 and AGREED to adopt the Annual Terms of Reference, for the year 2020/21.

### **443/21 APOLOGIES AND REASONS FOR ABSENCE**

An apology and a reason for absence were received and accepted from Councillor Bowman (Holiday).

### **444/21 PERSONAL AND OR PREJUDICIAL INTERESTS**

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

#### **445/21 PUBLIC QUESTION TIME**

No members of public were present at this time.

#### **446/21 MINUTES OF THE AMENITIES MEETING HELD ON 8TH FEBRUARY 2021**

The draft minutes had been circulated to all councillors on 12<sup>th</sup> February 2021, asking for suggested amendments by 18<sup>th</sup> February 2021. No amendments had been received.

The committee AGREED the minutes as a true record of the meeting held on 8<sup>th</sup> February 2021, the minutes were duly signed by Councillor Toney.

#### **447/21 UPDATE ON MATTERS FROM PREVIOUS MEETINGS**

### **Matters Arising from 9<sup>th</sup> September 2019**

**Minute 767/19 - To receive an update on relocating the football table:** Councillor Toney and two of his firefighter colleagues, have relocated the Football Table at Lashmar Rec. A letter of thanks has been sent to the firefighters on behalf of the committee. ADC has been informed the table has been relocated and I am trying to negotiate with them to install the protective matting to each side of the table.

Some of the players are missing, broken and badly faded. Paul Amos EP Film Society, who had initially donated the football table, has kindly offered to purchase a complete new set of players.



Dawn Reid – Assistant Clerk to the Council

21st June 2021

### **Matters Arising from 9<sup>th</sup> September 2019**

**Minute 369/20 - To receive any update on the construction of a shed in the back garden of the property.**

Japanese Knotweed Ltd found young juvenile Japanese Knotweed plant growth present and have retreated the area. The committee agreed to wait until the Japanese Knotweed Area Technician has declared the area all clear, before commencing with the construction of a shed.

No further updates to the date of writing this report.

Dawn Reid – Assistant Clerk to the Council

21st June 2021

## Matters Arising from 8<sup>th</sup> February 2021

### Minute 136 1/21 - Trees - Village Green Christmas Tree

Ferri ng Nurseries have advised to purchase the ne wrooted tree in the Autumn/ Winter and plant it directly into its final resting position. This will allow the tree time to acclimatise to the soil type and its environment. The usual 6ft tree can be purchased and used until the rooted tree reaches a suitable size.

Dawn Reid – Assistant Clerk to the Council

21<sup>st</sup> June 2021

The committee noted the report which was circulated prior to the meeting.

There were no further updates on the report.

The Chairman brought forward Agenda items 17f and 20b due to Councillor Gunston attending the meeting to present information on these items.

### **448/21 WARREN RECREATION GROUND – f) To receive a request and information from the Environmental Working Party, on installing a bike rack in Warren Recreation Ground Car Park**

Councillor Gunston informed the committee the Environmental Working Party (EWP) aims to encourage more people to cycling around the village. During the lockdown more people appeared to be cycling and this should be encouraged to be continued. The EWP asked the committee to consider installing Bicycle Hoops at the Warren Recreation Ground Car Park. The two suggested areas to locate the hoops are, the west side of the car park by the wooden bollards or to the right of the height restriction barrier. The approximate cost per hoop is £50.00.

A discussion took place on what type of bicycle stand or hoop.

The committee voted and AGREED to installing two sets of bicycle hoops, one at each of the suggested locations.

### **449/21 TWO ACRES – b) To receive a request and information from The Environmental Working Party regarding a biodiversity plan for the area**

Councillor Gunston informed the committee the EWP aims to encourage wildlife back to the area. The group would like to develop a biodiversity plan for the village.

As a part of the plan the EWP asked the committee's permission to place various sized bird boxes and bug hotels, along Two Acres. The bird boxes would be made locally.

The committee voted and AGREED to the Environmental Working Party placing bird boxes and bug hotels at Two Acres. The committee expressed it looks forward to receiving the group's biodiversity plan for the area.

The chairman thanked Councillor Gunston for his attending the meeting.

7.25pm Councillor Gunston left the meeting.

### **450/21 PUBLIC TOILETS – SEA ROAD a) To receive any updates on the Sea Road Public Toilets.**

The Committee NOTED the following paper which had been circulated in advance of the meeting.

The grab rails inside the Unisex toilets have rust spots coming through and if left will only deteriorate. Councillor Toney asked me to enquire about the warranty and costs for replacements.



Cloud 9's supplier confirmed the warranty was for one year and therefore has now expired. The supplier quoted for Stainless Steel replacement rails, which apparently will not rust and have a much greater life span.

2 x Swing Arm stainless steel - £160.00 + VAT each - total £320.00 + VAT  
 4 x 450mm Grab Rail stainless steel - £40.00 + VAT each - total £160.00 + VAT

Clomat who fitted out the HAT only supply the drop down rails and quoted £331.25 each. The straight grab rails are available to purchase online, from around £30 - £40 each.

To keep costs down the Council's Handy man could install the rails.

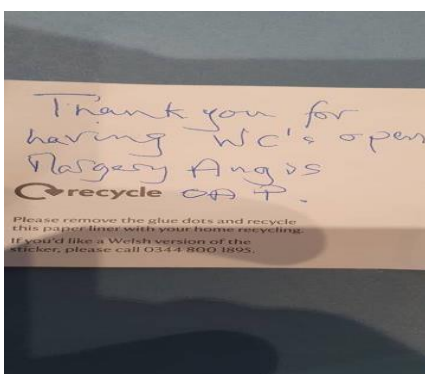
Councillors Toney and McElroy both agreed to replace the grab rails with stainless steel rails, to avoid any future rusting.

**Damage to surrounding external brick wall** - The Village Orderly reported that the brickwork on the surrounding wall, outside the HAT Assisted Toilet had been damaged. Six bricks had been broken off and were found intact on the ground. Cliff Edmunds very promptly collected the bricks and carried out the repairs.



The committee is asked to NOTE the damage and repair work to the external surrounding HAT wall.

**Correspondence relevant to the Sea Road Toilets** - During the lockdown, the following handwritten note intended for the Parish Council, was put through the Village Hall letter box.



"Thank you for having the WC's open"  
 Margery Angus OAP

The committee is asked to acknowledge the thank you note from Mrs [REDACTED], for keeping the toilets open throughout the pandemic.

Dawn Reid – Assistant Clerk to the Council

1<sup>st</sup> July 2021

The Assistant Clerk informed the committee both Councillor's Toney and McEroy had agreed to purchasing the stainless steel grab rails from Cloud 9's supplier. The Stainless Steel grab rails have arrived and are waiting fitting.

The Assistant Clerk informed the committee the cistern lid in the left hand Unisex Toilet had a large crack across it. Councillor Toney and McEroy both agreed to purchase a replacement lid costing £57.43 + VAT. The replacement cistern lid has been ordered.

The committee NOTED the damage to the external wall surrounding the HAT and thanked Mr Edmunds for promptly carrying out the repair work.

The committee acknowledge the note received from Mrs [REDACTED], thanking the committee for keeping the toilets open throughout the pandemic.

#### **451/21 PUBLIC TOILETS – SEA ROAD – b) Loo of the Year Awards 2021.**

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

Loo of the Year confirmed the Sea Road toilets would be classed as a single entry, in category 47- Non Attended Toilets. The cost of the entry is £168.00, which includes an inspection visit with star grading plus a summary report. The closing date for entries is 31<sup>st</sup> July 2021. Councillor McEroy and Toney both agreed to the cost and to go ahead and complete the entry.

Dawn Reid – Assistant Clerk to the Council

1<sup>st</sup> July 2021

The committee noted the application to the Loo of the Year awards 2021 had been submitted. The application indicated judging will take place sometime during August and September 2021.

#### **452/21 SEA ROAD – BEACH ACCESS - a) - To receive any updates on the future 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:

At the February meeting the committee discussed the future of the access to the beach, and agreed to defer this item to the next meeting.

I received the following correspondence from Mrs [REDACTED], which was directed to the Chairman. Mrs [REDACTED] expressed, she is keen to be involved in any future discussions on the beach access:

*"I've been made aware that beach access was something yourself and other members of the EP 'disability action group' have been looking at. I'm really keen to link in with you with regards to this and join the group too if it's open to new members?"*

*"I'm currently doing a bit of research on it and as part of that, I spoke to the EPPC and they told me about yourself. The toilets are AMAZING by the way, what a GREAT SUCCESS!"*

*"I set up and run the 'East Preston Community' facebook group. I spotted you're a member and wondered if you'd seen any of the recent 'threads' re beach access?"*

*"Being so connected with the community via this outlet makes me feel like we could get a really great team of interested and willing people together to make this happen."*

*"I'd be really keen to meet with you to discuss all of this further."*

*"I shall look forward to hearing from you"*

*Kindest*

██████████

The committee is asked to acknowledge the correspondence from Mrs Mirques.

The Clerk received the following correspondence from Mr ██████████ who is keen to offer his expertise, in any future discussions on the beach access:

*"I have noticed the difficulty for wheelchair users (chilled and adult versions) in accessing the SALT CAFE entrance to the beach and wonder if it is a message for Highways England, Arun DC or the Crown Estate to consider enhancement to producing a small side smooth pathway to enable WCHR users to more enjoy the sights and sound of the excellent beach and cafe access.*

*I raise this request having had first hand knowledge of meeting one local elderly resident (her living here since 1961) and a family mother with four children in tow, one of whom needed special adapted wheelchair for all their transport needs.*

*Having come from a lifetime employment of aviation management and dealing globally with customers with special mobility needs at airports and on board aircraft and complying with EU DDA regulations for equality for all air travellers, I have great time and sympathy for the lesser mobile group in our community who have found it extremely challenging during lockdown and use the beach access as the relief from the tedious days of needing constant help to be transported to a social sight of enjoyment, which the rest of us able bodied persons take for granted daily.*

*I wonder if this issue of access, even if a temporary fix, could be raised through the PC "*

██████████

The committee is asked to acknowledge the correspondence from Mr ██████████

The committee may wish to consider forming a Working Party to discuss the future access to the beach.

Dawn Reid – Assistant Clerk to the Council

21<sup>st</sup> June 2021

The committee thanked both Mrs ██████████ and Mr ██████████ for their correspondence.

Mr Gross (Clerk) expressed his concerns who would take lead on the project and who's responsibility it is.

Councillor McEroy favoured using the Sea Lane beach access which already has a tarmac path in place. He thought the Sea Road beach access is too narrow and would create issues with traffic.

A lengthy discussion took place on who would take the lead on this project and the suitability of the Sea Road beach access.

The committee asked the Clerk and Assistant Clerk to work on a proposal to present at the next meeting indicating how the council will support people developing this project.

**453/21 SEA ROAD – BEACH ACCESS – b) To receive information on an accident at the pedestrian entrance, Sea Road Beach Access**

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

On 19<sup>th</sup> April, an elderly gentleman drove through the bollards and on to the beach. The driver reported the accident to the Council office. A witness said the car was accelerating heavily in an attempt to move off the pebbles. The driver then apparently struggled for a while to reverse and turn. No one was hurt in the accident and the car was not damaged. The central bollard was severed off and was unfortunately unable to be repaired.



On 19<sup>th</sup> April the Clerk received the following correspondence from [REDACTED] regarding the accident:

*Today around lunchtime, I witnessed a car drive at speed through the black plastic bollards going on to the beach by my house, 133 Sea Road*

*The driver was an elderly gentleman who was unable to reverse back up the lane once he realised it was a dead end, and very unable to do a 3 point turn in the lane, I have been surprised at how many drivers are unable to reverse or do a 3 point turn and end up driving dangerously in a small area with a large amount of pedestrians around and come very close to the bollards, meaning its only a matter of time before they get hit again and another car ends up on the beach.*

*When the concrete bollards were in place, a lady did a similar manoeuvre to the elderly gentleman but fortunately just dented her car rather than getting onto the beach where potentially she could have harmed someone.*

*So my concern is the bollards. Seconds before this gentleman drove at speed through the bollards, there was a family with a pram and also grandparents who had just got onto the stones, this incident could have had a very different outcome!!*

*I am unsure as to why perfectly good substantial bollards were removed for flimsy alternatives (Presumably at the tax payers expense). We had an ambulance here last week attending to someone on the beach, they did not require beach access, they are happy to park in the lane and walk onto the beach*

*My suggestion would be to re-install more substantial bollards (like the previous ones) where a car would crash into them rather than getting onto the beach where someone is going to get severely injured or worse!*

*I look forward to hearing from you*

The Clerk responded to [REDACTED] concerns, reiterating "the concrete bollards were replaced with the removable plastic bollards, to provide the emergency services access to the beach, should it be required. As agreed beforehand with Arun District Council (which is responsible for the foreshore). Retractable bollards were considered but they suffer from poor drainage, so the council chose the same style bollards as at the bottom of Sea Lane which, if I remember correctly, were installed by West Sussex County Council."

Mr [REDACTED] also emailed the Clerk regarding the accident:

*"Can you give us an indication of when the missing bollard will be replaced as last night we had a vehicle on the beach. (Thursday) In a nutshell a car (Merc) drove onto the beach at approx 9:30 pm a bit of music, disturbed a couple of our residents then headed off"*

The Clerk responded to Mr Steel's email and informed him the replacement bollards were on order.

Two new bollards have been purchased, the Council's Handy man has replaced the damaged bollards and the spare one is being stored in the Council's lock up. The accident was reported to the Council's insurers and the claim has been settled.



The committee is asked to note the damaged bollard has been replaced

Dawn Reid – Assistant Clerk to the Council

1<sup>st</sup> April 2021

The committee thanked both Mr and Ms [REDACTED] for their correspondence on this matter.

The committee NOTED the accident at the Sea Road beach access and acknowledged the damaged bollard has been replaced

**454/21 EAST PRESTON VILLAGE GREEN – a) To receive an update on the Steve Lown memorial bench**

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

The memorial bench arrived mid-March and was installed by the Council's Handy man



[REDACTED] expressed she is delighted with the bench and thanked the committee.

Dawn Reid – Assistant Clerk to the Council

29<sup>th</sup> March 2021

The committee NOTED the Steve Lown memorial bench has been installed and AGREED this item can now be removed from the Agenda.

**455/21 EAST PRESTON VILLAGE GREEN – b) To consider a request to place a Gary and Godfrey memorial bench on the Village Green**

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



An application was received from Mrs [REDACTED] to place a memorial bench, in memory of both her husband (Gary) and his father Godfrey. Both were lifelong EP residents and generations of their family lived in the village for many years. Mrs [REDACTED] asked if the committee would consider positioning the bench to the left of the Chris Shore and Colin Forster benches. Mrs [REDACTED] choice of bench is the Lower bench from Gasdon (see below). The bench slats are made from recycled plastic and the sides are corrosion/ weather resistant cast aluminium



The application and information was circulated electronically for the committee's consideration

The committee voted and AGREED to grant the application and the chosen Lower Bench.

The memorial bench arrived 30<sup>th</sup> June and is awaiting installation.

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> June 2021

The committee NOTED the Gary and Godfrey memorial bench has arrived and is awaiting installation.

**456/21 EAST PRESTON VILLAGE GREEN – c) To receive an update on the 2021 Wildflower Beds.**

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

Tivoli Group has prepared and seeded this year's Wildflower beds. The Wildflowers are already flourishing so this promises to be a good floral display. Due to the heavy weed infestation experienced in the 2019 beds, Tivoli reiterated it will not charge for this year's planting.



Dawn Reid – Assistant Clerk to the Council

24<sup>th</sup> June 2021

The committee NOTED the 2021 Wildflowers have been planted and are already showing a promising floral display. Council or Lit on informed the committee the Wildflower beds in Sea Lane are also flourishing.

**457/21 EAST PRESTON VILLAGE GREEN – d) To receive information on a recycled plastic notice board.**

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

The left hand side door of the wooden notice board is badly broken. The Council's Handy man is working on the repairs but he said the notice board will not last much longer.

I have found the following recycled plastic notice board, which is the closest in size to the existing board

Kedel £577.5 (inc posts) 1090l x 690w x 2150h

<https://www.kedel.co.uk/signage/recycled-plastic-information-stand-notice-board-two-door.html>

**The committee is asked to consider replacing the existing wooden notice board with a recycled plastic notice board.**

Dawn Reid – Assistant Clerk to the Council

24<sup>th</sup> June 2021

The Assistant Clerk informed the committee she has also obtained prices from Greenbarnes and School Furniture Direct. Kedel appear to be the closest fit to the existing notice board and the best value for money.

The committee thanked the Assistant Clerk for her report.

The committee VOTED and AGREED to replace the wooden notice board with the Kedel recycled plastic notice board

The Assistant Clerk informed the committee, the notice board outside the Sea Road Toilets has water damage to the doors. The repairs are on the Handy Man's 'To do list'.

The committee are in favour of a five-year plan, to replace all the old wooden notice boards in the village, with recycled plastic ones. The committee asked the Assistant Clerk to ensure the funds are allocated within the budget

**458/21 EAST PRESTON VILLAGE GREEN – e) To receive a report on the condition of the low level fencing.**

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

The low level wooden fencing, surrounding the Village Green boundary is deteriorating and a number of the upright posts are rotting at their bases. In total there are 86 lengths of fencing and 21 of the upright posts are rotten and will require replacing.



Carters Gates and Fencing Services quoted to replace the entire boundary fencing in recycled plastic materials. I have contacted a further three companies asking for quotes, to date only one company P&P Fencing has responded.

Dawn Reid – Assistant Clerk to the Council

24<sup>th</sup> June 2021

The Assistant Clerk updated the committee, she had contacted five companies to quote, to date she has received one quote from Carters Gates and Fencing. P&P Fencing has measured the fencing and are preparing their quote. G&G Fencing said they are busy until November, the Assistant Clerk has asked them to still quote. New Place Fencing have so far not responded. The Assistant Clerk will circulate electronically for the committee consideration.

The committee thanked the Assistant Clerk for her report and acknowledged replacing the entire boundary fencing would be a costly project. The committee will request funding for this project at the August Full Council meeting

**459/21 EAST PRESTON VILLAGE GREEN CAR PARK – a) To receive any updates on the Village Green Parking scheme.**

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

The revenue received for the year 2020/2021 is £2018.16. In comparison the revenue received for 2019/20 was £3088.97. Due to the COVID lockdown restrictions, this year's revenue was down by £1070.81

Dawn Reid – Assistant Clerk to the Council

24<sup>th</sup> June 2021

The committee acknowledged the revenue from the ticket machine had been affected by the lockdown restrictions. The committee NOTED the income received of £2018.16 for the year 2020/2021.

**460/21 EAST PRESTON VILLAGE GREEN CAR PARK – b) To receive an update on the Automatic Number Plate Recognition System (ANPRS).**

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

Simon SSE quoted £2669.77 to extend the electrics from the north western corner of the Village Green to the Car Park. The quote and information was sent electronically to the committee, for its consideration

The Committee voted and AGREED to accept the quote, should it proceed with installing the ANPRS.

Councillor Toney asked for clarification from Gavin, One Parking Solutions (OPS) on the following points:

1. Who will be paying the electricity bill for the camera system?
2. The 20% increase in revenue" promised "will need to be written into the contract.
3. Will this continue to be a monthly rolling contract and are we able to leave this contract as and when?

Gavin, OPS responded:

*'The camera system uses such a low supply it would be barely noticeable, we would expect EPPC to cover this, however OPS will pay for the internet connection and ongoing monthly bill, this could be used EPPC office staff and perhaps get rid of your own connection to save revenue.*

*Any PCN issued and paid within 28 days would increase from 10% to 20% and yes it would be added as an addendum to the current service agreement in place.*

*The current service agreement would stay the same on a rolling agreement as it is now'.*

UK Power Networks (Unmetered & Metered Supplies) informed me it could be possible to add the ANPRS equipment to the unmetered supply. I have now established an Hexon charge code so the equipment can be registered

If the committee went ahead with the work, it would be advisable to wait until the Autumn when the Wildflowers have died back

**The committee is asked to vote on installing the ANPRS at the Village Green Car Park**

Dawn Reid – Assistant Clerk to the Council

6<sup>th</sup> May 2021

Councillor Toney expressed his concerns on the effect installing ANPRS would have on local businesses and visitors.

A lengthy discussion took place on parking and the impact ANPRS may have to businesses and visitors.

The committee VOTED and the majority were in favour of installing the ANPRS, at the Village Green Car Park. The committee AGREED to postpone the installation to Autumn 2021 to allow the Wildflowers to die back

**461/21 REQUEST TO HOLD EVENTS ON THE VILLAGE GREEN – A) To consider a request from the East Preston Festival Committee to hold the annual Festival Event.**

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

At the February meeting the committee asked for clarification from the Festival Committee on the World Village Market (WVM) application, if it was going to be part of the festival weekend.

The Festival committee has cancelled WVM being a part of the Festival, therefore the committee is no longer required to consider the WVM application.

The following application was received from the Festival Committee to hold the annual East Preston Festival, 23<sup>d</sup> to 25<sup>h</sup> July.

**Details of Proposed event**

	<b>Information Required</b>	<b>Your Response</b>
1	Name and address of Organiser	East Preston Festival Committee c/o Janine Nicholson 41 Worthing Road East Preston BN16 1DE
2	Contact Telephone Number	01903 785319 07710 352647
3	Contact email address	jani.ne.nicholson@btinternet.com
4	Date and timing of the event	Friday 23 <sup>d</sup> July – 4pm to 10pm Saturday 24 <sup>h</sup> July – 9am to 5pm Sunday 25 <sup>h</sup> July – 9pm to 5pm
5	<b>LOCATION OF EVENT</b> – Where will the event take place? Please give full details.	East Preston Village Green Sea Road East Preston BN16 1NP
6	<b>TYPE OF EVENT</b> – Please provide a description of the event and what activities will be provided i.e. music festival, sport, charity, food etc.  If the event has been held previously then please advise accordingly.	Friday 23 <sup>d</sup> July – Music event Saturday 24 <sup>h</sup> July – Community Fete: charity stalls and children's entertainment including funfair rides Sunday 25 <sup>h</sup> July – Graft Fair and Farmer's Market
7	<b>SPECIAL ACTIVITIES</b> - Please provide details of any special or unusual activities i.e. fireworks, fun fair, air display, pyrotechnics etc.	We would like use of the car park and request that it is closed for car parking for the duration of the weekend for portaloos on three days and children's rides on the Saturday.
8	<b>ATTENDANCE</b> – Who is the event aimed at i.e. families, children, adults only etc? Is the event open to the general public? Is the event ticketed?	The Festival Weekend is aimed at families and will be open to the general public. None of the events are ticketed.
9	How many people are expected to attend?	<500                      <1000                      <1500 <2000                      <3000                      >3001  Other (please explain) <500 per day

10	<b>INSURANCE</b> – Please provide details of Third Party Public Liability Insurance (the insurer and value of cover.)	We are in the process of arranging the insurance, the insurer will be Zurich and cover is for ten million.
11	<b>RISK ASSESSMENTS</b> – Please provide outcome of any risk assessments undertaken	Copy attached
12	<b>LICENSING ACT 2003</b> – Will alcohol be served or regulated entertainment or late refreshment be provided under the Licensing Act 2003?	On Saturday 24 <sup>th</sup> July the Friends of St. Mary's stand will be selling glasses of sparkling wine. Alcohol signage will be displayed
13	<b>MEDICAL/ FIRST AID</b> – What medical or first aid provision will be supplied at the event?	MS Services have been contacted to supply first aid provision.
14	<b>SECURITY STEWARDING</b> – What security/ stewarding will be supplied at the event?	M&S Services have been contacted to supply stewarding
15	<b>TRAFFIC</b> – Will the event attract traffic issues to the wider community? (Queues to get in/ Road closures etc.) Please give details of any traffic management plan or consultations you have had to minimise disruption.	No, there are no road closures.

Councillor McEroy is being kept updated on the events schedule and he is also working with the Festival Committee on the event's Risk Assessment.

The application was circulated electronically to the Committee, for its consideration. The committee voted and AGREED unanimously to grant the application, to hold the annual East Preston Festival 23<sup>rd</sup> to 25<sup>th</sup> July.

Dawn Reid – Assistant Clerk to the Council

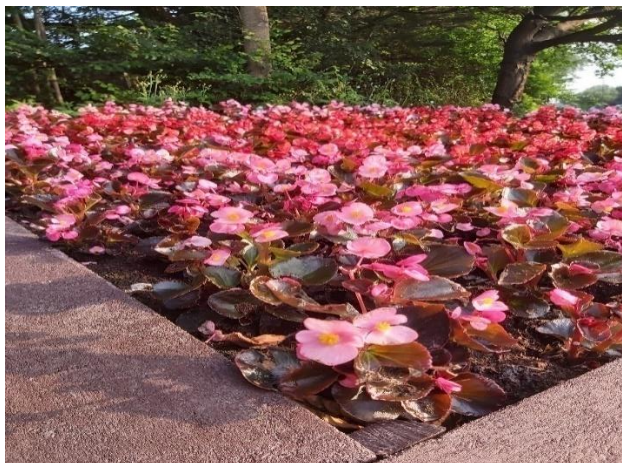
23<sup>rd</sup> March 2021

Councillor McEroy updated the committee he had been advising the Festival Committee on its Risk Assessment and he was now satisfied with the latest version. Councillor McEroy advised the Festival Committee to speak to MS Services Ltd who are stewarding the event, regarding queries raised on its Risk Assessment.

**462/21 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:

The new planter has been installed and planted up by Ferring Nurseries, week beginning 21<sup>st</sup> June. The initial display is pink and red begonias, future planting schemes will be discussed with Ferring Nurseries in due course. I have asked Ferring Nurseries to assess the area surrounding the planter and advise what could be planted.



Dawn Reid – Assistant Clerk to the Council

24<sup>th</sup> June 2021

The Assistant Clerk updated the committee she had spoken with Courtenay, Ferring Nurseries and he had suggested the best option was to grass the area surrounding the planter.

The Assistant Clerk is arranging a site meeting with Dave Farrant Tivoli Group, to discuss the future upkeep of the area and Ferring Nurseries suggestion of grass. Councillor Toney will also be present.

The Assistant Clerk reminded the committee any work would need to be agreed with WSCC

Councillor Linton felt there is enough room to add a further planter to the bank. The committee asked the Assistant Clerk to make enquiries on the cost of a suitably sized planter.

The committee thanked Ferring Nurseries for installing the planter and the beautiful floral display.

**463/21 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – a) To receive a request from the Cricket Club to cut back some of the larger tree branches, along the western boundary of the Warren Recreation Ground**

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

██████████ Cricket Club asked if the committee would consider cutting back some of the larger tree branches, from the trees on the west boundary. Colin said “the club experienced problems with broken branches covering the field and it was a safety issue for players.”



Tom The Urban Surgeons inspected the trees and advised that he was able to reduce the overhanging branches, without causing any harm to the trees.

Tom quoted £725.00 to carry out the work.

The above information was circulated electronically to the committee for its consideration. Councillor McElroy expressed he was in favour of the work going ahead, if the Cricket Club paid for it themselves. The committee voted and a majority AGREED to the Cricket Club's request and to accept Tom's quote of £725.00. Councillor Linton requested that the Tree surgeon was mindful not to disturb any nesting birds.

The work was carried out on 24<sup>th</sup> May 2021.



Before



After

Simultaneously, a small amount of tree-work was carried out on the eastern boundary to allow the Cricket Club to carry out essential repair work on the safety netting. This repair work has been completed.

Dawn Reid – Assistant Clerk to the Council

31<sup>st</sup> May 2021

The committee NOTED the work to reduce the overhanging branches on the western boundary, had been completed.

The committee NOTED the work on the eastern boundary trees had been completed and the Cricket Club have carried out the essential repair work on its safety netting.

**464/21 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – b) To receive an update on the Woodland Trust, Free Trees for Communities 2021.**

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

The Environmental Working Party was successful with its application to the Woodland Trust, Free Trees for Communities scheme. The application was for one small hedge - 30 tree saplings.

The committee suggested planting the hedging trees along the southern boundary at the Warren Recreation Ground. The sapling trees have all been potted up and are being cared for until the correct planting time.

Dawn Reid – Assistant Clerk to the Council

28<sup>th</sup> April 2021

The committee NOTED the Environmental Working Party was successful, with its application to the Woodland Trust Free Trees for Communities scheme. The committee acknowledged the sapling hedging trees will be planted in the Autumn/Winter time.

**465/21 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – c) To consider a request to plant trees in the village.**

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

The council has received the following letter from [REDACTED], aged 8 who would like to plant some trees around the Village.

Dear East Preston parish council

I've been learning about the number of trees in our local area!!!

So we were thinking that we could plant some trees some where.

We don't know where but hopefully we can! What we can do:

- (i) It's for the improvement
- for the oxajon
- We were thinking silver birch

By but the thing is we thought we need some permission?

I wrote to [redacted] on behalf of the committee and thanked him for his letter. I asked if he would like to take care of one of the sapling hedging trees and then assist the Councillors with the planting at the Warren Recreation Ground.

[redacted] responded: "he's thrilled to be given the opportunity of looking after a tree and would love to help plant the new trees in the village. Thank you for thinking of him".

The committee is asked to acknowledge [redacted] letter and his request to plant some trees in the Village.

The committee thanked [redacted] for his letter and his request to plant some trees in the Village.

The Assistant Clerk informed the committee that [redacted] is caring for one of the sapling hedging trees. [redacted] is excited to join the Councillors with planting up, along the southern boundary at the Warren Recreation Ground.

**466/21 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – d) To agree to undertake the Annual Tree Inspection 2021.**

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

Philip Anott, AbTec Tree Care recommended the next tree inspection, ideally should take place in the Summer. He normally staggers the inspections, due to trees being in leaf and not in leaf. The 2020 inspection took place on 9th February.

Phil has provided the following quote of £395.00 for the committee's consideration. For information, the cost of the 2020 inspection was £385.00.



14<sup>th</sup> April 2021

**Ms D Reid**  
**East Preston Parish Council**  
**Council Office**  
**122 Sea Road**  
**East Preston**  
**BN16 1NN**

ArbTec Tree Care  
28 Slindon Road  
Worthing  
West Sussex BN14 9LJ  
Tel: 01903 216362  
Mob: 07941 321239  
Email: arbtecrecare@hotmail.co.uk  
Web: www.arbtecrecare.co.uk

**Re:** Two Acres, Warren Recreation Ground, Village Green & Village Hall Car Park

Dear Dawn

Further to our recent conversation concerning the proposed tree inspection, I am pleased to give you the following quotation:

- To carry out a visual inspection of all of the Parish Council tree stock at the above sites
- To provide a written summary, highlighting priority remedial work where required

**Total cost - £ 395.00 (no vat)**

Any remedial work necessary should comply with BS 3998 – The British Standard Recommendations for Tree Work

I do hope that this is of assistance to you. If you would like to go ahead and arrange a suitable date to undertake the inspection or if you have any other queries then please feel free to contact me.

Yours Sincerely

*P. Arnott*

Phil Arnott (Proprietor)  
HND Forestry, Cert.Arb. (RFS)  
Professional Tree Inspection (LANTRA)

**The committee is asked to agree to undertake the Annual Tree Inspection for 2021.**

Dawn Reid – Assistant Clerk to the Council

16<sup>th</sup> April 2021

The committee VOTED and AGREED to accept the quote from ArbTec Tree Care and undertake the 2021 Annual Tree Inspection

**467/21 WARREN RECREATION GROUND – a) To receive an update on the flooding at Steve’s Yard**

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

As the committee requested, a second quote was obtained to replace the broken drain leading to Steve’s yard. Drainfixers carried out a site inspection and provided the following quote:

<p><b>CUSTOMER DETAILS</b></p> <p><b>EAST PRESTON PARISH COUNCIL</b> 122-124, Sea Road East Preston Littlehampton West Sussex BN16 1NN</p>	<p><b>BUSINESS DETAILS</b></p> <p><b>THE DRAIN FIXERS LTD</b> 01903 491149/ 07398813473 148 Highdown Drive Wick Littlehampton, Sussex BN17 6HP VAT: 261169215</p>
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WWW.THEDRAINFIXERS.CO.UK

DESCRIPTION	QTY	UNIT COST	VAT	VAT AMOUNT	
<p>After the following meeting we would recommend excavating and replacing the existing storm line .</p> <p>We would need to excavate from the manhole that was shown to us across the cricket pitch to the drainage ditch . To achieve this we would need to fence off the work area with herraee fencing and lay mats down to prevent excessive damage to the grass. To complete the works we estimate that it will take 5 days to complete .</p> <p>Break down of costs</p>					
Labour £4700	1	£7,000.00	+ VAT	£1,400.00	£8,400.00
3 ton excavator £260					
3 ton dumper £170					
Fencing £90					
Delivery £90					
Waste removal £550 this is for up to 12 tons					
Matting £100					
Materials £1040					
		<b>Amount</b>			<b>£7,000.00</b>
		<b>VAT</b>			<b>£1,400.00</b>

I met on site with Matt Southern WSCC Highway Inspector-Western Area, to seek further advice. Matt looked at all the background and went through both recommendations of the work required. Matt agreed with the recommendations but also in conjunction with the work recommended Steve carry out the following work:

The yard floor profile level should be re-configured to slope down towards the drain. This would allow the excess water to run away into the manhole, at the moment the floor level dips and the water sits in this place. The manhole cover is replaced for a grid type cover (as used on the roadside).

The above information and Adrian Drainjet's quote of £5250 plus vat, along with Drainfixer's quote was circulated electronically to the committee, for its consideration. The committee voted electronically and AGREED unanimously, to accept the quote provided by Adrian, Drainjet and engage him to carry out the work. The work commenced Monday 24th May 2021 and took four days as planned.



I have asked Adrian to place some kind of non-return valve on the end of the outlet pipe, to avoid it becoming blocked. Adrian also suggested he can install a small concrete sandbag wall surrounding the outlet.

Tivoli Group have carried out the reseedng work to the scarred area.

The Assistant Clerk updated the committee, Adrian Drainjet quoted £320 +VAT for the additional work to install a small concrete sandbag wall and to fit a non-return valve on the end of the outlet pipe.

The committee thanked the Assistant Clerk for her update. The committee VOTED and AGREED to accept the quote and carry out the additional work.

**468/21 WARREN RECREATION GROUND – b) To receive an update on the installation of Solar Powered Lighting, at the north boundary of the car park.**

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

The planning application was withdrawn and will be required to be re-submitted. This was due to ADC Planning requesting a Lux diagram to be submitted, the diagram indicates any likely light spillage. FarmCare UK UK, the supplier of the solar lights, quoted £200.00 to produce the diagram. Simon Francis SSE, quoted around £500.00.

Councillor's M Hroy and Toney agreed to purchase the Lux diagram from the solar lights supplier.

The Lux diagram has been sent to Lauren Willard, who the Council has engaged to prepare the elevation drawings for the planning application.

The Assistant Clerk updated the committee, she was still waiting for clarification from ADC planning, that the LUX diagram is sufficient for the application to go ahead.

The committee thanked the Assistant Clerk and will await further updates.

**469/21 WARREN RECREATION GROUND – c) To receive an update on the Tennis Court Surface repairs**

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

Playsafe Playgrounds began the surface repair work the week beginning 26<sup>th</sup> April. A notice advising of the court's closure was attached to the gate and the Clerk placed an article in the council's Newsletter.

Duncan, Playsafe Playgrounds said "The dig out and laying of the reinforced concrete went to plan, we are confident we found the cause of the problem "The tree roots were literally growing along under the tarmac over a layer of bricks. Having exposed the roots, the guys then dug out the bricks from under the m. This allowed the roots to be pushed down to some earth / stone sub strata, covered with geotextile terra m before a steel reinforced concrete raft was laid over the top.

Importantly, now the roots are able to penetrate downwards to gain moisture and unable to grow up towards the tarmac surface. We did in fact excavate a slightly larger area than we had originally anticipated to ensure we got to the full extent of the issue.



The court was reopened to the public on 10<sup>th</sup> May.

Da wn Reid – Assistant Clerk to the Council

4<sup>th</sup> May 2021

The committee NOTED the surface repairs to the Tennis Court had been completed. The committee AGREED this item can now be removed from the Agenda.

**470/21 WARREN RECREATION GROUND – d) To consider a request from East Preston Horticultural Society, to hold the annual Flower Show event.**

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

The following application was received from East Preston & Kingston Horticultural Society, to hold the Annual Flower Show at Warren Recreation Ground on Saturday 7<sup>th</sup> August.

	<b>Information Required</b>	<b>Your Response</b>
1	Name and address of Organiser	East Preston & Kingston Horticultural Society Pri nrose Buckley Abbots wood, 3 Sea Lane, East Preston, West Sussex, BN16 1NG
2	Contact Telephone Number	01903 782191
3	Contact email address	pri nrose.buckley@iscali.co.uk
4	Date and timing of the event	2-5pm Saturday 7 <sup>th</sup> August 2021 Including setting up and clearing away 8.30am – 6pm
5	<b>LOCATION OF EVENT</b> – Where will the event take place? Please give full details.	Village Hall, Warren Recreation Ground and cricket pavilion
6	<b>TYPE OF EVENT</b> – Please provide a description of the event and what activities will be provided i.e. music festival, sport, charity, food etc.  If the event has been held previously then please advise accordingly.	Flower show (in the village Hall) and fête with band, dog show, charity stalls, side shows and refreshments (cricket pavilion)

7	<b>SPECIAL ACTIVITIES</b> - Please provide details of any special or unusual activities i.e. fireworks, fun fair, air display, pyrotechnics etc.	
8	<b>ATTENDANCE</b> – Who is the event aimed at i.e. families, children, adults only etc? Is the event open to the general public? Is the event ticketed?	Families  Yes  No
9	How many people are expected to attend?	<500                      <1000                      <1500  <2000                      <3000                      >3001  Other (please explain)
10	<b>INSURANCE</b> – Please provide details of Third Party Public Liability Insurance (the insurer and value of cover.)	Liberty Specialty Markets £10 m See attached schedule.
11	<b>RISK ASSESSMENTS</b> – Please provide outcome of any risk assessments undertaken	
12	<b>LICENSING ACT 2003</b> – Will alcohol be served or regulated entertainment or late refreshment be provided under the Licensing Act 2003?	No
13	<b>MEDICAL/ FIRST AID</b> – What medical or first aid provision will be supplied at the event?	First aid supplies in the Village Hall
14	<b>SECURITY STEWARDING</b> – What security/ stewarding will be supplied at the event?	Committee responsible for stewarding. No separate security arrangements.
15	<b>TRAFFIC</b> – Will the event attract traffic issues to the wider community? (Queues to get in/ Road closures etc.) Please give details of any traffic management plan or consultations you have had to minimise disruption.	No

Councillor McEroy is working on the event's Risk Assessment with the Horticultural Society.

The application was circulated electronically for the Committee consideration. The committee voted and AGREED unanimously to grant the application, to hold the Annual Flower Show at Warren Recreation Ground, on Saturday 7<sup>th</sup> August.

Dawn Reid – Assistant Clerk to the Council

28<sup>th</sup> April 2021

Councillor McElroy informed the committee following his advice and recommendations in particular on First Aid, the Horticultural Society has amended its Risk Assessment and he was now satisfied with the latest version.

**471/21 WARREN RECREATION GROUND – e) To consider a request from the Bowls Club to increase the height of the fencing at the east side of the Tennis Court.**

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

The Clerk received the following correspondence from Roy Hickey, the General Secretary of East Preston and Kingston Bowls Club.

*Dear Simon*

*I would like to introduce myself; my name is Roy Hickey and I have taken over from Jonathan as General Secretary of East Preston and Kingston Bowls Club.*

*We would like to bring to your attention problems that we have been experiencing at the club with unknown persons climbing over the fence and gate from the tennis court area to retrieve their balls.*

*There was also an issue at the end of last summer on a number of occasions with unknown persons leaving take away food and drink cartons etc, leaving a mess and causing damage.*

*We have members living close to the club who have not seen anyone in the daylight hours therefore we assume this is happening during the evening or overnight.*

*Due to these issues, we have had to apply anti climb paint along the top of the fencing and the gate with warning signs.*

*We don't have a problem with people coming round to the main entrance to retrieve their balls when we have no members around and we do always throw balls back over when members are in attendance.*

*With this in mind is it possible to have the height of the tennis court fence made higher on the east side of the tennis court so it's the same height as the north and south as we feel this would eliminate the majority of instances and maybe stop the balls coming across to Bowls Club.*

*Kind regards  
Roy*

Following Mr Hickey's request, I asked Duncan, Haysafe Playgrounds to supply a quote to higher the fencing along the western side of the Tennis Court, whilst he is carrying out the resurfacing work. This would give the committee an idea of the cost involved.



**PLAYSAFE PLAYGROUNDS LTD**  
The Cart House, Goldings Farm, Elsted Marsh,  
Midhurst, West Sussex: GU29 0JS  
Tel: 01730 815472 Fax: 01730 815872  
E-mail: info@playsafeplaygrounds.co.uk

East Preston Parish Council  
Council Office  
122 Sea Road  
East Preston  
West Sussex  
BN16 1NN

Ref: 10921

13<sup>th</sup> April 2021

QUOTATION – Tennis Court fencing

**Quotation Summary Sheet**

- H&S documentation as required for site
- Extend existing intermediate posts to 4.0m height
- Replace 35Lm of existing tennis court with 4.0m high chain link

***Increase height of existing fence adjacent to bowls green***

***Total = £6440.00 + VAT***

M Hickey's request and the quote from Playsafe Playgrounds, were circulated electronically to the committee, for its consideration

The committee thanked M Hickey for his correspondence and ACKNOWLEDGED his request.

The committee expressed it is unlikely that any balls going over the fence would cause damage. The committee voted and AGREED not to higher the fencing

Councillor Linton suggested, "If the Bowls Club feel strongly, may I suggest, they give us a record of the amount of balls that go over with dates and times, similar to that provided by the Cricket Club."

The Clerk has informed M Hickey of the committee's decision.

Dawn Reid – Assistant Clerk to the Council

28<sup>th</sup> April 2021

The Clerk informed the committee there had been a meeting with the Bowls Club and the height of the fencing had been discussed. The Bowls Club were shown a photograph, where there clearly was netting in place on the Bowls Club side of the fence. The Bowls Club had no idea where the netting had gone but advised it will look into this.

**472/21 WARREN RECREATION GROUND – g) To consider a request for a wheelchair accessible swing, at the children's playground**

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

The committee received the following correspondence from [REDACTED], regarding a wheelchair friendly swing

Dear EPPC Amenities  
Re: Children's Playground

I have read about a disabled- wheelchair-friendly swing availability in Bognor. Could the same be provided in East Preston please?.

It must be heart-breaking to be a parent of able bodied adults/children AND someone who is disabled when there is nothing adapted for their use in the play area.  
Humiliating to have to sit and watch siblings enjoying the nelves and another reason to feel ...urghhhhh! about being disabled

Yours truly,  
[REDACTED]  
East Preston resident

**The committee is asked to acknowledge [REDACTED] correspondence and consider her request for a wheelchair accessible swing at the Children's Playground**

Dawn Reid – Assistant Clerk to the Council

28<sup>th</sup> April 2021

The committee thanked [REDACTED] for her correspondence.

A discussion took place regarding sufficient space at the playground to accommodate such a swing and where it would go. The Assistant Clerk informed the committee she had obtained specification of a Wheelchair Swing from Action Hay & Leisure. This indicated a minimum floor space of 20sq metres was required

The committee were in favour of the idea of a Wheelchair Swing, the committee asked if it could be integrated with one of the existing swing sets. The committee asked the Assistant Clerk to research suitable swings, their cost and size and report her findings to the committee at the next meeting

**473/21 WARREN RECREATION GROUND – h) To receive any updates on the Children's Playground**

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

Re medi al work has been carried out on the block paving by the entrance to the playground, after Simon noticed it had sunk and was a trip hazard

The fencing around the playground is looking tired and paint is flaking off in places. The Council's Handy man is scheduled to repair it when the weather is dry.

The surface areas around the multi play equipment and both sets of swings are showing signs of wear. Some areas have large cracks and holes, in particular around the multi play equipment. Haysafe Playgrounds and RJ Playground Services Ltd, have quoted for replacement of the rubber surfacing, both of these companies the council has happily used before.

Quote 1. Haysafe Playgrounds

Black Surfacing £3584.00 excluding VAT. Coloured surfacing £4,219.00 excluding VAT.

Quote 2. RJ Playground Services Ltd excluding VAT.

Black Surfacing £3768.00 Coloured surfacing £5016.00 excluding VAT.

Both quotes were circulated electronically to the committee's consideration

The committee voted electronically and AGREED unanimously, to engage Haysafe Playgrounds to carry out the work

The committee agreed to install the coloured surfacing costing £4,219.00 excluding VAT.

The committee will ask Full Council at the July meeting if this unforeseen expenditure could be covered from the council's reserves.

Dawn Reid – Assistant Clerk to the Council

21<sup>st</sup> June 2021

The Assistant Clerk updated the committee, Haysafe Playgrounds have scheduled in the surface repair work for 26<sup>th</sup> July, weather permitting. The playground will need to be closed for two days whilst the work is being carried out.

The committee NOTED the playground repairs will commence on 26<sup>th</sup> July and the playground will be closed for two days.

The Assistant Clerk informed the committee, Councillor's McElroy and Toney agreed to order new swing chain sets, for all four sets of swings. The chains were showing signs of wear and this had been highlighted in the ADC monthly playground inspection report. The Assistant Clerk informed the committee she was hoping the chains would have arrived prior to the 19<sup>th</sup> July, so they could be fitted when the two removed swings were replaced. To date the new chains have not arrived.

The committee acknowledged the new swing chains have been ordered and AGREED to wait until they are fitted, to replace the two swings removed due to social distancing guidance.

The Assistant Clerk informed the committee the ROSPA Safety Inspection report had been received that day. The Assistant Clerk will examine the report more thoroughly, but on a first glance there did not appear to be any major concerns.

#### **474/21 PUBLIC SEATING – a) To receive any updates on the Bespoke bench at the Sea Road Toilets.**

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

Prior to the bespoke bench being made and installed, the notice board has to be moved and the area where the Fig Tree was, will be block paved to match the existing paving. I have contacted six companies to supply quotes and only two have quoted. Most said the job was too small or they were too busy.

**Quote 1 - Cloud 9 - £1280.00.** Lay block paving to match existing block paving

It was agreed the council's handy man would reseat the notice board afterwards using flush fit post holders.

**Quote 2 - Cliff Edmunds - £1948.00.**

Remove and relocate the council's notice board and then block pave to match with existing block paving. Cliff also included in his quote to block pave the recess area where the bespoke bench is to be installed. He suggested it is more cost effective to include this work now

The committee voted electronically and AGREED to accept Quote 2 and engage Cliff Edmunds to carry out the required work. The funds for this project would be taken from the WRG Enhancements Budget.



The work commenced week beginning 21<sup>st</sup> July 2021 and was complete within 5 days.



Andy Billups has planned to install the bespoke bench at the end of June 2021.

Dawn Reid – Assistant Clerk to the Council

28<sup>th</sup> April 2021

The Assistant Clerk informed the committee Andy Billups had called in the office regarding the bespoke bench. Andy has produced drawings and calculated the size and materials required. Andy said "unfortunately even at a reduced charge for labour, I'm afraid I need to offer a revised quote of £750.00 to include all materials, delivery, labour and VAT."

The committee thanked M Billups for his revised quote. The committee VOTED and all AGREED to accept M Billups quote to install the Bespoke Bench.

**475/ 21 PUBLIC SEATING – b) To receive any updates on Public Seating around the village.**

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

Two benches, one on the Village Green and the other in Sea Lane have several broken slats.



Both of these benches have concrete legs and could easily be repaired with recycled plastic slats so would then need very little upkeep. Kadel Ltd had the closest size recycled plastic slats costing £306.36 inc vat for 15 slats, which would be able to do both benches.

Councillor Toney and M Eroy both agreed to purchase the recycled plastic slats. There is a six week wait for delivery, so the Council's Handy man carried out temporary repairs to both benches so they can be used.

There are a further ten very similar benches located around the village, five of which are memorial benches, the other five are Council. The committee may wish to also replace the slats on these benches in time. Maybe this could be suggested as an alternative to anyone wishing to place a memorial bench in the Village.

Dawn Reid – Assistant Clerk to the Council

24<sup>h</sup> June 2021

The committee NOTED the repairs had been carried out on the two benches and the recycled plastic slats are on order.

The Assistant Clerk informed the committee the cost of recycled plastic slats per bench is currently £101.15 +VAT, the delivery cost is £89.00. The total cost to replace slats on five benches is approximately £600.00 if they are ordered all together.

The committee AGREED to replace the slats on all five benches. The Chairman requested the funds for this be allocated in the 2022/2023 budget.

**476/21 TO CONSIDER ANY SIGNAGE MATTERS RELATING TO THE VILLAGE – a) To consider replacing the ‘Don’t Be a Tosser’ signage.**

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

Five out of the ten ‘Don’t Be a Tosser’ signs placed around the village, have been taken down. The signs placed along Sea Road and the Northern shops have all been taken down. The five remaining signs are located at Warren Recreation Ground and the Village Green. When the signs were first installed, they were generally well received by the community. The 10 fluted board signs, 400x300 mm cost £90.00 when purchased new.

The committee is asked to consider whether it would like to replace the missing ‘Don’t Be a Tosser’ signs.

Dawn Reid – Assistant Clerk to the Council

24<sup>h</sup> June 2021

Councillor M. Hroy informed the committee the cable ties attaching the signs had been cut and the signs removed. Most of the COMD information signs had also been removed.

A discussion took place regarding changing the colour or the wording of the sign. The committee asked the Assistant Clerk to look for variations of the wording and colour or alternative designs.

The committee VOTED and all AGREED to replace the ‘Don’t Be a Tosser’ signage.

**477/21 TWO ACRES – a) To receive any update on relocating the Wildflower Beds.**

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

Dave Farrant, Tivoli Group carried out a site inspection at Two Acres, to look at the suitability to relocate the wildflower beds.

Dave said “To be honest because of the tree cover on the site. I don’t think there is anywhere else. I will carry out another site visit, when the trees have all leafed up as this will give a better indication of suitability”.

Dawn Reid – Assistant Clerk to the Council

24<sup>h</sup> June 2021

The Assistant Clerk informed the committee she had received no further update from Tivoli on a suitable area to relocate the wildflower beds. The only area she could suggest to the committee, is the grass areas either side of the footpath, at the west side of Two Acres. A discussion took place and the committee agreed the west side of Two Acres was a suitable location and the wildflower beds could be incorporated in the EWP biodiversity plan for the area.

**478/21 TWO ACRES – c) To consider a request to install signage at the footpath at Two Acres.**

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

The request is from M [REDACTED] a resident, who regularly walks along the footpath at Two Acres. M [REDACTED] said “on two occasions he was hit and almost knocked over by cyclists riding along the Footpath”. M [REDACTED] asked if any signage could be placed in the area to ask cyclist to dismount or ride carefully.

**The committee is asked to acknowledge M [REDACTED] request and consider placing appropriate signage at Two Acres.**

Dawn Reid – Assistant Clerk to the Council

24<sup>th</sup> June 2021

The committee acknowledged M [REDACTED] request for signage to be placed at Two Acres.

Councillor Linton and Councillor Wilkinson advised they both cycle this route and are very considerate of any pedestrians. Councillor Linton felt inconsiderate cyclist would resist signage and are likely to always be inconsiderate cyclist.

The committee agreed placing signs will not deter the minority who are inconsiderate cyclist. The committee VOTED and AGREED not to place the signage at Two Acres.

**479/21 ALLOTMENT PLOTS AT ROUNDSTONE LANE – a) To receive any further information from ADC and consider an offer of leasing five allotment plots at Roundstone Lane.**

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

The Clerk asked ADC for further information, to the date of writing this report no further information has been received

Simon Cross – Clerk to the Council

24<sup>th</sup> June 2021

The Clerk confirmed he had received no further contact from ADC in response to his queries of why only half the site was being offered for lease and why there was no rolling contract.

The committee thanked the Clerk for his update.

The committee acknowledged there had been no further contact from ADC. With this in mind, the committee VOTED and AGREED to remove this item from the Agenda.

**480/21 MEMORIAL FOR STEVE ROLPH – a) To consider a suitable memorial for Weekday Village Orderly, Steve Rolph**

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

Councillors will be aware the council's main Village Orderly, Steve Rolph, sadly died on 16<sup>th</sup> June.

The committee is asked to consider a suitable memorial with which to mark his almost nine years of sterling service. Steve's work for the council mainly involved him in the Warren Rec, the Village Green and on Two Acres. Either a bench or a tree would be a fitting tribute.

Simon Cross – Clerk to the Council

24<sup>th</sup> June 2021

The committee expressed its sadness and offered condolences to M Rolph's family. The committee acknowledged M Rolph's most valued contribution to the council and the village.

The committee discuss a suitable memorial and favoured locating at the Warren Recreation Ground, where M Rolph would frequently visit.

The committee AGREED to placing a memorial plaque on either one of the benches at the eastern side of the Warren Recreation ground, near the Car Park. The committee asked the Clerk to invite a member of M Rolph's family to unveil the plaque.

The committee asked the Assistant Clerk to replace the old wooden slats with the new recycled plastic slats, prior to the memorial plaque being installed.

**481/21 SEA ROAD ISLAND – a) To consider installing planters at the Island in Sea Road.**

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

The flower basket tree situated on the island opposite the Council office has recently been knocked out of alignment several times, almost certainly by parking vehicles. For all the best intentions of the Civil Parking Enforcement officers from ADC, whenever they visit the southern end of the village, there is a marked exodus of all the vehicles parked on the island, leaving the officers frustrated and unable to issue any tickets.

Simon and I are concerned that over time the flower tree could work loose and then become a health and safety hazard.

Simon came across the two photographs below showing there was once at least three planters positioned along the island. The Forster family took possession of The Clockhouse building from Barclays in 2002 so these photographs are from soon after that.

The committee is asked to consider installing similar planters again, it would brighten up the area, whilst protecting the flower tree from parking vehicles. It may also alleviate some of the parking issues experienced along the access road. Committee may also wish to consider the basket tree has been in place for several years now without any structural tests. Such tests, if we could even find a supplier, would not come cheap. Sponsorship for planters along this island may be possible.



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

23<sup>rd</sup> June 2021

The committee thanked the Clerk for his report and for bringing to its attention concerns about the flower tree situated on the island. A discussion took place regarding inconsiderate parking along the island. The Chairman informed the committee he had spoken with the local Enforcement Officer and he can enforce a loading ban because of the double yellow lines. Unfortunately, when this fine has been issued the vehicle is allowed to remain in place for 24 hours with no further fine.

A discussion took place and the committee favoured the idea of placing planters along the island as a deterrent to the inconsiderate parking. The committee asked the Assistant Clerk to measure the island and establish how many planters would be needed and where they are best placed. The committee asked the Assistant Clerk to obtain quotes and present the information to the committee at the next meeting.

**482/21 ELECTRIC VEHICLE CHARGE POINTS – a) To note an update on the provision of electric vehicle charge points in the village.**

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

This item is just for information at the moment. Committee members will be aware the council's Environmental Initiatives Working Party (EWP) recently carried out a survey on a variety of environmental matters affecting the village. One of the questions was would members of the public support the provision of electric vehicle charge points (EVCPS) in the village,

and if so where. 75 % of respondents said they would support the provision and a further 6% would support with reservations.

In light of this, at some point, the HWP is likely to approach this committee to provide some EVCPs on council land. There is money available from central government although it is not wholly clear whether a parish council is eligible, even having asked the question. However, more importantly, WSCC is currently out to tender for a supplier of EVCPs across the county. The financial risk will be almost wholly the supplier's, with it expected to install and maintain the machines for a cut of the revenue. The tender will be awarded on a "portfolio basis" meaning the supplier will not just get to cherry pick the most profitable sites in the county but also those in lower revenue areas. My contact at WSCC said she was hopeful the tender would be awarded in September with mapping of the network of machines due to start in January ahead of roll out. East Preston Parish Council is now listed as an interested party. What may also work in our favour is the fact we have the above survey results.

Simon Cross – Clerk to the Council

24<sup>th</sup> June 2021

The committee thanked the Clerk for his report and NOTED the information on electric vehicle charge points in the village.

**483/21 BUDGETS – a) To note the 2021/22 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.**

The committee thanked Ms Khoo for providing the 2020/21 budget papers, for the Amenities Committee and the Warren Recreation Ground Trust to date.

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

The committee requested funding for the following items be allocated within the 2022/2023 budget:

Wheel chair Accessible swing and related costs

Replacement Recycled Plastic Notice Board (5 year plan to replace 1 per year)

Replacement Recycled Plastic bench slats for 5 benches

**484/21 CORRESPONDENCE**

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

The council has received the following letter from [REDACTED], aged 11 years, regarding building a small skate park

Dear Simon Cross,

I feel strongly about Warren Recreation Ground being a lovely field in East Preston, as I don't think it is being used to its fullest potential and we have to do something about it. I have a great idea that I would like to put forward and share with you.

I know at the back corner by the little ditch there is a bit of pavement with a bench on it. As this area is not being used and becoming a bit old, I thought it would be a great idea to fill up some of the space in the field. I would suggest there should be a little skate park. I know there is one already by the East Preston Junior School, but it is very small.

I think the skate park should include a rail, a quarter pipe with a spine to the side, also a rollin, a ledge to grind on, a set of stairs with a rail through and a berm. I could help by building it or designing it, because I want to be an architect when I'm older.

As a young child there was no skate park near where I lived, so I wasn't very good. I think this is a good way to let children learn how to skate, but in a safe environment. This would bring more people to the area and make people happy. Although the elderly sit on the benches in that area, it might be a nice idea to move the benches nearer, so the elderly could watch. The elderly may make some new friends and it might bring younger children there to have fun and meet up with other friends and families.

Although this field also has a large cricket pitch, as it is rarely used, it could be made slightly smaller so others can enjoy it too.

I could help with fundraising or help make and hand out fliers.

This would make my dream come true.

Yours sincerely

The Clerk replied to [REDACTED] letter and invited [REDACTED] and his parents, to join the next Amenities meeting to talk about his idea to build a skate park

For the committee's information, there is a basic skate park at Lashmar Recreation Ground



The committee is asked to acknowledge the correspondence received from [REDACTED] regarding his idea to install a small skate park, at the south eastern corner of Warren Recreation Ground

Dawn Reid – Assistant Clerk to the Council

29<sup>th</sup> June 2021

The committee thanked [REDACTED] for his letter and his request to build a small skate park at the Warren Recreation Ground. A discussion took place and the committee agreed, as the Warren Recreation Ground is leased by the Cricket Club until 2026 and the south eastern corner is too close to a residential area, this is not the right place to develop the facility in the village.

The Clerk suggested to the committee he contacted Arun District Council to discuss development of the existing skate area on Lashmar Recreation Ground.

The committee agreed if any enhancements to the skate area could be agreed, the committee will assist with the funding of those enhancements.

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

**Intergenerational Playground Equipment** - The council received the following correspondence from [REDACTED] in response to the recent article in the council's newsletter. The article asked if adults would be interested in using the playground equipment.

*Dear Simon*

*I read with some what joy the article on the back of the Parish Council newsletter today and yes indeed what a wonderful idea and forward thinking of the council. There has been a certain sadness since the long ago days when I left the playground and swings 'because I was an adult' and so I would wholeheartedly support this!*

[REDACTED]

The committee is asked to acknowledge the correspondence and note [REDACTED] support of intergenerational playground equipment.

Dawn Reid – Assistant Clerk to the Council

1st March 2021

The committee thanked Ms [REDACTED] for her correspondence and noted her support of using intergenerational playground equipment.

#### **485/21 URGENT MATTERS ARISING (FOR INFORMATION ONLY)**

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

**Cricket Club: replacement practice nets** - Pete Dallimore has recently assumed some position within the Cricket Club hierarchy and has advised the club would like to talk to the council about the club's plans to replace the practice nets, probably after the end of the season. We have asked the club to provide something in writing and Pete has said he will come to a future Amenities Committee meeting to talk about some tree works which the club feels may be necessary in line with the replacement practice nets. This is just for information at this time.

Simon Cross – Clerk to the Council

5<sup>th</sup> July 2021

The committee acknowledged the information regarding the Cricket Club's replacement practice nets, and its request to speak to the committee regarding tree work. The committee welcomes a representative from the Cricket Club to attend the next Amenities meeting.

#### **ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA**

There were no items to be referred to the next meeting. The date of the next meeting was rearranged to 20<sup>th</sup> September 2021.

**The meeting concluded at 20.55hrs.**

Chairman:

Date: