

**MONTHLY MEETING
OF THE COUNCIL**

6TH SEPTEMBER 2021

SUPPORTING PAPERS

Please note not every Agenda Item will have a supporting paper.

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Agenda Item 8

Rampion 2 public consultation

Councillors will be aware of the Rampion Off-shore Wind Farm and the proposals to expand the current site. Council has received presentations from Protect Coastal England (November 2020) and the Rampion 2 Project Team (December 2020) – interested residents were present for both of those presentations.

The Rampion 2 Project Team set up Project Liaison Groups to keep local communities involved in the project ahead of a public consultation and, as Chairman of the council's Environmental Initiatives Working Party, I volunteered last September to be the council's representative on the Project Liaison Group. A number of other town and parish councils were invited and some are also represented. I have reported back to council previously on the Project Liaison Group meetings I have attended. An additional report together with a report from a Littlehampton Society meeting I attended can be found further down these Supporting Papers.

Council is asked to consider whether or not to respond to the public consultation on the proposed expansion of the Rampion Wind Farm and, if yes, what should that response be? Below are my thoughts from having been following the project for the past year.

Proposals: -

Rampion 2 generating capacity of up to 1,200MW, compared with 400MW for Rampion 1.
Between 8 and 15 miles from the coast - same distance from shore as Rampion 1.
Maximum height of turbines 325m. (2.3 times the existing height).
Maximum number of turbines will be 116, no greater than existing wind farm.
105 sq mile search area for optimal placement to east, west and south of existing wind farm.
Max 4 buried cables connect to National Grid at Bolney via Climping. (22 miles)

Timescales: -

Final proposals are planned to be submitted to the Planning Inspectorate in early 2022. If consent is awarded, construction would begin 2025/26 at the earliest, with a view to completion before the end of the decade.

Arguments against: -

Too close to shore. Government guidelines say should be 19 miles from shore.
Inefficient as in area of low wind power. Better in North Sea.
Turbines too large. Bigger than the Eiffel Tower. Visible from Selsey Bill to Beachy Head.
Will not connect to existing wind farm. Not linked to proposed offshore transmission network.
Not necessary to meet Government's targets for net-zero. There is already 60GW of offshore wind capacity in the UK pipeline to meet the 2030 target of 40GW
Wildlife would be severely impacted.
Significant projected fall in tourist income.

Arguments for: -

Project will help meet government climate change and offshore wind targets.

Government guidelines on distance from shore are advisory not statutory.
Rampion 1 exceeded expectations 2020, generating 15% more than the forecast average.
Build area for the turbines and their size has yet to be determined - Rampion 1 had a similar search area and turbines were specified at a max height of 210m but are 140m. (Visualisations can be seen on Rampion2 website.)
Populus survey 18 months after Rampion 1 found 85% positive 4% negative.
Proposals must be worst-case so there are no surprises.
Offshore transmission networks are only being considered by the government.
Effects on tourism and jobs very small according to research on onshore wind farms in Scotland.
Rampion 1 is a tourist attraction and Rampion Visitor Centre in Brighton has 100,000 visitors per year.
Preliminary Environmental Impact Assessment on Rampion website has details on all work done so far and details of all agencies consulted.
Complex project so cannot be so easily rejected as inefficient and being in the wrong place.

Parish feedback

Environmental Initiatives Working Party survey was sent to 850 individuals and we received 76 replies. Included was the question: Are you aware of the plans to expand the Rampion Wind Farm? What are your thoughts?
50 (66%) broadly in favour, 15 against, 11 not sure.
4 major areas of concern - spoiling the view, the size of the turbines including their proximity to the shore, adverse effects on wildlife (both bird and marine life) and negative effect on tourism. Noise, contravening government guidelines, the unreliability of wind power, need for beach defences at Climping and maritime archaeological research were also mentioned.
Separate correspondence from four households have included objections on similar grounds. Council has also received separate correspondence supporting the proposal.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

26th August 2021

Agenda Item 9

Minutes of Monthly Full Council meeting, 5th July

The draft Minutes were circulated to all councillors on 7th July, asking for suggested amendments by 14th July. None were received.

Simon Cross – **Clerk to the Council**

19th July 2021

Agenda Item 10

Monthly Update Report

1. **Introduction**
2. **Minute 370/21 – Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2021**
3. **Minute 372/21 – New Items to be Referred to the Next Meeting, 5th July 2021**
4. **Minute 415/21 – Reports from parish council committees – Major Events Committee**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 5th July 2021.

2. Minute 370/21 – Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31st March 2021

The external auditors have asked one minor question on the Annual Governance and Accountability Return. The answer was in the information I had initially sent them, but obviously not clearly enough.

3. Minute 372/21 – New Items to be Referred to the Next Meeting, 5th July 2021

The East Preston Yarnbombers did set up a silent auction with bids due to be received by today. Several have been received.

4. Minute 415/21 – Reports from parish council committees – Major Events Committee

FunDay Sunday has been moved back two weeks to Sunday, 17th October.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 12

Committees

The following committees met during the two months since the last meeting: Amenities on 12th July; Audit & Governance on 19th July; Community Engagement on 26th July; Finance & General Purposes on 16th August; Major Events on 23rd August; Personnel on 19th July; and Planning & Licensing on 12th and 26th July and 9th and 23rd August. Draft Minutes from all of these meetings, except the Personnel Committee meeting, have been circulated to all councillors.

Agenda Item 12a

Amenities Committee

The committee met on 12th July but did not meet during August. At that meeting, Cllr Toney was elected Chairman for the year. Nobody has yet been elected Vice-Chairman.

Warren Recreation Ground children’s playground - The resurfacing work at the children’s playground is complete. The work took place a week later than scheduled due to the contractor having a family bereavement and poor weather putting the team slightly behind its schedule. The playground was closed for two days’ whilst the work was carried out to resurface both sets of swings and the multi play area.

Subsequently, the Council’s handyman has replaced all the swing chains and the two cradle swing seats, the chain wear had been highlighted in the recent ROSPA report. The handy man has begun repainting the railings but this is weather dependant. The new cradle seats are a bit more colourful than the previous ones. Together with the railings work, the whole area is looking a lot brighter and more inviting to its target audience.



New cradle seats at the Warren Recreation Ground play area

Lashmar Bank – The committee has agreed to install a second flower planter to the left hand side of the new planter. The Chairman met with our contractors, Tivoli, to discuss the surrounding area and agreed laying grass around the planters would be the best option.

Sea Road Toilets – The committee has made a single application to the 2021 Loo of the Year Awards. The toilets have been entered under the non-attended category and judging will take place unannounced, sometime between August and September. The toilets will be star graded and the council will receive a summary report of the inspection. The committee is hopeful this report will highlight how the toilet block can be improved to be considered for a high grading next year.

Village Green Car-Park – On Tuesday, 31st August, the car-park will be closed during the morning to allow for the markings to be re-painted. The Finance & General Purposes Committee agreed this was sufficiently important to be permitted under the Clerk’s ability to authorise emergency expenditure up to a value of £5,000 (Financial Regulations Paragraph 3.4). This work will cost about £1,200 and is the first time the markings have been repainted since 2011. This work follows some concerns from residents about the increased number of

vehicles apparently driving the wrong way out of the car-park. Agenda Item 14e below is to note this expenditure.

Village Green Event – The committee granted an event application, to hold The Sundowners - 21 tour event. The tour includes an event at Angmering and a proposed event at Littlehampton. The event has a variety of street food, live music and small funfair rides. It is due to take place on the 17th September on the Village Green.

Village Green low-level boundary fencing – Agenda Item 13a below asks council to agree unforeseen expenditure on the low-level fencing around the Village Green.

Beach Access for all – the committee agreed this council should not lead on a project which will undoubtedly be complicated and beyond the expertise of this council's officers and councillors. The committee knows the council is committed to improving beach access for all and will be keen to support appropriate projects led by other organisations.

In my absence, the Clerk met with Richard Akhurst, Deputy Chairman of the Disability Action Group of East Preston, and explained the committee's thinking to him. Mr Akhurst fully understood and said the Disability Action Group had been thinking along similar lines and was also preparing to contact Arun District and West Sussex County Councils. Subsequently, the Clerk has been invited to the next meeting of the Disability Action Group which is taking place on 6th September.

The committee's next meeting will be on 20th September.

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

26th August 2021

Agenda Item 12b

Audit & Governance Committee

The committee met on 19th July. As this was the committee's first meeting of this council year, Cllr Mathias was elected Chairman and Cllr McElroy, Vice-Chairman for the year.

The committee reviewed the Terms of Reference and Cllr Mathias and I have been tasked with having a closer look at them before the committee's November meeting.

The committee reviewed the final Internal Audit report for the year ending 31st March, and discussed the points raised in the report. The committee thanked the office team for our work in another good Internal Audit result.

The committee also reviewed the Tenancy Checklist which the council asks its tenants to complete once a year. The committee felt no changes were needed to the Checklist itself, just how it is used.

The committee agreed the Leases Working Party should work on the lease to the East Preston & Kingston Bowls Club next as that is due for renewal in 2025. The Club concedes it cannot expect an annual rental of just one shilling again.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 12c

Community Engagement Committee

The committee met on 26th July. As this was also this committee's first meeting of this council year, Cllr Linton was elected Chairman and Cllr Duff, Vice-Chairman for the year.

The committee reviewed the Terms of Reference and readopted these without any changes.

Attempts to run a half-day playscheme for primary school age children had not been successful yet this year, but the committee hoped it would be possible to hold one in October.

Sussex Day on 16th June had been successful in the village, but NHS, Social Care and Frontline Workers' Day on 4th or 5th July had been less so, possibly because of confusion over which date was the definitive date.

Come and Meet Your Local Councillors on 23rd July had been successful again, and responses to the questions raised would be included in the Autumn 2021 Newsletter.

The committee agreed to commemorate Merchant Navy Day on 3rd September again.

The second Beach Clean of the year will take place on 26th September. Councillors' assistance would be much appreciated.

The committee agreed the village should purchase a clock to commemorate the Queen's Platinum Jubilee next June. The clock would be located at the southern end of the verge dividing Sea Road from the northern shops service road. The committee is still gathering information on this and hopes to be able to put a financial proposal before Full Council at the next meeting. Agenda Item 15a below relates to the planting of a commemorative tree.

The committee is still keen to trial a bus service to the southern end of the village, but agreed this should not be until the country has been clear of COVID-19 for twelve months. Realistically, then, the earliest a trial will begin is 1st April, 2023.

Councillor walkabouts are going well, as can be seen reported in Agenda Item 20 below.

The committee's next meeting is on 27th September.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 12d

Finance & General Purposes Committee

The committee met on 16th August. This was also this committee's first meeting of this council year, and Cllr McElroy was elected Chairman and Cllr Gunston, Vice-Chairman for the year.

The committee reviewed the Terms of Reference and readopted these without any changes.

The committee received a presentation from Roy Allen, Premises Manager of the East Preston & Kingston Village Hall Foundation, on the possibility of the parish council having some cctv cameras on the Warren Recreation Ground parented on the Village Hall Foundation's new system. Cllrs Gunston, Mathias and Wilkinson agreed to investigate this more, and Cllr Wilkinson has seen the system in action at night-time.

The committee reviewed the financial risks on the council's Risk Register and agreed to some changes I had proposed. These were minor and more in the name of tidying-up the register.

In addition to the Grant Aid awards noted at the last Full Council meeting, the committee agreed to award £100 to Fare Divide, the umbrella organisation for the Littlehampton Fridge on Tour, towards the cost of some protective coverings for operating at outdoor venues.

Discussions on the following matters have resulted in the following Agenda Items below: freezing the precept for 2022/23, council's insurance and the council's email service. The committee agreed to spend approximately £1,000 on improving the computer network in the Council Office – this will come for the £2,000 in the Office Equipment – New Purchases budget line.

As reported in Dawn's report from the Amenities Committee, the committee agreed to the emergency repainting of the markings in the Village Green car-park following safety concerns raised by members of the public. The work was completed the is morning as you can see from the photograph below. WSCC has also agreed to repaint some of the markings in Willowhayne Crescent in the not-too-distant future.



Freshly-painted new markings in the Village Green car-park

The committee's next meeting is scheduled for 15th November and will mainly be for budgeting for next financial year.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 12e

Major Events Committee

The committee met on 23rd August.

The committee mainly ensured all was in place for the Food & Drink Festival due to take place five days later. It seemed to be.

The committee also discussed *Funday Sunday*, now taking place on 17th October and for which several tickets have already been sold. The theme will simply be *Happy*. Because of COVID restrictions, the event will be held in the Miller Barn rather than the Warren Room.

All is also proceeding well for the East Preston Christmas Celebrations event on Saturday, 20th November. All councillors are asked to let Alison know their availability for the day and the evening before. Thank you.

The next event though is the Thank You party for the East Preston Voluntary Service on the afternoon of 18th September. Again, all councillors are asked to let me know their availability for the day.

The committee is beginning to consider what the council might do over the Queen's Platinum Jubilee weekend.

Finally, the committee reviewed its Terms of Reference and decided to readopt them unchanged.

Away from the meeting, the committee has agreed to support the East Preston Yarnbombers Christmas project to the tune of up to £400. This will provide some bespoke infrastructure for the project. This funding will be taken from the Christmas Celebrations budget line.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 12f

Personnel Committee

The committee met on 19th July. This was the committee's first meeting of the new municipal year.

Councillor Patricia Gander was appointed Chairman of the Committee; Councillor Elizabeth Linton was appointed Vice-Chairman of the Committee.

Terms of Reference

The Committee reviewed and re-adopted V.8 of the Committee's Terms of Reference

Village Orderly

This vacancy has been advertised via the paper newsletter and e-newsletter.

Covid-19: Staff Welfare

The working arrangements for all officers was reviewed. In the light of changes to government policy and easing of the national lockdown, the wearing of facemasks and signing into buildings is now the responsibility of the individual. The Committee agreed to recommend that officers should continue to wear facemasks when moving around the office. (Since the meeting this has been further eased.)

The Committee also agreed that officers should continue to ask visitors to wear masks when moving around the building. Any visitors refusing to wear a mask or to sign in would be seen outside the building to ensure the safety of the Council's employees and visitors. I have agreed informally with Simon we no longer require visitors to sign in upon visiting the Council Office. Face masks will still be encouraged.

Staff Welfare: Equipment

The Committee recommended all staff should undergo a seating and display screen equipment assessment prior to the purchase of new furniture.

Staff Handbook Policies

Further down this Agenda, Council is asked to adopt a Parental Leave Policy. Work is continuing on a Disciplinary Policy and a Maternity Policy.

Future Meetings

The Committee discussed the pros and cons of holding meetings in person or virtually. Most councillors have indicated that they prefer to meet in person, but it is acknowledged that some members of the public may prefer to still have virtual meetings. The Clerk felt it was too early to be discussing this when the option for fully virtual meetings is not there yet. The Committee will review again once the Government guidance is clear.

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

30th August 2021

Agenda Item 12g

Planning & Licensing Committee

Since the last Full Council meeting, the committee has met on 12th and 26th July and 9th and 23rd August.

On the 12th July, the committee considered three Applications. The committee had no objections to two of the Applications. The applicant of the third attended, and the committee agreed to defer its decision on this Application to allow the applicant to make some suggested changes.

On the 26th July, the committee started by considering changes that had been made to the Application first considered on 12th July. The committee felt the changes did not address all its concerns and so agreed to object to the Application. ADC later gave Planning Permission. The committee considered two other Applications and raised no objections to either of them.

On the 9th August, the committee considered three Applications and raised objections to one in Seaview Road but not the other two.

On the 23rd August, the committee considered three Applications, raising no objections to any of them.

In the week before the meeting held on 9th August, the Clerk had received a telephone conversation from a local resident who was concerned Mrs Vos had been described as “effectively an advisor to the Parish Council” in the latest East Preston & Kingston Preservation Society newsletter. The Clerk had explained Mrs Vos’s attendance at Planning & Licensing Committee meetings was not on any official basis on the council’s side, and the committee did not always agree with the comments Mrs Vos made on behalf of the Preservation Society and vice versa. The resident asked for a correcting statement to be published in the next Preservation Society newsletter and a similar statement to be published in parish council documents too. Present at the meeting on 9th August, Mrs Vos agreed her attendance at and input to Planning & Licensing Committee meetings was in no way official for the parish council. Subsequently, it transpired the comment to which the resident referred had been in the Minutes of the Society’s 2019 Annual General Meeting not a recent newsletter.

At its meeting on 13th September, the committee will be considering the council’s response to the Planning Applications related to the Redrow Homes proposal for 76 homes on land south of the A259 immediately to the east of the parish’s eastern boundary. These Applications fall are referenced A/168/21/PL and A/169/21/PL. The committee considered a suggestion from Redrow Homes it gave a presentation to this council. The committee agreed that would be inappropriate as the Applications are within Angmering Parish Council’s boundary. In the meantime, this council has submitted its objections to Application A/164/21/AG, “to upgrade existing agricultural track, providing access to Roundstone Farm”.

Simon Cross – **Clerk to the Council**

24th August 2021

Agenda Item 13a

Amenities Committee – Village Green fencing

Council is asked to the unforeseen expenditure on the Low level fencing surround the Village Green.

Cllr Toney to lead on this item.

The low level wooden boundary fencing is deteriorating, several of the upright posts are rotting at the bases. In total there are 86 lengths of fencing and 21 of the upright posts are rotten and will require replacing. The committee obtained two quotes for replacing with recycled plastic fencing as the life expectancy is far greater than wood. The committee favoured New Place Fencing Ltd’s quote £22,500 plus VAT.

Council is asked to agree the unforeseen expenditure on the Low level fencing surround the Village Green.

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

25th August 2021

Agenda Item 14a

Finance & General Purposes Committee – precept for 2022/23

Council is asked consider a recommendation to freeze the precept for the coming financial year.

Cllr McElroy to lead on this item.

At its meeting on 16th August, the committee considered the positive state of the council's reserves and how it would likely do no harm to freeze the precept for a second year running. This would keep the precept for a Band D property at £98.43 for the forthcoming financial year. The amount collected by ADC on behalf of EPPC will depend upon the council tax base, i.e. the number of taxable properties in the village levelled out at Band D, and this figure is not released until later in the year. There is likely to be a small increase this year, as there is most years.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 14b

Finance & General Purposes Committee - insurance

Council is asked consider a recommendation to change the council's insurance provider with effect from 1st October 2021.

Cllr McElroy to lead on this item.

The current long-term agreement (LTA) the council has with AXA expires on 30th September. The council's insurance broker, Came & Company, has carried out a renewal exercise on our behalf, and has recommended a long-term agreement with Hiscox Insurance. The long-term is not that long-term, just three years.

The committee agreed, at its meeting on 16th August, to recommend to Full Council it agreed to a new long-term agreement with Hiscox Insurance. This is at a cost of £4,033.70; the alternative with Pen Underwriting Limited is for £4,331.60. An LTA is only available with Hiscox. Both policies attract a £50 admin fee increasing the sum accordingly. Following the recent Audit & Governance Committee's review of the end-of-year Internal Audit report for the year ending 31st March, 2021, the "employee dishonesty" cover has been increased in recognition of the council's current reserves.

If council agrees to this change of provider, the council would enter into a three-year binding LTA.

Agenda Item 14c

Finance & General Purposes Committee – council email

Council is asked to consider a recommendation to change the council's email provider.

Cllr McElroy to lead on this item.

In April 2019, council started to use Vision ICT for its email service, providing the council with professional email addresses for all councillors to help them keep their council and other lives separate. Although most councillors have had teething problems of some sort or other, generally this has worked well for the council.

Support from Vision ICT has been ok. When they can answer a question they do so, but if they do not know the answer you don't really hear much back from them, in my experience.

On 13th May, I reported a problem to Vision ICT as emails to Hotmail addresses were bouncing. Luckily, because the council's officers still have their BT accounts as part of our BT broadband and telephony package, we have been able to send email to Hotmail, and subsequently Outlook, email addresses from our BT addresses. I reported this to Vision ICT support at least a couple more times since, but have received no replies. Hotmail and Outlook are both Microsoft products.

I contacted David at Microshade VSM, the supplier of the council's cloud-based server services. His response was, "That's bad news – it's because their email servers have been blacklisted [by Microsoft] as a source of Spam. This happened a few weeks ago also as I recall. They will have to sort out the problem and re-assure all the spam monitoring sites that they are clean, and then it will take a while to get everything back up and running. Apparently VisionICT are aware of the problem and it has been going on for several weeks – their mailbox provider say they are working on it but can't give an estimate for when the service will be fixed."

It's now August, and the problem has not been resolved and we have still had no contact from Vision ICT support.

At the committee meeting on 16th August, it became clear some councillors have had no problems with running a council email account whilst others have had repeated problems. I do not think changing supplier will necessarily resolve that disparity but it will resolve the issue with Hotmail and Outlook email addresses and should provide a better level of support.

This is coming to council today as the change of supplier will see an increase in costs on this budget line from about £350 a year to £1,200 a year. This will result in an overspend for the current year. Committee felt it was a good idea to have the same team look after council's email service as our server services. More information on this can be found in Minute 599/21 of the Finance & General Purposes Committee meeting held on 16th August.

Agenda Item 14d

Finance & General Purposes Committee – Village Green car-park markings

Council is asked to note agreed expenditure on the re-lining of the Village Green car-park.

As mentioned in the committee's report above, following concerns raised by members of the public about the increase in vehicles turning the wrong way out of the Village Green car-park, the committee agreed to emergency expenditure of about £1,200 to repaint the markings in the Village Green car-park. This work was completed this morning.

Agenda Item 15a

Major Events – Queen's Platinum Jubilee tree

Council is asked to allow the Major Events Committee expenditure of up to £400 on the purchase, delivery and planting of a tree to celebrate the Queen's Platinum Jubilee.

In the Winter 2021 (quarterly) Newsletter, the Community Engagement Committee asked the public how it would like to mark the Queen's Platinum Jubilee in June 2022. Responses were few and the committee is working on those received. The simplest was for the planting of a or some trees. Tree-planting space in the village is at a bit of a premium, but the committee agreed a landmark tree on the Village Green would be a fitting tribute. The ADC arboriculturist was consulted and visited site and, bearing in mind the council's Native Planting Policy, he recommended a Field Maple to be situated approximately where the table-football table has been removed from.

The committee has done some investigating, and feels the best option would be for a 3m Field Maple from Arundel Arboretum which should grow to 6m. The cost is currently £285 with a £30 delivery charge from Arundel Arboretum but there would be an additional cost to cover the planting of the tree. Planting season is approximately November to February. A plaque would be commissioned at a later date and the Community Engagement Committee would budget for that in next year's budget. This request is coming via the Major Events Committee as the Community Engagement Committee has handed over the Queen's Platinum Jubilee responsibilities to Major Events.

The committee also asks the Amenities Committee to take responsibility for the purchase, delivery and planting of the tree in conjunction with it.

Cllr Elizabeth Linton – **Chairman of the Major Events and Community Engagement Committees**

29th August 2021

Agenda Item 16a

Personnel Committee – Parental Leave Policy

Council is asked to adopt a Parental Leave Policy for the council.

Cllr Gander to lead on this item.

At its meeting on 19th July, the committee agreed to recommend to Full Council the adoption of a Parental Leave Policy as part of its Staff Handbook. This can be found at Appendix A below.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 17

Working Parties

Only the Environmental Initiatives Working Party met this month, 9th August.

Simon Cross – **Clerk to the Council**

31st August 2021

Agenda Item 17b

Environmental Initiatives Working Party

We discussed ways to increase the membership of the group by inviting parishioners to join us. We will be asking Mary Jeavons from St Mary's Church to give us an update on the rewilding of the Church at our next meeting to see if we can borrow any ideas for Parish Council land.

The greener buildings project is to be put before full council in September and we also agreed to look at possible ways to fund the project. Since the last meeting, I have attended meetings with the East Preston & Kingston Bowls Club, the East Preston & Kingston Village Hall Foundation, East Preston Football Club, and reps from both Our Lady, Star of the Sea and St Mary the Virgin churches. Representatives of all of those organisations have responded positively to being part of a project to see East Preston's publicly-used buildings working together towards a greener village.

We also talked about actions arising from the recent survey which we will be incorporating into our action plan that will be a topic for our next meeting which is on 27th September at 18:00. This does clash with the Planning & Licensing Committee meeting that evening, but please feel free to join us if you would like to.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

26th August 2021

Agenda Item 17c

Flat and Frontage Working Party

An initial set of drawings has been received from Fuller Associates. Chairman of the Working Party, Cllr Wilkinson, and I will meet with David from Fuller Associates, but I have not yet had a chance to arrange such a meeting.

Simon Cross – **Clerk to the Council**

25th August 2021

Agenda Item 17e

Playing of Cricket Working Party

On 23rd August, the council was contacted by a household on the western boundary which found a cricket ball in its hedge on the western side of the property. Simon has been round and collected the ball but the householders were not in at the time. Simon has reiterated the council's willingness to meet with the householders with or without Cricket Club representation.

Cllr Christine Bowman –
Chairman of the Playing of Cricket Working Party

31st August 2021

Agenda Item 18a

Environmental Initiatives Working Party (EIWP)

Council is asked agree to commission Energy Performance Certificates for a range of publicly-used buildings in East Preston at an approximate cost of £2,500.

As has been reported to the past few council meetings, the EIWP would like to work with the organisations responsible for the buildings most used by the public in the village on a project to make them all greener. As you will have read elsewhere, Simon and I have together spoken to several of those organisations, explained the basis of the project, and the representatives have all responded positively within the constraints of needing to talk to committees and such like.

The first step of the project would be for the council to spend, currently, £2,523 on commissioning Energy Performance Certificates (EPC) for each of the buildings. This covers eleven buildings in the village, inspection and report and, where applicable, registration of the EPC. Those reports will show each organisation how it can improve the energy performance rating of its building. Each organisation will then be encouraged to sign up to making those improvements by, say, 2030, and will also be encouraged to seek funding through their own channels, the council not being expected to spend any further on buildings run by other organisations.

As the predicted cost of this work is below £3,000, a range of quotations is not required.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

26th August 2021

Agenda Item 19

Clerk's Report

- 1. Introduction**
- 2. Police matters**
- 3. Anti-social behaviour matters**
- 4. Freedom of Information / Data Protection requests**
- 5. Twice-yearly meeting with East Preston & Kingston Bowls Club, 6th July**
- 6. East Preston Business Community Business Breakfast, 7th July**
- 7. Sussex Community Rail Partnership AGM, 12th July**
- 8. School Crossing Patrol meeting with WSCC, 19th July**
- 9. Pavement extension meeting with Balfour Beatty, 19th July**
- 10. East Preston Business Community Business Breakfast, 4th August**

11. **East Preston & Kingston Horticultural Society, Annual Flower Show, 7th August**
12. **Twice-yearly meeting with East Preston & Kingston Village Hall Foundation, 10th August**
13. **East Preston & Kingston Village Hall Foundation Annual General Meeting, 14th August**
14. **Meeting between Kingston Parish Council and East Preston Parish Council, 23rd August**
15. **Meeting between East Preston Cricket Club and East Preston Stoolball Club, 24th August**
16. **Silent Soldier at Littlehampton Railway Station, 26th August**
17. **East Preston Food & Drink Festival, 28th August**
18. **Littlehampton Community Fridge on Tour, July and August**
19. **Social media**
20. **MailChimp stats**
21. **A selection of things we have been asked since the last meeting**
22. **Recent bouquets and complaints**
23. **Leave**
24. **September meetings and events**

1. **Introduction**

This is the report mainly covering July 2021 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

Late on the 11th July, after the Euros 2020 final, the yarnbombed turtle that had been sitting on the postbox outside the Council Office was stolen. We had good cctv footage of this and could tell you it was stolen by one of a group of seven football fans on their way home from a pub or someone's house. Although the Yarnbombers chose not to report this to Sussex Police, I did mention it in passing to PCSO Pipkin who likes to keep in touch with East Preston matters. PCSO Pipkin visited the Council Office on 20th July and watched the cctv footage we have. PCSO Pipkin did not recognise any of the group and confirmed my belief the theft was opportunist not targeted. As the theft had not been reported by the property-owner, there was no further action PCSO Pipkin could take.

More recently I have been in touch with PCSO Pipkin as an attendee at *Come and Meet Your Local Councillors* on 23rd July suggested there should be police surgeries in the village again. PCSO Pipkin responded positively, suggesting this could be something the village's next PCSO, Lauren Wicks, could pick up when she starts working here.

3. **Anti-social behaviour matters**

Two households in Oakley Gardens have reported a large group of youths socialising on the Warren Recreation Ground during the evening of Saturday, 28th August, described by one household as "very noisy and playing loud music 7.30 till late." At the time of writing, I have not been able to speak to either household as to whether or not they reported this to Sussex Police at the time.

4. **Freedom of Information / Data Protection requests**

No Freedom of Information or Data Protection requests received since the last report.

5. **Twice-yearly meeting with East Preston & Kingston Bowls Club, 6th July**

This meeting was held in a socially-distanced arrangement at the club itself. As this meeting should have been hosted by the council, Cllr Toney assumed the chair. Cllr Gunston was also present for the council. The club was represented by President and Chairperson, Janet Pidgeon, new Secretary, Roy Hickey and Treasurer, Ian Campbell.

The club's main concern is the trees immediately adjacent to its western boundary. Approaches to the householder have not found a positive way forward yet. Following the meeting, I contacted the householder, and hopefully a meeting between the council, the club and the householder will take place early in September.

The club was also concerned about parking in Sea Lane on match days, obstructing egress from the club driveway. Since the meeting, the club has taken up the council's suggestion to purchase some cones to use in Sea Lane on match days only. If that does not have the desired effect, the club would look at an Access Protection Line for its driveway.

There was some discussion about the problem of balls coming over from the tennis court on to the rinks, particularly when football is played on the tennis court. The council said it was not prepared to raise the height of the netting on the western side of the tennis court without much more evidence of how frequently this is happening and the damage being caused. I also showed a photograph from 2017 which showed loose netting on the Bowls Club side of its fence, netting which is no longer there. The club would investigate where that had gone.

Membership was currently good, and several new members had shown a willingness to serve on the committee.

By asking how it would be celebrating, I reminded the reps the club would be celebrating its 100th anniversary in 2023. The club had been preparing for this before the pandemic hit, but had not yet picked up those preparations.

Finally, there was some discussion about the renewal of the lease. The Audit & Governance Committee has agreed this should be the next lease the Leases Working Party should look at.

After the meeting, Cllr Gunston was given a tour of the building.

6. **East Preston Business Community Business Breakfast, 7th July**

Several local businesspeople attended this meeting in person in The Seahorse. Much of the meeting discussed the ongoing financial implications of the pandemic and, to a lesser degree, Brexit.

Thanks to Sam and Kiera for hosting this meeting.

7. **Sussex Community Rail Partnership AGM, 12th July**

This meeting took place online. Not much for the council although the Chairman praised the council's accessibility statement on its website. The council was also mentioned with

gratitude for donating a spare Silent Soldier to Littlehampton Railway Station. This has now been installed and a photograph can be found further down this report.

The next meeting is scheduled for 28th October.

The Partnership has asked contributors to keep 21st October free as it would like to host a thank you party “for volunteers and partners who have continued to support community rail and enhance their local stations during the recent difficult times.”

8. School Crossing Patrol meeting with WSCC, 19th July

After a long, COVID-related wait, I managed to meet with Stephen Barrett, WSCC Assistant Area Co-ordinator (Southern SCP) and Victoria Laverick, School Crossing Patroller (SCP) for East Preston, to discuss concerns Victoria has raised since taking up the role last September. We met on-site at 08:30 on the last Monday of term, so Steve and I could see for ourselves the complications Victoria has to contend with.

For whatever reason, traffic was quiet that day and we witnessed no incidents of disrespect or concern. Victoria told us her foot traffic that morning was pretty standard, but road traffic was a bit quieter. Steve, with whom I first worked in 1986 when we were young BT whippersnappers, said the behaviour Victoria has reported to him previously, whilst in no way acceptable, was nowhere near as bad as other SCPs received. One, in Worthing, had recently been verbally abused by a tradesman in a van, the same tradesman driving back past a few minutes later and throwing a hammer at the SCP.

Soon after Victoria took up her post, she asked whether or not she could be provided with a body camera. I contacted WSCC as, whilst EPPC pays WSCC back for employing Victoria, Victoria is a WSCC employee. At that time, Steve was new in post and had taken over from a predecessor who was very keen for all SCPs to be provided with a body camera. WSCC itself though, generally, is concerned the wearing of body cameras by all SCPs will aggravate more people than it will bring into line and such a scheme is still being considered by WSCC. The scheme will not be providing each SCP with their own body camera, but will have a number available to be deployed when bad public behaviour requires.

In the meantime, Victoria agreed to report more incidents to Steve so that he can report them on to Sussex Police. Steve agreed to visit Victoria two or three times a term, just to check in with her in person. If there are any councillors who would like to go and spend a shift with Victoria every now and again, let me know and we can sort something out.

9. Pavement extension meeting with Balfour Beatty, 19th July

At the council’s meeting on 12th April, it agreed to an initial Infrastructure Plan for the spending of the Community Infrastructure Levy (CIL) income received. The Plan included the hope pavement could be implemented between the southern side of the entrance to the Warren Recreation Ground and the Village Hall. (Minute 285/21 refers and includes a superb mock-up of the requirement.)

Initial contact with WSCC seemed to suggest a deposit of £3,000 was required before someone would ever come out and have a look at the project. Thankfully, a second route into WSCC made no mention of that and suggested a Balfour Beatty officer would meet on site to discuss this. That meeting took place on 19th July, Balfour Beatty represented by Denny Warner, who was very helpful. Denny easily understood what we are trying to achieve, and will build drainage and a dropped kerb into the proposal. I had hoped more on this proposal would have been available for this meeting, but no quotation has yet been received although it has been chased.

10. East Preston Business Community Business Breakfast, 4th August

Cllr Linton and I attended this, the annual, more leisurely, more social afternoon Business Breakfast. Although not well attended, it was good to see some familiar faces back in attendance. The event was held at SALT Kiosk and our thanks to Melanie for hosting. Several of the regular attendees have recently made career-changing decisions making it no longer appropriate for them to attend.

11. East Preston & Kingston Horticultural Society, Annual Flower Show, 7th August

Outside work, I attended this annual event for the first time. This is a traditional village show just as you would imagine it to be, and all the better for that. Horticultural competitions were supported by craft, culinary, photographic and other competitions. Several very talented residents seemed to have gone in for classes in a number of disciplines. For all the entries on display, I believe the number of individual entrants was only 29.

Cllrs Gander, Gunston, Linton and Toney were all there whilst I was there, and I expect were around too.

At the meeting, Jennifer Wallace, current secretary of the East Preston & Kingston Horticultural Society corrected the assumption entrants to all the competitions had to be members of the Society – they do not. Bearing this in mind, I have suggested to Celia Buckley, Chairman of the Society, she includes something in an e-newsletter at the appropriate time next year advising of all the different classes residents can enter. This should bring forward a wider number of entrants.

12. Twice-yearly meeting with East Preston & Kingston Village Hall Foundation, 10th August

I attended this meeting with Cllrs Toney, Bowman and Gunston. The Village Hall Foundation was again represented by Toni McElroy (Chairman), Liz Taggart (Secretary) and Roy Allen (Premises Manager).

The Foundation had investigated exhaustively the possibilities for providing an access ramp from the Miller Barn for use in an emergency. The committee had decided the provision of such a ramp was prohibitively expensive and would be needed so rarely as to make it not cost effective. Mr Allen was going to write an evacuation procedure to cover such an eventuality. The Terms & Conditions of hall hire were to be revised to make it clear to hirers there is no access ramp should the foyer be out of action.

The Wi-Fi service had been updated and at a better monthly rate. Both gas and electricity meters have recently been replaced. Mr Allen talked about the new CCTV system and how the Foundation had space for the council to come on board with some cameras too. He agreed to attend the Finance & General Purposes Committee meeting scheduled for the week after this meeting.

Cllr Gunston explained the EIWP's greener building initiative.

The meeting discussed the role of a council representative to the Foundation and agreed Cllr Bowman could attend Foundation committee meetings, when invited, as an observer and could contribute where she had useful knowledge.

Mrs McElroy led the meeting through the council's checklist. Nothing gave any cause for concern. Those present also undertook a tour of the inside and outside of the building.

13. East Preston & Kingston Village Hall Foundation Annual General Meeting, 14th August

I attended this meeting with the council's representative to the Village Hall Foundation, Cllr Bowman. Five members of the public were present, mostly representing the groups with which they use the Village Hall, for example The Baytree Club and the Festival Committee.

The meeting lasted just over half an hour, the biggest part of which was the report from the Chairman, Toni McElroy. This covered a two-year period as the committee had decided not to hold an Annual General Meeting during the pandemic as it was felt unfair to any likely attendee who might be uncomfortable with online meetings technology.

The Hall has managed to stay afloat and several of its regular hirers are now back fully. However, hire charges have had to increase to offset some of the loss of income over the past year. These increases are in the region of £1 per hour.

The five members of the incumbent committee were all re-elected unopposed. The two members not mentioned in the item above were David Milnes (Treasurer) and Nicola Adams. Honorary mentioned should also be made of Kallum McElroy who has been a co-opted committee member for much of the past year

Those present were all happy with the way in which the Hall is currently being run.

14. Meeting between Kingston Parish Council and East Preston Parish Council, 23rd August

Kingston Parish Council called a meeting between its Chairman and Vice-Chairman, Cllrs Geraldine Walker and Roger Wetherell respectively, and our Chairman and Vice-Chairman. The meeting was mainly to consider the impact of the proposed development Roundstone Farm on local Highways and Transport matters. The meeting also discussed the Roundstone Level Crossing and parking in Old Worthing Road.

The outcome of the meeting was an invite from the two councils to County Cllr Elkins and his Cabinet Member for Highways & Transport colleague, County Cllr Joy Dennis, to attend a meeting to discuss these matters. Angmering Parish Council would be invited to such a meeting too.

15. Meeting between East Preston Cricket Club and East Preston Stoolball Club, 24th August

The Cricket Club has a sixty-year lease on the Warren Recreation Ground. The club sublets to the Stoolball Club during the summer and the pre-school year-round.

The Cricket Club recently wrote to the Stoolball Club advising of its wish to increase the rental sum paid each year and to make the arrangement between the two clubs more formal. The Stoolball Club was rather concerned by the increase in particular although it did understand the need for a more formal agreement between the two organisations.

When the Cricket Club invited the Stoolball Club to a meeting, the Stoolball Club asked if I would be willing to attend with them. I said "I would attend only on the understanding I would be there impartially and only to listen in to the discussion. I would not be there to offer up any view from the council but I would report back to the council." Both clubs accepted this.

The meeting lasted an hour at the Cricket Pavilion and was attended by Simon Locke (Chairman), Andy Reeves (Treasurer) and Pete Dallimore (committee member) of the Cricket

Club, and Mary Jeavons (Chairman) and Lauren Wooldridge (Treasurer) of the Stoolball Club.

Much of the meeting is probably not relevant for the council at the moment, although I have provided a longer update to the Chairman and Vice-Chairman. Both clubs realised there had been some breakdown in communications and agreed where that had been. Both clubs were more than ready and happy to put that behind them and to move forward more collaboratively. At this time, I do not see a need for the council to get further involved in these negotiations.

16. Silent Soldier at Littlehampton Railway Station, 26th August

As mentioned above, through the Sussex Community Rail Partnership, the council responded to a plea from Littlehampton Railway Station for a Silent Soldier, donating a slightly battered, spare Silent Soldier from our garage to the station. Station staff collected the soldier, refurbished him and he has been installed on display at the station at the end of Platforms 3 and 4. Littlehampton Rotary Club will work with station staff to look after the soldier and will be planting poppies to grow around him, enhancing the display.

To mark this, Rowena Tyler, Community Development Officer for Southeast Communities Rail Partnership, invited Cllr Toney and I to a photocall at Littlehampton Station.



(l-r) Rowena Tyler, Cllr Steve Toney, Sean Morris – Southern Rail, Littlehampton Station, me in front of the Silent Soldier
(photograph taken by Dawn Reid)

17. East Preston Food & Drink Festival, 28th August

The fifth East Preston Food & Drink Festival took place on 28th August. Although a few businesses dropped out at the last minute, we were able to replace two of those fewer than 24 hours before the start of the event, and the event was once again a resounding success.

Public and participants feedback is being collated and will be referred to the Major Events Committee in due course. The committee is having an initial, informal review of the event on 2nd September.

My thanks to all councillors and officers who helped make the event such a success again.

18. Littlehampton Community Fridge on Tour, July and August

The Fridge on Tour made the following visits to the village, with the name of that session's council rep:

7th July, Cllr Toney

14th July, Cllr Duff

21st July, Cllr Linton

28th July, Cllr Gunston

9th June, Cllr Gander

16th June, Cllr Gunston

18th August, Cllr Linton

25th August, Cllr Toney

Following the concern about a customer on 16th June taking rather more than perhaps she was entitled to, I did include an article on Fridge on Tour etiquette in the e-newsletter published on 30th June.

In the middle of August, there was a discussion amongst the volunteers at all Fridge locations about the published timings for each venue. As a result of that and increased experience at the Littlehampton centre, East Preston's published times have changed to 14:00 to 14:45, a half-hour earlier start and a quarter-hour shorter duration than when we started in December.

19. **Social media**

A lot of Facebook posts have been seen by over 500 people since the last report.

- Redrow Homes leaflet for proposed development of land at Roundstone Farm – 4,451 people
- Photograph of Food & Drink Festival poster at the end of St Mary's Drive – 2,552
- Photograph of beach art remembering Steve Rolph – 1,430



- Post reporting the still-unsolved theft of the East Preston Book Exchange box from outside the Council Office – 798

- Lost property, Brighton & Hove Albion cap – 776
- Details of the Redrow Homes Planning Applications and how to comment upon them – 720
- Repost of WSCC COVID stats for Friday, 30th July – 638
- Post reminding residents the Village Green car-park was closed for repainting - 604
- MailChimp post for e-newsletter published 20th July – Festival Special – 601
- Repost of WSCC COVID stats for Friday, 13th August - 596
- Repost of WSCC COVID stats for Friday, 23rd July – 568
- Repost of WSCC COVID stats for Friday, 20th August – 535
- Repost of WSCC COVID stats for Friday, 23rd July - 525
- Poster for Horticultural Society Annual Flower Show & Village Fête - 503

The Albion cap was reunited with its owner.

I only post the COVID stats on a Friday, although WSCC posts them every day of the week.

† 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 1,429, an increase of just 2 on the last report.

20. **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 – 30th June – sent to 884 people, opened by 593 (67.2%)

Parish Council news – 8th July – sent to 886, opened by 594 (67.2%)

Parish Council news – 15th July – sent to 887, opened by 583 (65.8%)

Parish Council news – 20th July – Festival Special – sent to 888, opened by 607 (68.4%)

Parish Council news – 29th July – sent to 890, opened by 588 (66.1%)

Parish Council news – 4th August – sent to 890, opened by 598 (67.2%)

Parish Council news – 11th August – sent to 892, opened by 607 (68%)

Parish Council news – 18th August – sent to 890, opened by 597 (67.1%)

21. Things we have been asked since the last meeting

“I have come across somebody sleeping rough locally. Can you give me any local contacts/charities for help re accommodation/overnight stays/soup kitchens etc so that I can pass this information on?”

“I’m trying to get hold of somebody in St Wilfrid’s cemetery, can you help me?”

“Do you know any decent car body repairshops?”

“Could you tell me what has happened to the East Bound Bus Stop at Saxon Close. This bus stop is very convenient for me when I want to go into Worthing. As have difficulty walking any distance. I think this is a problem for most of the residents in this area. Was it the East Preston Parish Council had it removed? If so could it be reinstated please. As it is too far for me to walk to next bus stop.” (I directed the author to County Cllr Elkins as this was a WSCC matter. I also explained it could not have been this council which removed the bus stop as it is outside our border. The author does live within East Preston’s border though. The bus stop was removed after it was demolished by a contractor at which point WSCC relocated it temporarily. WSCC reviewed its original location and decided it was no longer a safe place for a bus stop and the temporary location was too close to the next stop to the west. County Cllr Elkins has responded to the author.)

“Just wondering if film club was going to start up again at the Conservative Hall?”

“Do you know how to contact a carpenter who lives in Sea Lane or Sea Road?”

22. Recent bouquets and complaints

(In addition to anything reported above)

In August, I finally met the new Parish Priest at Our Lady, Star of the Sea church, Fr Stephen Ortiger. During a brief familiarisation conversation, I asked Fr Stephen how he was liking the village. He replied very much and that the people and the location were lovely. He said friends had asked him whether he was missing his old job. He said his reply was this is his dessert, why would he pine for his previous main course. There you are then, East Preston is like a dessert.

“Your parish council is much better than the parish council where I live, much more proactive in matters such as transport and parking.” (From a gentleman who visits his Angmering-on-Sea mother every few weeks and has had dealings with us.)

“Thank you for your support [of the golf-playing fundraisers], that piece in the e-newsletter looks amazing. I have sent this to the Cancer United and to the boys.”

From a resident of Normandy Drive who was becoming confused with WSCC’s process for purchasing a tree outside her property, “Thanks so much for your help ... It just got so complicated.... 🙄”

From a new resident of Lavinia Way, after emailing in to sign up for e-newsletters. “Many thanks for your welcoming reply. We have been here only 2 months and already love the people and strong sense of community.”

From a resident who attended a Planning & Licensing Committee meeting, “Thank you for looking at me sympathetically.

Whilst picking me up for a typographical error in the e-newsletter of 15th July, a resident of North Lane wrote, “Carry on the good works.”

From a resident of Boundary Way who complained about the Rampion article in the Summer 2021 Newsletter, “Thank you for your very prompt response and explanation. I should have read the article more carefully and noticed that before emailing you. I'm planning to come along to the meeting on the 6th to hear the deliberations.”

From a resident who wrote in about parking at the southern end of Sea Road, “Thank you for your in-depth and thoughtful reply.”

From a local member of Neighbourhood Watch after I had included the organisation’s Impact Report in an e-newsletter, “Keep up the good work.”

From a resident of Woodbridge Park after I had included details of the proposed development for land on the south-eastern corner of the A259/A280 roundabout, “Thank you for your sterling work of informing everybody in the East Preston area of REDROW homes intention to build homes on land south of the A259/A280.”

From an employee of Arun District Council, “Meant to tell you that I watched that little video for the smoothie bottle hats – love it!”

From a resident of Worthing Road who is moving to Bedfordshire, “By the way, you look after the village so well, a shame it's got so popular”

From a resident of Sea Road after we had answered her questions about recycling, “You always help.”

From a resident of South Strand following advice given on a Planning Application, “Thanks. Hugely appreciate your transparency and advice.”

23. Leave

Alison is on leave on 1st September, Dawn is on leave on 2nd September; I am on leave on 15th September and hope to be on leave on the 10th too.

24. September Meetings and Events

This list may be incomplete and is subject to change.

- 1st East Preston Business Community Business Breakfast (08:00, The Seahorse Café)
- 3rd Merchant Navy Day (09:45, East Preston War Memorial, The Street)
- 6th Full Council (19:00, East Preston Infant School)
- 8th WSALC course – Building a Two-Way Conversation with your Community (10:00, online) (LD only)
WSCC Transport Plan seminar (14:00, online) (ST only)
- 9th Age UK Older People’s Forum (10:00, online) (PG only)
- 13th Planning & Licensing Committee (18:00, East Preston Infant School)
Warren Recreation Ground Annual General Meeting (19:00, East Preston Infant School)
- 18th East Preston Voluntary Service thank you party
- 20th Amenities Committee (19:00, East Preston Infant School)
- 27th Planning & Licensing Committee (18:00, East Preston Infant School)
Environmental Initiatives Working Party (18:00, East Preston Infant School)

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 2021

Agenda Items 20a-j

Other meetings and events – Part 1

Council is asked to note the following reports:

Councillor Walkabout, 6th July

Councillor Elizabeth Linton and I braved the blustery weather to start our walk along The Street towards Worthing Road. We viewed the new housing development on the corner of The Street and Lime Tree Close and noted the properties are now occupied; the housing construction on the adjacent site is progressing well.

Due to the inclement weather, we passed very few people on our walk and those we spoke to in Worthing Road/Station Road lived in the Rustington Parish Council area. Those we talked to had moved into the area to be closer to family and found everyone in the area friendly and welcoming.

We spoke to three schoolgirls, one of whom lived in East Preston and the others from Littlehampton and Portslade. The EP resident was asked if there are enough facilities for young people, but she replied that she just enjoys meeting up and chatting with friends, so couldn't comment.

We extended our walk along Angmering Lane and into Myrtle Grove where we chatted to a resident who had moved into East Preston 8 weeks ago, relocating from London. He hadn't received a welcome pack from his Estate Agent, so Councillor Linton will ensure he receives a copy. They are keen to be involved with the village activities and have joined Next Door and the EP Community Facebook page. They will call into the EPPC office to register their email address for e-newsletters. We also reminded the resident about the forthcoming East Preston Festival weekend and the Food and Drink Festival.

We then met and chatted with two more residents of Myrtle Grove, both actively involved in the community and U3A.

None of the people we spoke to had anything negative to say about the area and all said they enjoyed living the area and especially liked the friendliness of the neighbourhood.

Cllr Patricia Gander

26th July 2021

Councillor Walkabout, 10th July

Councillor Linton and I walked from the Council Office to the beach, along South Strand to the toilets then via The Drive and Manor Road back to the Village Green.

Visitors on the beach from London loved the village and were delighted to meet someone like Jackie Weaver. Other visitors from Angmering had heard good reports of the coffee from SALT Kiosk and confirmed it was excellent when we met them again.

The South Strand toilets were as spotless as usual and have been enhanced by the work of the yarnbombers. One resident we talked to was concerned that the initial flurry of donations to the South Strand toilets did not stop as they were so well used. We confirmed that Mr Schlich had told us that they were financially stable thanks to recent donations.

Councillor Linton mentioned the weekly emails to several people we met, most already received them and found them a useful source of information. People were looking forward to the Festival weekend and the Food and Drink Festival. The general view of East Preston parishioners was perhaps best summed up by the last person we spoke to who said “why would you want to live anywhere else?”

Cllr John Gunston

12th July 2021

WSALC Chairman’s Forum, 14th July

Jubilee Hall, Bersted

43 invites sent out, 21 attended meeting.

These are brief notes from the board meeting held in March.

Training programme: Recruitment and retention of Clerks. A paper will be presented to the board at the next meeting on the 16th of July.

Policing update: October- December meeting with Police Chief Constable Jo Shiner to discuss Rural Policing, Sussex Safer Roads teams, and Direct Entry for Detectives.

Service delivery: All going well at the moment.

Community right to regenerate: Littlehampton have secured a £200,000 grant to enable them to employ 3 Community Wardens over the next 2 years.

Armed Covenant Grant: Grants fund, Intergeneration of forces families into a (normal) life outside forces life.

Meeting closed after ninety minutes.

Cllr Steve Toney – **Chairman of the Council**

21st July 2021

WSALC Social Media Training for Councillors, 20th July

Zoom

The Chairman of the Council, Cllr Steve Toney, and I attended this training course, organised by Mulberry & Company on behalf of WSALC.

We learned that there are over 100 social media platforms, but Facebook remains by far the most effective platform to engage with residents and is the most widely used by all age groups. It is considered far more effective to be really proactive across one platform than spread ourselves thinly over several, which will all need managing and updating. 99% of the council's social media presence is on Facebook, the other 1% being split between Nextdoor and very occasional Instagram posts about the Food & Drink Festival only.

It is recommended that at least 2 people have access to the administration rights and password, and I am able to confirm that at EPPC the Clerk and Alison Roberts have this access.

We did view the possibility of a separate personal Facebook account for individual Councillors which can work very well. It can be particularly effective if the Chairman of the Council has his/her own Page. This can enable individual councillors to post items in which they have a particular interest, enabling residents to comment or offer feedback. In response to a query I raised about agreeing a collective response before answering, we were advised that as individually elected councillors we are able to share personal views, in much the same way as we would at a meeting or in conversation. It is important to note that there is a clear difference between our own personal Facebook page, which has information on friends and family and a personal Councillor page which would have no contacts or 'friends' but would be solely for Council related work. It is possible to have both.

It was encouraging to note that EPPC is already providing the recommended content via its Facebook page, including

- Providing news and information pieces
- Signposting to Council and other organisation's services
- Asking questions – to find out what people think about different issues
- Sharing content from elsewhere

The top tips for being effective and bringing content to life are

- Be authentic
- Build up a conversation
- Use images or videos

A few things to be aware of on social media

- Humour does have its place, but be careful – it can (and almost certainly will) be misinterpreted
- Don't reply in anger
- Don't 'feed the trolls'
- Don't use photos of children without written permission – always making parents aware of how the information will be used.

We were given information on websites which give free access to graphics, images and videos which can enhance content. Of particular note were

www.canva.com and
www.emojipedia.org

Whilst the training was interesting, both Steve and I thought it was disorganised and we did not really learn any new skills. However, we did learn about Facebook LIVE which can be used to stream meetings. Perhaps further investigation of this could be useful.

Cllr Patricia Gander

26th July 2021

EIWP meetings with Our Lady, Star of the Sea, St Mary the Virgin and East Preston Football Club, 21st July

Council Office, Sea Road, East Preston

Simon arranged for he and I to meet with representatives from both churches and then to have a follow-on meeting with the Chairman of East Preston Football Club.

Our Lady, Star of the Sea was represented by Deacon Tony Kinal, and St Mary the Virgin by Reverend Andrew Perry.

I talked about the Environmental Initiatives Working Party plan to make the public buildings within the village more energy efficient by employing a surveyor to produce commercial energy performance certificates. The next stage would be to produce a village plan and then look for external funding to help pay for the work required.

Fr Andrew said St Mary's would definitely be in favour of the proposals as the church is working towards becoming an EcoChurch. As St Mary's is a listed building there may be some issues particularly with adding anything to the fabric of the building. I suggested the Environmental group thought the Parish Council could be the responsible for holding the funds for the work but any constraints to building work may be the responsibility of the individual buildings' committees, although final details would be discussed and agreed at the next Working Party meeting in August.

Tony explained that he was relatively new to the village but welcomed the proposals. He would need to discuss them with Father Stephen and the maintenance team at Our Lady, Star of the Sea. As the building dates from 1987 there may be relatively little work to do. Tony said he would come back to Simon with reactions from the church and hopefully confirm their agreement to the plan.

I concluded the meeting by telling Fr Andrew and Tony that the plan is to be submitted to Full Council in September when funds will be requested for the buildings survey so they would not hear anything more until then.

* * *

At the follow-on meeting, the Football Club was represented by Chairman, Terry Doyle.

I again talked about the Environmental Initiatives Working Party plan to make the public buildings within the village more energy efficient by employing a surveyor to produce commercial energy performance certificates. The next stage would be to produce a village plan and then look for external funding to help pay for the work required.

Terry welcomed the proposal and explained that the club needed to replace the floodlights which were installed at the football club in 1997. He estimated that they cost £100 a session when turned on and that the cost of replacement was around £40,000. A 70% grant is available meaning the club needed £12,000 for the project that would have a 2-year payback period. As the club's lease with ADC expires in 2026 this would need to be renewed before the grant could be applied for so this would probably fit in with the proposed timescales for the Parish Council Plan. Terry explained the club has already approached ADC about this.

Terry also explained that the club is planning to change from a private members' club, with currently around 250 members, to a community group as this would make renewing the

lease easier. The club is thriving and the introduction of younger age teams is now paying dividends as youth players are breaking into the first team.

I concluded the meeting by telling Terry that the plan is to be submitted to Full Council in September when funds will be requested for the buildings survey so he would not hear anything more until then.

Cllr John Gunston

22nd July 2021

Rampion 2 Project Liaison Group, 21st July

Zoom

Sussex residents encouraged to respond to the formal public consultation on draft proposals at rampion2.com/consultation that runs from 14th July to 16th September 2021. The online draft proposals include detailed maps, videos, visualisations and a series of Fact Sheets, as well as the opportunity to feedback to the project team. Simon has publicised the public consultation in the e-newsletter and posters have been put up around the village. The council also included an article in the Summer 2021 Newsletter.

Felpham PC asked how can parish councils respond to such a complex planning proposal on behalf of parishioners? Rampion responded by pointing out our role was not necessarily to approve or reject proposals just to point people in right direction.

Cllr John Gunston

26th August 2021

Councillor Walkabout, 17th August

Cllr Linton and I commenced our walk along the Street and into Worthing Road.

We walked into Copse View and spoke to two residents who had lived in the road for over 20 years. They said that they very much liked living in East Preston, are aware of the events and receive the e-newsletter. They were very complimentary about the yarnbombing and the EP Festival.

We next had a very nice chat with a lady who lives in of the bungalows on the north of Worthing Road. She hadn't used the voluntary service as she has a daughter who lives locally and helps her with shopping etc. She was excited as her brown bin had just been emptied (after a 5-week interval). This did lead Elizabeth and I to join her excitement in the hope that our bins might be emptied today too! – (PS we had to wait a further day – but now emptied – thank goodness)

At the end of the row of bungalows we noted a very overgrown and unkempt area which appeared to be part of a building on the small industrial estate by Angmering Station. We have ascertained that this particular plot is used by BT Openreach, and there is only a very small chance of any action being taken to tidy the area. We investigated this area and noted several empty warehouse-type buildings. The Clerk has since advised us the road into the estate and the Parkers site are both owned by Arun DC. Ownership of the other units is unknown but could be ascertained from Land Registry.

We progressed along Station Road towards St Mary's Church and met a couple who live in Vermont Drive. They love living in the village and are very appreciative of the 'good work' the Parish Council does. They do have an issue with foxes causing havoc near their home and were aware of a recent incident that a neighbour had with a fox attacking her dog. We told the couple that we were aware of the issue and hoped that some publicity in our next newsletter might deter residents from feeding the foxes, which might alleviate the problem.

Our next visit was to Bradbury Close, Churchfields and Langmeads Close. All three developments looked very attractive and well-maintained. We spoke to a resident of Bradbury Close who said the residents are all very friendly and had set up a WhatsApp group to support each other when needed.

We progressed through St Mary's Churchyard and saw several bird-boxes sited high up in the trees and areas left for wildflower planting. We then moved into Langmeads recreation ground and were very impressed with the living hedge which serves to contain and integrate with the surrounding shrubs and weeds. Perhaps this device could be used more widely in the village? See below:



Cllr Patricia Gander

19th August 2021

Councillor Walkabout, 24th August

Cllr Steve Toney and I started our walk in Worthing Road and then went up Roundstone Crescent towards North Lane. We went past one house which had deteriorated over the years and stopped to talk to the contractor who was clearing the garden. He hoped the work would be finished in three months and, I am sure, this will please the neighbours.

We went down a few of the twittens; some had been cleared and some partially overgrown and they were the link between this road and Roundstone Drive.

We met a resident in Roundstone Drive who had lived in the area for about 7 years and told her about the Food and Drink event on Saturday. We went to the allotments and saw that the garage doors in that area were all in need of decorating. There were no cars to be seen either. We carried on to the children's playground and spoke to a resident who had lived in the village all his life and just loves it here. He was with his grandchildren and looking forward to the Food and Drink event.

We walked back to Worthing Road to pick up our bicycles and spoke to another cyclist who was concerned our bicycles has been dumped as they were not locked. We thanked him for his concern.

Cllr Elizabeth Linton

29th August 2021

Councillor Walkabout, 24th August

Liz and myself met outside Allium House on the Worthing road for our “walkabout” on Tuesday 24th August.

We ambled east along Rounstone Crescent exploring various alleyways which my colleague did not know existed. On the way we had a chat with some builders who are “refurbishing ” a property along the Crescent.

We then turned into Roundstone Drive and then proceeded west, no further than 100 mtrs in and on the right hand side is a garage compound. A bit further down Liz pounced on 2 ladies out walking a dog, explained who we were and the purpose of our walk, to interact and find out if we (the Parish Council) are basically good value for money. It would appear that we are. Liz explained about the Food and Drink festival to them, and we then ambled on.

Liz’s eyes were focused on the children’s playground, upon pouncing on 2 “older villagers” whom have grandchildren playing and then asked similar questions.

There was also a mother and her siblings opposite whom had travelled from Rustington so they children can “play in safety without the fear of dogs”.

The main criticism from me was the amount of vegetation over growing from peoples gardens on to the footpaths.

Many thanks Liz.

Cllr Steve Toney – **Chairman of the Council**

30th August 2021

Littlehampton Society – Rampion 2 presentations, 24th August

Millennium Chamber, Littlehampton Town Hall

The Littlehampton Society has been providing its members with information about the proposed expansion to the windfarm since the proposal first went public late last year. Within those communications, it also includes other local coastal councils such as ourselves. Most recently, the Society hosted a public meeting which I attended on behalf of the council and which I know some East Preston and Kingston residents also attended.

Around 60 people attended this public meeting. Rampion were given 15 minutes to present proposals and Dr Colin Ross then had around 30 minutes to present reasons to oppose the proposal. There was also a presentation outlining how Bournemouth City Council

successfully opposed a proposed wind farm. The overwhelming majority of those present opposed the site of the proposed wind farm.

Cllr John Gunston

26th August 2021

WSALC Dealing with a Crisis training, 26th August

Zoom

Cllr Bowman and I attended the following course.

Organisations - including local government - can assume they are immune from a crisis because they are in control of what they do. However, a crisis isn't just about mistakes. It is also events that occur outside your control.

A crisis can be broken down into different categories:

- Economic: events or situations like strikes, budget cuts, and staff shortages.
- Physical: compromised equipment, loss of suppliers, or a natural disaster
- Human resources: the loss of a councillor, vandalism, or workplace issue
- Reputational: rumours and gossip that can significantly hurt the reputation of organisations and individuals

It is essential that we have an emergency plan, that all councillors and officers are familiar with the plan and that it is REHEARSED. (EPPC does have an emergency plan and business continuity plan. The rationale behind having a rehearsal is to identify if it works, and to remedy any shortcomings.

One essential element of the plan is the importance of communication with the media. (It is important to have a Social Media policy). Although we could confirm that EPPC uses social media very well, e.g. Facebook and e-newsletters, we were advised to also use Twitter, especially as journalists and the emergency services use this forum as it's a very quick method of communication.

We were also advised to have a Crisis Management Team and for all councillors and officers to know who they are. The team should include a person who has effective public speaking skills. It is more effective to name people, rather than roles and to utilise the people with the most appropriate skill set.

As EPPC may provide a supporting role in a major incident, it is essential that the Council has a copy of the emergency planning policy of Arun DC and West Sussex County Council. In addition to identify if they have a rehearsal and if we can attend. This is a good opportunity for everyone to meet and know the various responsibilities.

Good crisis management should cover: Perception, transparency, and accuracy. The key factors in dealing with a crisis are

- Reacting
- Responding

- Recovering

Decisions and communications must be based on accurate information, otherwise credibility is lost. There are three approaches to a response, but all must explain and focus what you will do to make things better. Offering a statement that says “no comment” is not advised.

- Apologise - acknowledges responsibility and expresses regret. The most used approach and wins the right to be heard with corrective actions.
- Justify- takes responsibility but deflects blame in an attempt to diminish the issue. An approach that could be used when corrective actions are cross-governmental.
- Deny - suggests the event didn't happen or is not linked to your Parish Council. A riskier approach and must be based on fact.

Recovering from the Crisis:

It is important to evaluate the management of the crisis. EPPC emergency plan does include a log to include decisions and events which will prove helpful to this process.

Suggested actions for EPPC:

- To organise a rehearsal of the emergency plan and to learn from event
- To form a crisis management team
- To request a copy of the emergency plans from Arun DC and WSCC.
- To draft a Social Media Policy – the council's *Protocol on Councillor/Staff Relations* has a section on Media Relations which could form the basis of a Social Media Policy
- To ensure all attendees of Council meetings are aware of the format and protocols to be followed, e.g. phones on silent, questions to be addressed to the Chair etc. To advise that the meeting may be recorded.

Cllr Patricia Gander

30th August 2021

Agenda Item 16a

Personnel Committee – Parental Leave Policy

Council is asked to adopt a Parental Leave Policy for the council.

Parental Leave Policy

Legally, parents of young children are entitled to take up to 18 weeks' unpaid leave to care for the child.

18 weeks can be taken in respect of each child and can be taken by each parent so if the Council has both parents in its employment, both employees will be potentially entitled to take 18 weeks' parental leave.

Parental leave can be taken at any time up to child's 5th birthday or, in the case of a child who has a disability, any time up to their 18th birthday.

In the case of an adopted child, leave can be taken at any time in the first five years after the child is placed with the adoptive parents however, it must be taken before the child reaches 18 years of age, even if that is before the five years are up.

Leave can only be taken in blocks of weeks unless the child has a disability, in which case shorter periods are permissible. No more than 4 weeks' parental leave in respect of each qualifying child can be taken in any one year.

A week is considered the length of time an employee usual works over a period of 7 days.

Reasons parental leave might be applied to include spend more time with them

- look after them during school holidays
- care for them when they are off school sick
- go to school open days or events with them
- settle them into new childcare arrangements
- visit grandparents with them

1. Entitlement

In order to be eligible to take parental leave, an employee must meet each of the following requirements:

- a. Be an employee not a casual worker or self-employed contractor
- b. Have continuous service with the Council for at least one year
- c. Either, have parental responsibility for the child or is registered as the child's father / mother on its birth certificate

Parental leave is unpaid leave.

2. Notification

An employee must give 21 days' notice of the start and finish dates of the leave.

Unless the request is for days commencing with the date the child is born, the Council can refuse to grant a request for parental leave for up to six months if it considers that taking leave at the employee's requested time would unduly disrupt its business.

The Council is entitled to request proof of an employee's entitlement to parental leave and failure to provide such evidence entitles the Council to refuse to grant the leave.

3. Postponement

The Council will make every attempt to avoid postponement. In any event postponement will not be for longer than six months from the requested start date and would only be done in accordance with current legislation.

The Council will discuss with the employee a suitable alternative date for the leave to start; the leave will be of the same duration as requested by the employee.

The Council will confirm all arrangements in writing within 7 days of the initial request.

4. Employment Rights

All employment rights are protected, and the employee shall suffer no detriment from taking parental leave.

Where an employee has taken four weeks or less parental leave, they are entitled to return to the same job on the same terms and conditions as if they had they not taken the leave. All contractual terms and conditions of employment shall continue throughout any periods of leave, with the exception of remuneration.

If the parental leave is taken in a consecutive period with additional maternity or additional adoption leave, the employee is entitled to return to the job that they were employed in before their absence or if that is not reasonably practicable, to another job that is suitable and appropriate in the circumstances.