



# EAST PRESTON PARISH COUNCIL

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

01903 770050

<http://eastpreston-pc.gov.uk/>

Email: [clerk@eastpreston-pc.gov.uk](mailto:clerk@eastpreston-pc.gov.uk)

**MINUTES:** of the Proceedings of the Monthly Meeting of East Preston Parish Council held at 19:00 on Monday, 6<sup>th</sup> September 2021 at East Preston Infant School

**PRESENT:** Councillors Christine Bowman, Andrea Chapman, Barbara Gale, Patricia Gander, John Gunston, Glyn Mathias, Rick McElroy, David Moore, Steve Toney (Chairman) and Steven Wilkinson

**ALSO:** Clerk to the Council, Simon Cross

District Councillor Paul Kelly (until 19:35)

Mrs Akhurst (until 19:31); Mrs D; Mr M (until 19:15); Mrs M

**ABSENT:** Councillors Kit Bradshaw, Lisa Duff and Elizabeth Linton

\* \* \* \* \*

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;  
AoSERA – Angmering-on-Sea Estate Residents' Association  
BTP – British Transport Police;  
CPRE – Campaign for the Protection of Rural England;  
JEAAC – Joint Eastern Arun Area Committee;  
NHS – National Health Service;  
NR – Network Rail;  
PCSO – Police Community Support Officer;  
SLCC – Society of Local Council Clerks;

SSE – Scottish and Southern Electric;  
SW – Southern Water;  
TfSE – Transport for the South East;  
TRO – Traffic Regulation Order;  
VHF – East Preston & Kingston Village Hall Foundation;  
WRA – Willowhayne Residents' Association  
WSCC – West Sussex County Council;  
WSALC – West Sussex Association of Local Councils

\* \* \* \* \*

The meeting opened at 19:03.

## 635/21 **INTRODUCTIONS**

Cllr Toney welcomed all present and led a round of introductions.

The Clerk apologised for the lack of sound kit; this had not been set up by the school and he did not know where it was stored.

## 636/21 **APOLOGIES FOR ABSENCE**

An apology and a reason for absence were received from Cllrs Bradshaw, Duff and Linton.

**1550** The Council **RESOLVED** unanimously to accept the apologies and reasons for absence from Cllrs Bradshaw, Duff and Linton.

County Cllr Elkins and District Cllrs Bower and Chapman had all provided apologies for this meeting.

### **637/21 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS**

Cllr Toney reminded councillors they could declare an Interest at the beginning of each Agenda Item. None were declared.

### **638/21 PUBLIC SESSION**

**Agenda Item 6a – West Sussex County Council** – Mr M said he had recently reported to the Clerk his concerns about the state of gulleys in Orchard Road. The Clerk had reported this to WSCC and received the following response, “Thanks for enquiry, no flooding evident when inspected on 16/08/21. The drains can struggle to keep up with demand during heavy rainfall however it does eventually drain suggesting the system is coping. Given this, im unable to raise any extra cleansing over and above our cyclical program.” Mr M went on to say the Highways Inspector had visited Orchard Road a couple of days later **after** WSCC had reported as above. The Highways Inspector said some weed-killing had taken place. Mr M wanted it recorded residents of Orchard Road would sue WSCC if poor maintenance of the gulleys resulted in flooding.

Mr M said WSCC needed to implement double yellow lines in Sea Road / North Lane between the junctions with Fairlands and Lashmar Road. This would improve traffic flow in that part of the village.

**Agenda Item 12g – Planning & Licensing Committee** – Mr M quoted from the Minutes of the Annual General Meeting of the East Preston and Kingston Preservation Society held on 17<sup>th</sup> April, 2019, in which the Chairman of the Preservation Society had apparently stated, “[Mrs Sioned Vos] had effectively become an adviser to the EPPC’s Planning Committee”. Mr M said the Preservation Society should not be advising the council and other people agreed with him.

As Chairman of the council’s Planning & Licensing Committee, Cllr Mathias confirmed Mrs Vos played no official role within the council and was not an advisor to the committee. Mrs Vos was very knowledgeable on Planning Legislation and her input was useful to the committee but in no way did it influence how the committee or individual committee members responded to Planning Applications.

Mr M ended by saying this should be clarified to the village in black and white.

(Mr M left the meeting at this point.)

**Agenda Item 12e – Major Events Committee – Food & Drink Festival** - Mrs Akhurst expressed her concerns about traffic management during the recent Food & Drink Festival. Mrs Akhurst had spent much of the duration of the event in her front garden horrified at the behaviour of drivers in the area. Mrs Akhurst felt the security company had been given too little information about the village and the fact emergency vehicles could not access the southern end of the village as Sea Road and Sea Lane were effectively impassable and parallel roads were on private estates and therefore inaccessible. Mrs Akhurst had been concerned about the mix of unpredictable traffic and pedestrians and said Sea Road should have been coned off a much greater distance.

Mrs Akhurst was highly dubious about the standard of the council’s Risk Assessment for the event, although she had attended a meeting with Cllrs Gander and Linton in February 2020 after similar concerns about the Risk Assessment for the East Preston Christmas Celebrations event of November 2019 and had left that meeting reassured by the Risk Assessment she had seen. Mrs Akhurst said she wanted to see the Risk Assessment for the event.

Cllr McElroy responded he had reviewed the Risk Assessment, which had been provided to the Security Company, and the Security Company’s own Risk Assessment and he, with his daily experience of large-scale events, was happy with their content. The council could not have predicted how many people would try to drive around the village during the event, nor even gauge whether people who had parked inconsiderately or dangerously had been attending the event or had been in the village for some other reason. This was the fifth time the event had run and it appeared to have run smoothly again.

As Vice-Chairman of the Major Events Committee, Cllr Gander said almost all of the feedback received about the event had been positive and nobody else had raised concerns about the traffic in Sea Road. An initial informal review meeting had been held and the Major Events Committee would discuss all the feedback received when it met later in the year.

**Agenda Item 12g – Planning & Licensing Committee – Tree Preservation Orders (TPOs)** - Mrs Akhurst asked the council to support her in asking District Cllr Chapman, as Chairman of the ADC Planning Committee, for help in collating all the Tree Preservation Orders for East Preston and indeed, presumably, the whole district after many of these were apparently lost during an ADC transfer from paper records to digital. Mrs Akhurst, as a “lapsed” WSCC tree warden, had made copies, from microfiche, of all the East Preston TPOs she could find.

Cllr Toney asked District Cllr Kelly, as a member of the ADC Planning Committee, to liaise with Mrs Akhurst on this matter and to feed back to her any information he could find on this.

(Mrs Akhurst left the meeting at this point.)

**Agenda Item 12e – Major Events Committee – Food & Drink Festival** - Mrs D thanked the council for having run a great event in the Food & Drink Festival.

**No Agenda Item** - Mrs M thanked the council for everything it did for the village.

Cllr Toney thanked both Mrs D and Mrs M for their positive comments.

## **639/21 COUNCIL RESPONSES**

Nobody had anything to add to the comments made above.

## **640/21 WEST SUSSEX COUNTY COUNCIL**

County Cllr Elkins had sent his apologies for this meeting.

## **641/21 ARUN DISTRICT COUNCIL**

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

District Cllr Kelly said he had nothing in particular to say but was willing to take questions. Cllr Gander asked whether he knew whether the previously-publicised trial collection of food waste in Arun had started. Cllr Kelly said he thought it had started. The Clerk said it had started in the middle of May in a section of Littlehampton.

Cllr Gander asked whether ADC had yet provided accommodation to any refugees from Afghanistan. Cllr Kelly said ADC had made a property available but, to date, no refugees had shown interest in the property. Cllr Gander responded this may be because refugees were still in quarantine near Gatwick Airport and would have no idea of the area or the process. Cllr Kelly suggested Cllr Gander contacted District Cllr David Edwards direct as he was the ADC lead on this.

(Cllr Kelly left the meeting at this point.)

## **642/21 RAMPION WIND FARM – PROPOSED EXTENSION**

Council noted the following supporting paper which had been circulated in advance of the meeting:

### **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 –

26<sup>th</sup> August 2021

**Chairman of the Environmental Initiatives Working Party**

Cllr Gunston provided further information, talking through the following paper:

**RAMPION II**

Arguments against Protect Rural England's (PRE) open letter dated 3/9/21.

- VISUAL IMPACT

"The visual impact of Rampion 2 is of great concern..." (Quote from PRE letter)

"On a clear day they will be visible, like existing Rampion turbines. However, it's the angle of the sun (time of year / day) and the weather / climatic conditions that influence whether or not you can see them and how they appear. The Rampion 2 turbines will indeed be taller but they will be seen no more or less frequently than the existing turbines. Rampion II will be 1.5 - 2.3 x the height of the Rampion turbines (210 - 325m to tip). It's too early to say how tall the turbines will be within this range. While we are assessing a maximum of 116 turbines, fewer of the larger turbines would be required to deliver the same amount of energy generation." (Quote from RWE email dated 3/9/21.)

Visualisations on Rampion II website are all worst case.

"Independent polling organisation, Populus, carried out a survey of 1001 people to find out how Rampion had been received by the Sussex community once up and running for nearly two years. 85% support with only 4% negative to the project." (Quote from RWE email dated 3/9/21.)

Conclusion - beauty is in the eye of the beholder.

- EFFECTS ON GOVERNMENT TARGETS.

"We should bear in mind that there is already 60GW in the pipeline (i.e. 50% over the target) ...Abandoning this Rampion 2 proposal would not impact reaching the Government's target." (Quote from PRE letter).

"There are 54GW of licences that have been issued that have the potential to be built in time to meet the Govt 2030 targets. The other 6GW are too far behind. Not all the 54GW will be taken forward by developers as some sites will reveal technical, socioeconomic or environmental difficulties upon surveying the areas of search. Some won't be commercially viable due to the cost of mitigating constraints. Some won't be consented for a whole raft of reasons. Some may fall at the final hurdle when boreholes are drilled into the seabed to design turbine foundations." (Quote from RWE email dated 3/9/21.)

Conclusion - we can't afford to stop this development or be constrained by targets.

- INADEQUATE CONSULTATION.

"RWE committed to distributing consultation leaflets to persons or groups whose property was situated within 100 metres of the Sussex Coastline, between Beachy Head and Selsey Bill, and on the eastern side of the Isle of Wight." (Quote from PRE letter).

Planning Inspectorate will consult with local authorities once final plans submitted on the adequacy of consultation.

Consultation period 9 weeks instead of statutory 4 weeks.

Conclusion - we've done our part to keep people informed.

- RESULTS OF PUBLIC MEETINGS

"The Public Meetings cited above demonstrated that when people are presented with all the facts about the project, their conclusion is very different from RWE's." (Quote from PRE letter).

Littlehampton meeting I attended - RWE given 50% of time of Dr Ross from PRE - RWE attended by Zoom and were shut out of his presentation while he listened to all of theirs. Hardly a balanced presentation of facts.

- FAILURE TO COMPLY WITH GOVERNMENT GUIDELINES

"In the Government's Offshore Guidelines, OESEA2 recommends that the wind turbines should be in offshore waters, that is, further than 14 miles from shore." (Quote from PRE letter).

"The Offshore Energy Strategic Environmental Assessment (OESEA) is most definitely not Govt policy OR guidance, and selectively quoting from it and presenting it as policy is not accurate. The OESEA is a strategic assessment undertaken to inform policy. The ACTUAL Govt policy is set out in a series of National Policy Statements (NPSs) and it's against the NPSs that Rampion 2 and other major developments are assessed to ensure compliance." (Quote from RWE email dated 3/9/21.)

OESEA2 actually says "OESEA2 recommends that **the bulk** of new OWF generation capacity **should** be sited away from the coast, generally outside 12 nautical miles. The environmental sensitivity of coastal areas is not uniform, and **in certain cases** new offshore wind farm projects may be acceptable."  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/195387/OESEA2\\_NTS.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/195387/OESEA2_NTS.pdf) Page XV

- EFFICIENCY AND ENVIRONMENTAL IMPACT

"Wind farms located where the wind power density is high generate much higher output, as is the case Far out in the North Sea, for example. They make a much better use of resources and generate lower-cost electricity." (Quote from PRE letter dated 3/9/21)

"The wind speeds off the Sussex coast are ideal for offshore wind, otherwise the project wouldn't be economically viable. The North Sea may have higher wind speeds but projects in the North Sea have their own challenges and complex grid connections. Rampion has already outperformed expectations, generating electricity for 400,000 homes last year rather than the 350,000 homes you will have seen us cite over the last decade. No wind farm is a cheap and easy option. (Quote from RWE letter dated 3/9/21)

#### TOURISM AND INWARD INVESTMENT

"In the Arun district, which depends significantly on tourism in Bognor Regis and Littlehampton. The equivalent loss in annual tourism income would be £44M with a loss of around 1,200 jobs." (Quote from PRE letter dated 3/9/21)

Figures are based on surveys of visitors to Bournemouth and proposed Navitus Bay Development but "Dorset County Council acknowledges that there are many unknowns regarding the true impact on visitors during the construction phase." (Navitus Bay Wind Park Local Impact Report Dorset County Council Cabinet Agenda item 8 meeting 1st October 2014 point 5.5.19.)

"Rampion generated around 1000 jobs at peak during construction, has acted as the catalyst for the regeneration of Newhaven Port (feel free to contact the local MP, Lewes District Council or Newhaven Town Council), has generated 65 full time permanent jobs, has had 8 apprentices complete training, advertise jobs locally. The Rampion Visitor Centre was in demand from all towns and councils along the coast. It is a major tourist attraction and will attract 100,000 visitors a year once Covid restrictions are fully lifted." (Quote from RWE email dated 2/9/21)

Conclusion - We should market the "green coast" and be proud to live here.

- NATIONAL GRID.

A new offshore grid network will link up offshore wind farms in Areas 1, 2 and 4 but not 3 (the South Coast), as illustrated schematically below. (Quote from PCE letter dated 2/9/21)

Offshore grid network is future technology - executive summary of offshore co-ordination project says "This confirms that there is significant benefit in moving quickly to an integrated network and the importance of considering what flexibility there is for coordination between 2025 and 2030."  
<https://www.nationalgrideso.com/future-energy/projects/offshore-coordination-project/documents> (Final report page 4 executive summary.)

Conclusion - We must continue on both paths - to deploy the mature, advanced technology at scale (like Rampion II) and to invest in future technology such as the offshore grid.

#### CLIMATE CHANGE IS WAITING FOR NO ONE.

Based on this I think we should take a lead and vote for the Rampion II expansion.

John Gunston (6/9/21)

In response to a question from the Chairman, both Mrs D and Mrs M, whilst not agreeing on the aesthetics of the scheme, felt the project had to be allowed to go ahead. If it did not happen now, it would still be needed in the future, and further damage to the environment could be caused by that delay.



Cllr Gunston also responded to comments made by Cllrs Bowman, Mathias, McElroy and Moore.

**1551** The Council **RESOLVED** to support the proposal to expand the Rampion Wind Farm as proposed in the public consultation which was running until 16<sup>th</sup> September.

**1552** The Council **RESOLVED** to submit brief comment to the public consultation which was running until 16<sup>th</sup> September.

Cllr Mathias voted against both resolutions.

#### **643/21 MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> JULY 2021**

The draft Minutes were circulated to all councillors on 7<sup>th</sup> July asking for comments by the 14<sup>th</sup> July. No suggested amendments had been received. Cllr Linton had emailed in, "Thank you. All ok", and Cllr Gander had suggested a slight tidying of an expression within the Minutes. This suggestion had been incorporated.

**1553** The Council **RESOLVED** unanimously the Chairman could sign the Minutes as a true record of the meeting held on 5<sup>th</sup> July.

This action was duly completed by the Chairman.

#### **644/21 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS**

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

## **Monthly Update Report**

- 1. Introduction**
- 2. Minute 370/21 – Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> March 2021**
- 3. Minute 372/21 – New Items to be Referred to the Next Meeting, 5<sup>th</sup> 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 5<sup>th</sup> July 2021.

### **2. Minute 370/21 – Annual Financial Matters – Annual Governance and Accountability Return for year-ending 31<sup>st</sup> 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, 5<sup>th</sup> 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**

*Friday Sunday* has been moved back two weeks to Sunday, 17<sup>th</sup> October.

Nothing was added.

#### **645/21 FINANCIAL MATTERS**

The Accounts for July and August 2021 had been distributed to Members in advance of the meeting.

- 1554** The council **RESOLVED** unanimously to approve the Outstanding Purchase Orders report for 2021/22, value £16,284.40 (excl. VAT).
- 1555** The council **RESOLVED** unanimously to approve the Supplier Non BACS Invoices Paid reports for July and August totalling £1,083.24 (incl. VAT) (including unreported additional payments from the previous month).
- 1556** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid reports for July and August totalling £39,870.67 (incl. VAT).
- 1557** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £164,502.06 (incl. VAT) for the financial year ending 31<sup>st</sup> March 2022.

The council NOTED the paper Bank Reconciliations to 14<sup>th</sup> July and 13<sup>th</sup> August 2021.

The council NOTED the year-to-date Budget Summary Report for 2021/22.

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

#### **646/21 REPORTS FROM PARISH COUNCIL COMMITTEES**

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

### **Committees**

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

### **Amenities Committee**

The committee met on 12<sup>th</sup> 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 17<sup>th</sup> 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 6<sup>th</sup> September.

The committee’s next meeting will be on 20<sup>th</sup> September.

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

26<sup>th</sup> August 2021

## **Audit & Governance Committee**

The committee met on 19<sup>th</sup> 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 31<sup>st</sup> 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**

31<sup>st</sup> August 2021

## **Community Engagement Committee**

The committee met on 26<sup>th</sup> 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 16<sup>th</sup> June had been successful in the village, but NHS, Social Care and Frontline Workers' Day on 4<sup>th</sup> or 5<sup>th</sup> July had been less so, possibly because of confusion over which date was the definitive date.

*Come and Meet Your Local Councillors* on 23<sup>rd</sup> 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 3<sup>rd</sup> September again.

The second Beach Clean of the year will take place on 26<sup>th</sup> 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 1<sup>st</sup> April, 2023.

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

The committee's next meeting is on 27<sup>th</sup> September.

## **Finance & General Purposes Committee**

The committee met on 16<sup>th</sup> 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 this 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 15<sup>th</sup> November and will mainly be for budgeting for next financial year.

## **Major Events Committee**

The committee met on 23<sup>rd</sup> 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 17<sup>th</sup> 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, 20<sup>th</sup> 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 18<sup>th</sup> 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**

31<sup>st</sup> August 2021

## **Personnel Committee**

The committee met on 19<sup>th</sup> 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.

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

30<sup>th</sup> August 2021

## **Planning & Licensing Committee**

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

On the 12<sup>th</sup> 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 26<sup>th</sup> July, the committee started by considering changes that had been made to the Application first considered on 12<sup>th</sup> 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 9<sup>th</sup> August, the committee considered three Applications and raised objections to one in Seaview Road but not the other two.

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

In the week before the meeting held on 9<sup>th</sup> 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 9<sup>th</sup> 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 13<sup>th</sup> 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”.



Additionally:

Amenities – Cllr McElroy said the wildflower beds were lovely to look at, but on the Village Green the flowers had somewhat encroached upon at least one of the access points on to the Green. The Clerk said he would discuss this with the Assistant Clerk who would onward discuss it with the council’s contractors to do whatever possible to reduce the amount of encroachment next year.

Major Events – in the absence of the committee’s Chairman, Cllr Linton, the committee’s Vice-Chairman, Cllr Gander, read out the following statement from Cllr Linton:

“The Major Events Committee delivered a very successful event on Saturday 28<sup>th</sup> August and enormous thanks must go to all those Councillors involved and the terrific support from the office staff.

“It was a particularly long day and thanks are also due to those councillors who turned up once the event was over and helped with the clearing up.

“It was good to see so many attendees after so long without a major event and there has been praise from many of them. Yet another fine day as well as a successful one. Thanks again to all.”

Cllr Gander also publicised the *Funday Sunday* afternoon tea event taking place on Sunday, 17<sup>th</sup> October. The theme was simply Be Happy.

Personnel – Cllr Gander reported she and the Clerk were about to interview for the weekday Village Orderly post.

Planning & Licensing – Cllr Mathias reported the committee was supporting Angmering Parish Council in its objections to the proposed development for 76 houses south of the A259.

There was nothing to report from the other three committees.

#### **647/21 AMENITIES COMMITTEE – VILLAGE GREEN LOW-LEVEL FENCING**

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

### **Amenities Committee – Village Green fencing**

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

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

25<sup>th</sup> August 2021

Cllr Toney spoke in support of the proposal, explaining the existing wooden fencing was rotting and had seen better days. Recycled plastic fencing should last between 25 and 30 years.

**1558** The council **RESOLVED** unanimously to agree expenditure of £22,500.00 (excluding VAT) on new low-level fencing around the whole of the Village Green.



This expenditure would be taken from the council's general reserves.

#### **648/21 FINANCE & GENERAL PURPOSES COMMITTEE – PRECEPT FOR 2022/23**

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

### **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 16<sup>th</sup> 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**

31<sup>st</sup> August 2021

Cllr McElroy said the Finance & General Purposes Committee agreed it wanted to reduce the council's reserves. One way in which it may be able to achieve this was by freezing the precept for the second year running.

**1559** The council **RESOLVED** unanimously to freeze the Band D precept at £98.43 for the forthcoming financial year, 2022/23.

#### **649/21 FINANCE & GENERAL PURPOSES COMMITTEE – INSURANCE**

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

### **Finance & General Purposes Committee - insurance**

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

Cllr McElroy to lead on this item.

The current long-term agreement (LTA) the council has with AXA expires on 30<sup>th</sup> 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 16<sup>th</sup> 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 31<sup>st</sup> 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.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2021

Cllr McElroy advised the meeting the committee had discussed the insurance options suggested by the council's insurance broker and had agreed to recommend a long-term agreement with Hiscox Insurance.

**1560** The council **RESOLVED** unanimously to enter into a long-term agreement with Hiscox Insurance for the council's insurance.

This would result in a small overspend of £33.70 on the current year's Insurance budget line. This equated to less than 1% and was therefore within the committee's gift "to spend up to %% over on individual budget lines without reference to Full Council." (Full Council, 18<sup>th</sup> May 2015, Minute 288/15, Resolution 0892)

## **650/21 FINANCE & GENERAL PURPOSES COMMITTEE – COUNCIL EMAIL PROVISION**

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

### **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 13<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> August.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2021

Cllr McElroy explained problems with the council's current email supplier were affecting council business, minorly but annoyingly, and the support received from the email supplier was not always great. The committee had considered the

proposal for the council's current supplier of server services to supply email services too and was recommending that to the council.

**1561** The council **RESOLVED** unanimously to change the council's email provider to MicroshadeVSM.

This would result in an overspend for email provision for the current year and this would be taken from the council's reserves.

#### **651/21 FINANCE & GENERAL PURPOSES COMMITTEE – VILLAGE GREEN CAR-PARK MARKINGS**

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

### **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.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2021

Cllr Toney explained the background to the repainting of the markings in the car-park, something which had not been done for ten or so years and which had therefore slipped through the budgeting process.

**1562** The council **RESOLVED** unanimously to support expenditure of £1,200.00 (excluding VAT) to repaint the marking in the Village Green car-park.

Council was hopeful this would see a reduction in the number of vehicles turning the wrong way out of the Village Green car-park.

#### **652/21 MAJOR EVENTS COMMITTEE – QUEEN'S PLATINUM JUBILEE TREE**

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

### **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**

29<sup>th</sup> August 2021

In Cllr Linton’s absence, as Vice-Chairman of the Major Events Committee, Cllr Gander spoke in support of the above paper.

**1563** The council **RESOLVED** unanimously to agree expenditure of up to £400 on the purchase, delivery and planting of a Field Maple tree to celebrate the Queen’s Platinum Jubilee.

This expenditure will be taken from the council’s general reserves.

#### **653/21 PERSONNEL COMMITTEE – PARENTAL LEAVE POLICY**

Council NOTED the following report, which had been circulated in advance of the meeting together with the draft policy.

### **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 19<sup>th</sup> July, the committee agreed to recommend to Full Council the adoption of a Parental Leave Policy as part of its Staff Handbook.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2021

Cllr Gander spoke in support of the above report and said the policy was a fairly standard one. No questions were asked.

**1564** The council **RESOLVED** unanimously to adopt a Parental Leave Policy for the council.

#### **654/21 REPORTS FROM PARISH COUNCIL WORKING PARTIES**

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

### **Working Parties**

Only the Environmental Initiatives Working Party met this month, 9<sup>th</sup> August.

Simon Cross – **Clerk to the Council**

31<sup>st</sup> August 2021

### **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 27<sup>th</sup> 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**

26<sup>th</sup> August 2021

## **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**

25<sup>th</sup> August 2021

## **Playing of Cricket Working Party**

On 23<sup>rd</sup> 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**

31<sup>st</sup> August 2021

Additionally:

Conservative Hall Working Party – the Clerk said Terry Chapman, a Trustee of the hall, was coming to see him on other matters later in the week and was going to bring the hall diary with him so he and the Clerk could arrange a site visit for the Working Party.

Environmental Initiatives Working Party – Cllr Gunston said the working party was looking to increase its membership. If anyone present was willing to join, he would be happy to discuss the work of the working party with them.

Leases Working Party – Cllr Mathias said the working party had not met independently but had noted the Audit & Governance Committee’s agreement the lease to the East Preston & Kingston Bowls Club was the next it should consider. The Clerk had circulated the lease to members and Cllr Mathias’s initial thoughts were the term of the lease should be no greater than twenty-five years and the annual rental sum needed to increase. The Bowls Club was certainly aware of the latter.

Playing of Cricket Working Party – Cllr Bowman reported the league cricket season had ended but there would be a few friendlies before the end of September. Cllr Bowman felt the reports received from the club through the season had been good and timely. The only incident had been the finding of a cricket ball in a hedge to the west of the cricket ground. The Clerk had retrieved this ball from the resident and this would be discussed with the Cricket Club at the end of season meeting. No date had been agreed for this meeting yet, but the Clerk had advised the Chairman of the club it should take place sooner rather than later.

There was nothing additional from the council’s other working party.

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

## **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 all eleven of the proposed 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 –

26<sup>th</sup> August 2021

**Chairman of the Environmental Initiatives Working Party**

Cllr Gunston spoke in support of the report. Cllr Gunston listed the eleven proposed buildings as:

Council Office  
East Preston & Kingston Village Hall  
East Preston & Kingston Bowls Club  
East Preston Football Club  
East Preston Cricket Club  
Angmering-on-Sea Lawn Tennis Club  
Marjorie Bridger Scout Hall  
East Preston Guide Hall  
Conservative Hall  
Our Lady, Star of the Sea church  
St Mary the Virgin church

All of the organisations spoken to about this had been supportive and all would like to help the environment where possible. Cllr Gunston explained, once the EPC reports had been provided, it would be down to each of the organisations to pursue their own funding and grant streams, with support from the council, although there may be some call upon the council to help financially in years to come.

**1565** The council **RESOLVED** unanimously to commission Energy Performance Certificates for a range of publicly-owned buildings in East Preston at an approximate cost of £2,500.

This would be funded from the council's reserves.

## **656/21 CLERK'S REPORT**

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

## **Clerk's Report**



1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Freedom of Information / Data Protection requests**
5. **Twice-yearly meeting with East Preston & Kingston Bowls Club, 6<sup>th</sup> July**
6. **East Preston Business Community Business Breakfast, 7<sup>th</sup> July**
7. **Sussex Community Rail Partnership AGM, 12<sup>th</sup> July**
8. **School Crossing Patrol meeting with WSCC, 19<sup>th</sup> July**
9. **Pavement extension meeting with Balfour Beatty, 19<sup>th</sup> July**
10. **East Preston Business Community Business Breakfast, 4<sup>th</sup> August**
11. **East Preston & Kingston Horticultural Society, Annual Flower Show, 7<sup>th</sup> August**
12. **Twice-yearly meeting with East Preston & Kingston Village Hall Foundation, 10<sup>th</sup> August**
13. **East Preston & Kingston Village Hall Foundation Annual General Meeting, 14<sup>th</sup> August**
14. **Meeting between Kingston Parish Council and East Preston Parish Council, 23<sup>rd</sup> August**
15. **Meeting between East Preston Cricket Club and East Preston Stoolball Club, 24<sup>th</sup> August**
16. **Silent Soldier at Littlehampton Railway Station, 26<sup>th</sup> August**
17. **East Preston Food & Drink Festival, 28<sup>th</sup> 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 and August 2021 and matters which may not arise elsewhere on the agenda.

## 2. **Police matters**

Late on the 11<sup>th</sup> 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 20<sup>th</sup> 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 23<sup>rd</sup> 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, 28<sup>th</sup> 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, 6<sup>th</sup> 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 100<sup>th</sup> 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, 7<sup>th</sup> 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, 12<sup>th</sup> 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 28<sup>th</sup> October.

The Partnership has asked contributors to keep 21<sup>st</sup> 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, 19<sup>th</sup> 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, 19<sup>th</sup> July**

At the council's meeting on 12<sup>th</sup> 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 19<sup>th</sup> 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, 4<sup>th</sup> 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, 7<sup>th</sup> 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, 10<sup>th</sup> 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, 14<sup>th</sup> 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, 23<sup>rd</sup> 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, 24<sup>th</sup> 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, 26<sup>th</sup> 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, 28<sup>th</sup> August**

The fifth East Preston Food & Drink Festival took place on 28<sup>th</sup> 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 2<sup>nd</sup> 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:

7<sup>th</sup> July, Cllr Toney

14<sup>th</sup> July, Cllr Duff

21<sup>st</sup> July, Cllr Linton

28<sup>th</sup> July, Cllr Gunston

9<sup>th</sup> June, Cllr Gander

16<sup>th</sup> June, Cllr Gunston

18<sup>th</sup> August, Cllr Linton

25<sup>th</sup> August, Cllr Toney

Following the concern about a customer on 16<sup>th</sup> 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 30<sup>th</sup> 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, 30<sup>th</sup> July – 638
- Post reminding residents the Village Green car-park was closed for repainting - 604
- MailChimp post for e-newsletter published 20<sup>th</sup> July – Festival Special – 601
- Repost of WSCC COVID stats for Friday, 13<sup>th</sup> August - 596
- Repost of WSCC COVID stats for Friday, 23<sup>rd</sup> July – 568
- Repost of WSCC COVID stats for Friday, 20<sup>th</sup> August – 535
- Repost of WSCC COVID stats for Friday, 23<sup>rd</sup> 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 31<sup>st</sup> 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 – 30<sup>th</sup> June – sent to 884 people, opened by 593 (67.2%)

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

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

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

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

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

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

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

Parish Council news – 25<sup>th</sup> August – sent to 890, opened by 594 (66.7%)

## 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 15<sup>th</sup> 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 6<sup>th</sup> 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 1<sup>st</sup> September, Dawn is on leave on 2<sup>nd</sup> September; I am on leave on 15<sup>th</sup> September and hope to be on leave on the 10<sup>th</sup> too.

### **24. September Meetings and Events**

This list may be incomplete and is subject to change.

- 1<sup>st</sup> East Preston Business Community Business Breakfast (08:00, The Seahorse Café)
- 3<sup>rd</sup> Merchant Navy Day (09:45, East Preston War Memorial, The Street)

- 6<sup>th</sup> Full Council (19:00, East Preston Infant School)
- 8<sup>th</sup> WSALC course – Building a Two-Way Conversation with your Community (10:00, online) (LD only)  
WSCC Transport Plan seminar (14:00, online) (ST only)
- 9<sup>th</sup> Age UK Older People’s Forum (10:00, online) (PG only)
- 13<sup>th</sup> Planning & Licensing Committee (18:00, East Preston Infant School)  
Warren Recreation Ground Annual General Meeting (19:00, East Preston Infant School)
- 18<sup>th</sup> East Preston Voluntary Service thank you party
- 20<sup>th</sup> Amenities Committee (19:00, East Preston Infant School)
- 27<sup>th</sup> Planning & Licensing Committee (18:00, East Preston Infant School)  
Environmental Initiatives Working Party (18:00, East Preston Infant School)  
Community Engagement Committee (19:00, 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**

31<sup>st</sup> August 2021

With Cllr Linton absent, there were no questions for the Clerk on his report.

**657/21 EXTERNAL MEETINGS AND EVENTS**

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

**Other meetings and events – Part 1**

**Council is asked to note the following reports:**

**Councillor Walkabout, 6<sup>th</sup> 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

26<sup>th</sup> July 2021

### **Councillor Walkabout, 10<sup>th</sup> 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

12<sup>th</sup> July 2021

### **WSALC Chairman’s Forum, 14<sup>th</sup> 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 16<sup>th</sup> 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**

21<sup>st</sup> July 2021

# WSALC Social Media Training for Councillors, 20<sup>th</sup> 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 mis-interpreted
- 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](http://www.canva.com) and  
[www.emojipedia.org](http://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

26<sup>th</sup> July 2021



## **EIWP meetings with Our Lady, Star of the Sea, St Mary the Virgin and East Preston Football Club, 21<sup>st</sup> 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.

## **Rampion 2 Project Liaison Group, 21<sup>st</sup> July**

### **Zoom**

Sussex residents encouraged to respond to the formal public consultation on draft proposals at [rampion2.com/consultation](http://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

26<sup>th</sup> August 2021

## **Councillor Walkabout, 17<sup>th</sup> 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

19<sup>th</sup> August 2021

### **Councillor Walkabout, 24<sup>th</sup> 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 had been dumped as they were not locked. We thanked him for his concern.

Cllr Elizabeth Linton

29<sup>th</sup> August 2021

### **Councillor Walkabout, 24<sup>th</sup> August**

Elizabeth and myself met outside Allium House on the Worthing road for our "walkabout" on Tuesday 24<sup>th</sup> 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 Elizabeth 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. Elizabeth explained about the Food and Drink festival to them, and we then ambled on.

Elizabeth'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 Elizabeth.

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

30<sup>th</sup> August 2021

## **Littlehampton Society – Rampion 2 presentations, 24<sup>th</sup> 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

26<sup>th</sup> August 2021

## **WSALC Dealing with a Crisis training, 26<sup>th</sup> 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

30<sup>th</sup> August 2021

**658/21 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

Cllr Gander said she thought the council worked better now more external meetings and events were attended by a wider range of councillors. Cllr Gander felt this made the council a far more inclusive body.

**659/21 NEW ITEMS FOR THE NEXT MEETING (4<sup>TH</sup> OCTOBER)**

Nothing was suggested.

**The meeting concluded at 20:22.**

Chairman: *Cllr Steve Toney* Date: **4<sup>th</sup> October 2021**

END