



# EAST PRESTON PARISH COUNCIL

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## AMENITIES COMMITTEE

**MINUTES:** of the Proceedings of the Meeting of the Amenities Committee held on 14<sup>th</sup> February 2022 at 19.00, at East Preston Infant School, Lashmar Road, East Preston.

**PRESENT:** Councillor S Toney (Chairman), Councillors R McElroy, D Moore and C Bowman.

**ALSO:** Dawn Reid (Assistant Clerk to the Council)  
Simon Cross (Clerk to the Council)  
Mr [REDACTED]  
Mrs [REDACTED]  
Mr [REDACTED]

**APOLOGIES:** Councillors S Wilkinson (Vice-Chairman), E Linton and B Gale.

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The meeting opened at 19:00.

### **126/22 INTRODUCTIONS**

Cllr Toney welcomed those present especially members of the public.

### **127/22 APOLOGIES AND REASONS FOR ABSENCE**

An apology and a reason for absence were received and accepted from Councillor E Linton (prior engagement), Councillor Wilkinson (illness), Councillor Gale (Isolating).

### **128/22 PERSONAL AND/OR PREJUDICIAL INTERESTS**

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

### **129/22 PUBLIC QUESTION TIME**

As members of the public were present to discuss Agenda Item 13c, *PUBLIC SEATING – To receive any update on Mrs [REDACTED] bench donation application*, it was agreed to discuss this item next.

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

Mrs [REDACTED] has completed an application to donate a bench to the village, she has asked if the bench can be located on the southern corner grass verge, Sea Lane end of Normandy Drive. Mrs [REDACTED] has specifically chosen this location, to provide a resting point for anyone walking along Sea Lane, whilst heading to the southern end of the village. The bench would be a

recycled plastic bench, in keeping with the council's policy. Mrs [REDACTED] is happy to cover all costs involved, including concrete base and installation.

I have written to the surrounding properties to ask for the resident's views on the chosen location to site the bench. I also spoke with Matt Southern, WSCC, regarding the bench installation application, Matt has indicated there would be no objections from WSCC on this location.

All the above information was circulated electronically to the committee, for its consideration.

The Committee VOTED and agreed to Mrs [REDACTED] bench donation and the chosen location on the southern corner grass verge, Sea Lane end of Normandy Drive.

Following a discussion with a resident who lives almost opposite the proposed location for the Mrs Walters bench, the Clerk wrote to the Amenities committee requesting no action is taken in this matter, until it has been discussed again at that meeting. The Clerk has invited the resident to attend the meeting to put forward the case, if they are unable to attend the Clerk has offered to put forward the case on their behalf. Part of her argument is Sea Lane is a quiet enough road during the daytime, but in the evening, particularly the summer, it becomes a lot livelier and residents experience a degree of anti-social behaviour, we would not expect. She and some of her neighbours are concerned the bench would be little used during the day but would be over used by the wrong sorts in the evening.

Dawn Reid – Assistant Clerk to the Council

27<sup>th</sup> January 2022

Mr and Mrs [REDACTED] both expressed their objection to the chosen location to site Mrs [REDACTED] bench donation. Mrs [REDACTED] thought it was a very kind gesture, but expressed her concerns the bench would become a meeting place for young people in the summer, this would then create issues with litter and noise. Mr and Mrs [REDACTED] property directly overlooks the proposed location and as the property's bedrooms are located at the front of the house, Mrs [REDACTED] felt noise levels, especially later on in the evening, would be a problem.

Mr [REDACTED] agreed with Mrs [REDACTED] the bench donation is a kind gesture, but he also felt the location would be too close and overlook their properties. Mr [REDACTED] said "there is already a problem with foxes from Two Acres and excessive litter and waste would only encourage this. Mr Lewis informed the committee, the residents keep the area clean and tidy and cut the grass verge. All three residents present agreed there must be a better location to site the bench.

Councillor McElroy expressed that he understood the resident's concerns and said if these problems arose, the council could take action and remove the bench, if it was deemed necessary.

Councillor Bowman expressed her concern the bench could be too close to the road and suggested an alternative location, of the grass area at the west end of Two Acres, this area is slightly set back from the road.

A discussion took place and the committee agreed to assess the area at the western end of Two Acres for suitability as an alternative site. The Chairman and Councillor Moore offered to visit the site and report back to the committee.

The Chairman thanked members of the public for attending the meeting.

19.20 Mr and Mrs [REDACTED] and Mr [REDACTED] left the meeting.

Councillor McElroy suggested a risk assessment is conducted on all council benches, looking for any safety issues, in particular the benches proximately to the road.

The Assistant Clerk informed the committee the council already carries out an annual bench audit, this records any issues which are then reported and promptly dealt with. The Assistant Clerk suggested adding the location, surface material, any safety issues and actions to the audit. Councillor McElroy will then review the document.

### **130/22 MINUTES OF THE AMENITIES MEETING HELD ON 8<sup>TH</sup> NOVEMBER 2021**

The draft minutes had been circulated to all councillors on 23<sup>rd</sup> November 2021, asking for suggested amendments by 1<sup>st</sup> December 2021. No amendments had been received.

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

19.25 Mr Cross left the meeting.

### **131/22 UPDATE ON MATTERS FROM PREVIOUS MEETINGS**

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FINAL

Chairman's Initials: SW

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

## Matters Arising from previous Minutes and not covered on this Agenda

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

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

The Council has a 10-year agreement plan in place with Japanese Knotweed Ltd, to treat and monitoring the Japanese Knotweed in the back garden. The plan will finish sometime May - November 2025. The 2021 inspection report indicated there was no visible growth but there may still be viable rhizomes. It is advisable to wait until Japanese Knotweed Ltd has given the area the all clear, before erecting a shed in the back garden.

There are no further updates to this item at the time of writing my report.

Dawn Reid– Assistant Clerk to the Council

2<sup>nd</sup> February 2022

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

#### **Minute 136.1/21 - Trees - Village Green Christmas Tree**

Ferring Nurseries planted up the 6ft Rootballed Norway Spruce tree, on 24<sup>th</sup> January 2022.

It looks quite small in its new surroundings but hopefully it will flourish, and then replace the usual Christmas tree. Ferring Nurseries are providing an aftercare watering programme.



Dawn Reid – Assistant Clerk to the Council

10<sup>th</sup> January 2022

The Assistant Clerk had no further updates to add to the report.

The committee thanked the Assistant Clerk for her report and AGREED, Minute 136.1/21: Trees - Village Green Christmas Tree is complete and can be removed from the Matters Arising.

#### **132/22 PUBLIC TOILETS – SEA ROAD - a) To receive any updates on the Sea Road Public Toilets.**

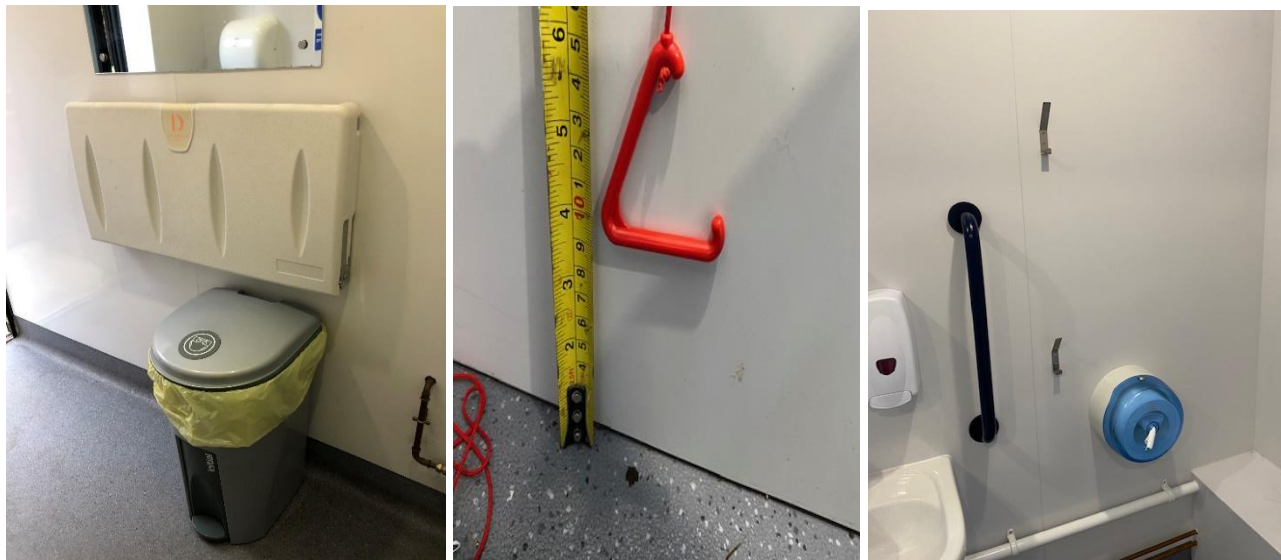
The committee NOTED the following paper which had been circulated in advance of the meeting:

**Toilet Repairs** - Due to a cistern flush mechanism failure, the left-hand side Unisex toilet was closed on Monday 21<sup>st</sup> December 2021. John Herr, the Handy man who the Council has previously used for work at the toilets, scheduled in the repairs for 22<sup>nd</sup> December. Unfortunately, that morning John tested positive for COVID and had to self-isolate. Given the

Christmas break was looming, I asked Cloud 9 if its plumber could have a look. Cloud 9 promptly replaced the faulty part and the cubicle was re-opened.

**Loo of the Year Awards** - As recommended by 'The Loo of the Year Awards', the following areas for improvement have been actioned:

- A nappy disposal bin is now in the right-hand side Unisex Toilet, next to the baby changing facility. A service contract has been set up with Initial Waste Management to empty the bin.
- The Council's Handy man installed two sets of coat hooks in the HAT, at different heights.
- The emergency alarm cord has been replaced with a new longer cord which reaches 10cm off floor level.



The Loo of the Year Awards have issued the Platinum Award logo to use for display and promotional purpose. The Chairman and Vice Chairman both agreed the logo should be displayed on the outside wall of the toilet block. I have asked Nick, V A Signs, to quote for making a Perspex sign for the external toilet wall.



Dawn Reid – Assistant Clerk to the Council

10<sup>th</sup> January 2022

The Committee NOTED the recommendation work highlighted in the Loo of the Year Awards report is complete, and the Platinum Award logo is to be displayed on the external wall of the toilet block.

Public Correspondence - The following correspondence was received from Mrs [REDACTED], regarding her recent visit to the HAT and had been circulated in advance of the meeting:

*As a wheelchair user I decided to try the new disable toilet in the village, which I found impossible to open, as you have to keep the key turned and open the door at the same time which you cannot do, which is a shame being that it's the only one in the village. I thought you should be aware of this*

*Kind regards*

*Mrs [REDACTED]*

I had a lengthy conversation with Mrs [REDACTED] regarding her not being able to independently access the HAT. Mrs [REDACTED] reiterated the difficulties she faces when trying to keep the RADAR key turned and held in position, whilst at the same time pulling open the door and manoeuvre her wheelchair. Mrs [REDACTED] said the only way she can gain access to the HAT is to wait for a passer-by to assist.



The committee is asked to consider the correspondence received from Mrs [REDACTED].

Dawn Reid – Assistant Clerk to the Council

10<sup>th</sup> January 2022

The Committee NOTED the correspondence received from Mrs [REDACTED] which had been circulated in advance of the meeting.

The Committee thanked Mrs [REDACTED] for her correspondence regarding her recent visit to the Hoist Assisted Toilet (HAT).

The Assistant Clerk informed the committee she had visited both Rustington and Littlehampton toilets to compare accessibility, both are RAYDAR key operated. Both toilets appeared to be similar with the doors opened outward and the key needed to be kept in the lock whilst opening the door. However, the door at the Woodlands Car Park was slightly easier to open. Mrs [REDACTED] had informed the Assistant Clerk she faces the same problems accessing the Littlehampton Car Park toilets and needs to ask a passer-by for assistance.

Councillor McElroy reiterated the HAT and specialist equipment were designed for use with the assistance of a carer, he acknowledged Mrs [REDACTED] problems and suggested to committee the only solutions may be to consider either a power assisted door, or installing a small ramp to access the Unisex Toilets. However, Councillor McElroy felt there were a number of safety issue relating to power assisted doors, one being power failure. The Assistant Clerk reminded the committee, a ramp to the Unisex toilets was considered when planning the toilets, but there was insufficient space for the size of the ramp gradient to make it safe.

Following a lengthy discussion regarding the suitability of a power operated door, or installing a ramp to the Unisex Toilets, the Committee voted and AGREED to take no further action.

The Committee asked the Assistant Clerk to inform Mrs [REDACTED] of its decision.

**133/22 EAST PRESTON VILLAGE GREEN – a) To receive any updates on replacing the low-level boundary fencing.**

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

New Place Fencing Ltd began work on 10<sup>th</sup> January 2022 replacing the entire boundary fencing. The work took approximately three weeks to complete. New Place Fencing, kindly replaced an additional length of fencing by the Village Green notice board, at no extra cost.



Safesite Facilities, promptly removed the concrete barrier from the north eastern corner of the Village Green on Monday 17<sup>th</sup> January.

Dawn Reid – Assistant Clerk to the Council

1<sup>st</sup> February 2022

The Assistant Clerk advised the Committee, the Council's Handy man is to install protective matting to the two new access points in the fencing at the north boundary of the Village Green.

The Committee asked the Assistant Clerk to thank New Place Fencing, for an excellent job.

The Committee NOTED the low-level fencing is complete and AGREED this item is completed and can be removed

from the Agenda.

**134/22 EAST PRESTON VILLAGE GREEN – b) To receive any update on the 2022 Wildflower beds.**

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

Dave Farrant, Tivoli, has provided the following quote for this year’s wildflower displays. Dave said “last year there was supply issues, the supplier has advised to order early to avoid supply delays and seed prices are set to rise”.

**Quote**

To prepare and re-seed the wildflower areas on the Village Green £472.00

To prepare and re-seed the wildflower area on Sea Lane Verge £189.00

Dave advised, he has kept his price the same as the previous two years, even though in this time the seed cost has increased. The Chairman has thanked Dave on behalf of the committee.

East Preston Film Society, have kindly offered to sponsor the 2022 Village Green Wildflower display costing £472. Paul Ammo said “*The Film Society is happy to fund this venture, providing that none of our planned film shows (January, February, March and April 2022) have to be cancelled as a result of the covid situation*”.

The Festival Committee, have kindly offered to sponsor the 2022 Sea Lane wildflowers, costing £189.00.

**Additional Wildflower bed** - On a recent walkabout of the village with Councillor Gander to identifying suitable areas for EP in Bloom projects, it was suggested adding an additional wildflower bed at the south eastern corner of the Village Green. This suggestion was circulated electronically to the committee, for its consideration. Concern were raised the area may be too shaded from the large adjacent tree, and the bed may encroach the area used for events held on the green.

I have spoken to Dave Farrant, Tivoli and he is going to have a look at the area and advise.

Dawn Reid – Assistant Clerk to the Council

3rd February 2022

The Committee thanked Dave Farrant, Tivoli, for providing his quote and for keeping the prices for the 2022 Wildflowers the same as previous years.

The Committee thanked both The Film Society and The Festival Committee, for kindly offering to sponsor the 2022 Wildflower displays.

A discussion took place on EP in Bloom’s suggestion of an additional Wildflower bed, at the south eastern corner of the Village Green. The Assistant Clerk informed the committee, Dave Farrant has advised the area is too shady and therefore it would not be a suitable location. Dave suggested ‘*the three grass panels around the car park could work well, as they are in the open and would help to hide the parked cars during the summer. They will be visual from the road and outside seating areas. It would also help regards maintenance as we would only have to maintain these areas with cars next to them when the meadows have finished in the autumn*’

The Committee thanked Mr Farrant for his advice and AGREED it was not a suitable area and therefore not to add an additional wildflower bed at the south eastern corner of the Village Green. The Chairman offered to assess the grass verges around the car park, as suggested by Mr Farrant and report back to the committee on suitability.

**135/22 EAST PRESTON VILLAGE GREEN – c) To consider an application to hold a Circus Family Fun Day event on the Village Green.**

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

The following application has been received from Nick Cook to hold a Circus Family Fun Day. The event’s activities will include: Circus Skills, Obstacle Course, Stalls, Children’s Activities, Inflatables, Fire Performance, Food & Drink, Magic Show. Nick has provided all the relevant accompanying documents, including site plan, insurance, risk assessments, safeguarding and DBS. The event will form part of this year’s Festival.

Details of Proposed event

Information Required	Your Response
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1	Name and address of Organiser	Nick Cook 25 Hildon Close Worthing BN13 2SP
2	Contact Telephone Number	07765 942758
3	Contact email address	Nc_circus@hotmail.com
4	Date and timing of the event	Saturday 11 <sup>th</sup> June 2022, 10am to 3pm
5	<b>LOCATION OF EVENT</b> – Where will the event take place? Please give full details.	Village Green Sea Road East Preston
6	<b>TYPE OF EVENT</b> – Please provide a description of the event and what activities will be provided i.e. music festival, sport, charity, food etc.  If the event has been held previously then please advise accordingly.	Circus Family Fun Day.  Circus Skills, Obstacle Course, Stalls, Children’s Activities, Inflatables, Fire Performance, Food & Drink, Magic Show.
7	<b>SPECIAL ACTIVITIES</b> - Please provide details of any special or unusual activities i.e. fireworks, fun fair, air display, pyrotechnics etc.	Funfair rides Fire Show
8	<b>ATTENDANCE</b> – Who is the event aimed at i.e. families, children, adults only etc? Is the event open to the general public? Is the event ticketed?	All Ages, All Abilities
9	How many people are expected to attend?	<500                      <1000                      <1500  <2000                      <3000                      >3001  Other (please explain)
10	<b>INSURANCE</b> –Please provide details of Third Party Public Liability Insurance (the insurer and value of cover.)	Attached
11	<b>RISK ASSESSMENTS</b> – Please provide outcome of any risk assessments undertaken	Attached
12	<b>LICENSING ACT 2003</b> – Will alcohol be served or regulated entertainment or late refreshment be provided under the Licensing Act 2003?	No alcohol will be served at this event.
13	<b>MEDICAL/ FIRST AID</b> – What medical or first aid provision will be supplied at the event?	MS Services will have a First Aid tent with a First Aider present for the duration of the event.
14	<b>SECURITY/ STEWARDING</b> – What security/ stewarding will be supplied at the event?	There will be a team of volunteers present on the day.  MS Services can provide one or two marshals if necessary.
15	<b>TRAFFIC</b> – Will the event attract traffic issues to the wider community? (Queues to get in/ Road closures etc.) Please give details of any traffic management plan or consultations you have had to minimise disruption.	Rolling road closures will be put in place by the festival committee.

Councillor McElroy is reviewing the supporting documents and will advise the committee at the meeting.

Dawn Reid – Assistant Clerk to the Council

2<sup>nd</sup> February 2022

The Committee thanked Mr Cook for his application.

Councillor McElroy informed the committee he had reviewed the supporting documents and asked the Assistant Clerk to request copies of risk assessments and insurance documents from, MS Services.

The Committee AGREED it is in favour of the event in principle and will await an update from Councillor McElroy when he has reviewed MS Services documents.

**136/22 EAST PRESTON VILLAGE GREEN CAR PARK – a) To receive any updates on the Village Green Parking scheme.**

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

The revenue the council has received from the car park ticket machine, for this financial year to date is £2557.71. In comparison the revenue received for the year 2020 – 2021 was £2018.16.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The committee NOTED the £2557.71 revenue received from the car park ticket machine, for the financial year to date.

The Assistant Clerk advised the committee she had received an email just prior to the meeting, from Gavin, One Parking Solutions, regarding changes. Just Park who provide the contactless payment platform used for the car park, are about to implement changes to its contract, which include a hefty monthly levy. The Assistant Clerk will ask Gavin for further information on the changes and circulate it electronically to the Committee for consideration.

**137/22 EAST PRESTON VILLAGE GREEN CAR PARK – b) To receive an update on the Automatic Number Plate Recognition System (ANPRS).**

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

At the December Full Council meeting, committee requested £3250.00 from council's reserve budget, to cover the total cost of this project. Full Council agreed unanimously to implement the Automatic Number Plate Recognition in the Village Green car-park, at an expected cost of £3,250.

Simon Francis, Enerveo (formally SSE) has issued a revised quote of £2,964.32, to extend the electric power supply over to the car park. The quote was circulated electronically to the committee, on 6<sup>th</sup> January 2022, for its consideration. The committee voted and agreed to accept the revised quote and engage Enerveo to carry out the proposed work.

Simon Francis has indicated the work should commence mid-February 2022. I have informed Gavin, One Parking Solutions, so he is able to co-ordinate the installation of the ANPR system.

Dawn Reid – Assistant Clerk to the Council

2<sup>nd</sup> February 2022

The Committee thanked Simon Francis for providing his revised quote and NOTED the work is due to commence mid-February 2022.

**138/22 BANK AT THE JUNCTION OF LASHMAR ROAD AND NORTH LANE a) To receive an update on clearing the bank area at the south-western corner of Lashmar Road**

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

As advised by WSCC Matt Southern, Highway Inspector, a planting application has been submitted. The application is for permission to lay grass turf around the planters, plant shrubs and flowers at the southern end of the bank, and also to maintain the area.

There are no further updates at the date of writing this report.

Dawn Reid – Assistant Clerk to the Council

3<sup>rd</sup> February 2022

The Assistant Clerk updated the committee, she had submitted the planting application to WSCC but as she had not heard anything had contacted Matt Southern. Matt said he had authorised the application, and the Council should receive confirmation of this from WSCC administration. The Assistant Clerk advised once permission has been received she will arrange to meet Matt, to discuss removing some of the large tree's lower limbs.



**139/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – a) To receive any update on the recommendation work highlighted in the 2021 Annual Tree Inspection Report.**

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

As requested by committee, Tom, The Urban Tree Surgeons, has revised his quote and separated out the work according to its priority level. The total cost remains the same, £4,950, which was agreed by committee at the November meeting. The revised quote was circulated to committee on 22<sup>nd</sup> November 2021 electronically.

**Recommended work on 2021 Tree Report (excluding re-planting)**

Priority 1 work £2,750.

Priority 2 work £2,200.

Total: £4,950

Committee voted and agreed to accept the revised quote. Tom has scheduled the work to commence, week beginning 14th February 2022.

Dawn Reid – Assistant Clerk to the Council

11<sup>th</sup> January 2022

The Assistant Clerk informed the committee that The Urban Tree Surgeons have begun the tree work, as highlighted in the Annual Tree Inspection report. Work should be completed within the week.

The Committee thanked the Assistant Clerk for her update.

**140/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – b) To receive any update on the request to remove the London Plane Tree adjacent to the Cricket Club House and the proposal to install a double bay net facility.**

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

To date no further information has been received from the Cricket Club, on a new proposal.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The Assistant Clerk updated the committee she had contacted Mr Dallimore, Cricket Club, for any updates on the new proposal. Mr Dallimore advised '*the club are yet to meet with a Practice Net Contractor to get their view on things and to see if we can do anything without needing to remove a tree*'.

The Committee thanked the Assistant Clerk for her update and will await further updates from Mr Dallimore.

**141/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – c) To receive any update on the Queen's Jubilee Field Maple Tree.**

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

The Chairman has purchased the Field Maple Tree from Arundel Arboretum. The total cost was £277.49 which included a tree stake and tie. Ferring Nurseries are planting up the tree at the north eastern corner of the Village Green on 14<sup>th</sup> February 2022. The Clerk has suggested the commemorative plaque could be purchased through the Royal British Legion Industries.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The Assistant Clerk advised the Committee, the Queens Jubilee Tree had been planted that morning on the Village Green. At present she is unaware of the plans regarding any ceremony.

The Committee asked the Assistant Clerk to thank Ferring Nurseries for planting up the tree and will wait for further updates on a ceremony.

**142/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – d) To receive any update on the Lashmar Ladies WI tree donation application.**

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

The WI chose a Sorbus aucuparia Rossica Major, (Rowan tree) to plant at the eastern end of Two Acres. The planting has been arranged for, Monday 14<sup>th</sup> February by Ferring Nurseries. The WI purchased a commemorative plaque to be placed alongside the tree. A member of the WI will be attending the planting.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The Assistant Clerk advised the Committee the Lashmar Ladies WI Tree had been planted that morning. Representatives from the WI were present.

The Committee asked the Assistant Clerk to thank Ferring Nurseries for planting the tree and Lashmar Ladies WI for the tree donation. The Committee AGREED this item is complete and can be removed from the Agenda.

**143/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – e) To receive any update on the Philip Hunter memorial tree application.**

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

The memorial tree application was circulated to the Committee electronically, for its consideration. The Committee voted and agreed to grant the application and agreed to allow the Sorbus aucuparia Sheerwater (Rowan tree) to be planted at the northern boundary of the Village Green.

Planting has been arranged for Monday 14<sup>th</sup> February by Ferring Nurseries, Mrs Hunter and a friend will be present.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The Assistant Clerk advised the Committee the Philip Hunter Memorial Tree had been planted that morning. Mrs Hunter and a friend were present for the planting.

The Committee asked the Assistant Clerk to thank Ferring Nurseries for planting up the tree. The Committee AGREED this item is complete and can be removed from the Agenda.

**144/22 WARREN RECREATION GROUND – a) To receive any update on the installation of lighting, at the north boundary of the car park.**

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

At the Full Council December meeting, the council agreed unanimously to provide lighting in the Warren Recreation Ground car-park, at a cost of up to £25,000. This amount would be ring fenced from the Council's reserves, if it hasn't been spent by the end of the financial year.

A consultation regarding the proposed lighting, was carried out with the residents of the adjacent properties in Field Court. The lighting proposal was well received, some concerns were raised but no objections were made. All responses and concerns were circulated electronically to the committee for its consideration.

Councillors Toney, Wilkinson, Linton and myself met with the EPKVH Chairman and Premises Manager, to discuss the lighting proposal and the logistics of accessing the Village Hall power supply. The Councillors provided the Chairman and Premises Manager with a copy of the lighting design and an overview of the proposal. Following a lengthy discussion, the Chairman and Premises Manager were in favour of supporting the lighting proposal and offered use of a direct connection to the Village Hall's power supply. This will save the council the cost of installing a separate energy meter.

The Premises Manager advised the energy usage would be calculated using the luminaire energy consumption rates, the Village Hall would then invoice the council based on this information. All of the information has been forwarded to Michael Groves, Enerveo Lighting Designer. Michael has requested a quote for the total cost of installation and completion of the project.

A planning application was submitted to ADC Planning on 2<sup>nd</sup> December 2021. The application was accepted as a valid application and the outcome will be determined at the end of the statutory publicity consultation period.

Dawn Reid – Assistant Clerk to the Council

7th February 2022

The Assistant Clerk updated the Committee the planning application has been passed and she is now waiting for the quote from Simon Francis, Enerveo, for the work.

The Committee thanked the Assistant Clerk for her update.

**145/22 WARREN RECREATION GROUND – b) To receive any updates on the Children’s Playground**

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

There are no updates on this item at the time of writing this report.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The Assistant Clerk advised the Committee there were no further updates on this item.

**146/22 WARREN RECREATION GROUND – c) To receive any updates on a wheelchair accessible swing, at the children’s playground.**

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

On 1<sup>st</sup> December 2021, Sarah Hobden, Foster Landscapes Ltd, carried out a site visit to identify a suitable place to locate the swing. Councillors Toney, Wilkinson, Moore and myself were also present.

Sarah provided the following quote:

**Quote**

Supply inclusive swing from G L Jones  
**£11143.50**

**Option 1**

Remove springy and save for future use if possible  
Install inclusive swing complete with wetpour  
Create path to the gate  
**£3994.20**

**Option 2**

Remove existing flat swings and cart to tip  
Install inclusive swing into existing wetpour  
Remove springy and save for future if possible  
Supply and install 1 bay 2 flat swings  
Supply and lay wetpour under new swings  
Create path to the gate  
**£7852.90**

Install old springy into grass area complete with grass saver matting  
**£250**

All prices are subject to Vat

At the December Full Council meeting, Committee requested £25,000.00 ring-fenced from the council’s reserve budget, to cover the total cost of this project. Full Council discussed the proposal, following a lengthy debate Full Council agreed to refer this item onto Community Engagement Committee. This Committee will consider the accessible swing when looking in to the idea of an Intergenerational Play Area.

I have informed Sarah of the decision to consider the accessible swing, as part of an Intergenerational Play Area project.

This item has been referred on to Community Engagement Committee.

Dawn Reid – Assistant Clerk to the Council

14<sup>th</sup> December 2022

The Committee thanked the Assistant Clerk for her update.

Following a lengthy discussion on the Intergenerational Play Area project, equipment and a suitable location, the Committee thought this project should be referred back to Amenities to progress further.

The Committee voted and AGREED, to request the Community Engagement Committee refer the Intergenerational Play Area project back to Amenities Committee. The Assistant Clerk will inform the Community Engagement Committee of the request.

**147/22 WARREN RECREATION GROUND – d) To receive any update on the memorial bench for Steve Rolph, Weekday Village Orderly.**

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

The new recycled plastic bench slats have arrived and are being stored at the council office. The Council's Handy man plans to fit the slats when he returns from his holiday, the end of January beginning of February.

Dawn Reid – Assistant Clerk to the Council

31<sup>st</sup> January 2022

The Assistant Clerk advised the Committee the Council's Handy man has scheduled in the work to replace the bench slats on Monday 21<sup>st</sup> February. The Committee thanked the Assistant Clerk for her update.

**148/22 PUBLIC SEATING – a) To receive any updates on Public Seating around the village.**

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

As part of the ongoing maintenance programme, regular work is carried out on the benches around the village.

Following a request from Mr [REDACTED], a family member, the council's Handy man has cleaned and treated the Elsie & Don and Bren & Dave memorial bench, at the entrance of Two Acres. The Handy man said he will treat the bench again in the warmer weather.

Dawn Reid – Assistant Clerk to the Council

10<sup>th</sup> December 2021

The Committee NOTED the work carried out to the memorial bench at the entrance of Two Acres, and asked the Assistant Clerk to thank the Handy man for his ongoing maintenance of the Council's benches.

**149/22 PUBLIC SEATING – b) To receive any updates on the Bespoke bench at the Sea Road Toilets.**

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

Andy Billups contacted Kedel regarding the outstanding recycled plastic material order. Kedel informed Andy they were still waiting for the brown colour materials to be produced. However, they did have the black materials in stock. This information was circulated electronically to committee. The committee all agreed to use the black materials. The materials have arrived and Andy said he will get started as soon as he can.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The Committee ACKNOWLEDGED Mr Billups has received delivery of the recycled plastic materials and he will schedule in the work on the bench shortly.

**150/22 TWO ACRES – a) To receive any update on relocating the Wildflower Beds.**

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

I asked Councillor Gander, Environmental Initiatives group, if the group or even EP in Bloom, would be interested in taking on the Two Acre wildflower beds. Councillor Gander agreed the grass area at the eastern end (Sea Lane end) of Two Acres, is a good location. Councillor Gander thought it would be more suitable for Tivoli to add this area in with its existing wildflower planting scheme. I have spoken to Dave Farrant, Tivoli and he is going to have a look at the area and advise.

Dawn Reid – Assistant Clerk to the Council

2<sup>nd</sup> February 2022

The Assistant Clerk updated the Committee, Dave Farrant, Tivoli, carried out a site visit to assess the suitability of the west side of Two Acres (Sea Lane end) for the wildflowers. Dave advised he could see no reason why not to put the wildflowers in that location and would consider in the region of 60-100m<sup>2</sup> in size, costing £180 - £300.

The Chairman and Councillor Moore offered to visit the proposed location the next day, to assess suitability and confirm sizing.

**151/22 SEA ROAD ISLAND – a) To receive any information on installing planters at the Island in Sea Road.**

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

In response to the planting licence application, WSCC advised there are a number of potential location issues. A 500mm clearance is required on either side of the planters, therefore at certain points where the island narrows it would rule out using the agreed size interlocking planters.

Another concern was the maintenance of the planters, this may be an issue at times when vehicles are parked either side of the planters.

I requested a site meeting to discuss the concerns raised and reiterated that vehicles should not be parking next to the planters due to there being no parking yellow lines.

Tim Troman, Plantscape, has suggested installing a narrower planter at certain parts of the island, this would allow the 500mm clearance requirement. Tim has advised installing:

1 x 2mtr x 1mtr interlocking planter

3 x 2.8mtrs length x 566mm width x 780mm height.

Tim has revised his proposal and provided a new quote, the total cost is £5,994.00.

The Chairman, Simon and myself, measured the island to see if the narrower planter would still act as a deterrent for the illegal parking. Unfortunately, we all agreed this would not be the case, vehicles would still park on either side of the narrower planter, and may even hit the planters when parking.



We agreed there was scope to place the following size planters along the island, this would still allow the 500mm clearance requirement at either side:

2 of the 2mtr x1mtr planter

1 x 2.8 x 566mm planter

2 X 2.8 x 800mm

Should the committee favour the above resizing, a public consultation will need to take place.



I have gone back to Tim and asked if he can source something closer to the above sizes.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

The Assistant Clerk advised the Committee, Tim Troman, Plantscape, had emailed her that afternoon, saying he had managed to source planters closer to the suggested size:

3 x 2200mm x 800mm x 780mm interlocking planter

1 x 2mtr x 1mtr interlocking planter

The Assistant Clerk will circulate this information electronically to the Committee for its consideration.

Councillor McElroy questioned the 500mm clearance at either side of the planters, requested by WSCC. Councillor McElroy had seen other areas where bollards are installed with less than the 500mm clearance. The Assistant Clerk offered to send any evidence of this to WSCC in support of a request to reconsider. The Assistant Clerk advised the Committee she has already asked WSCC once to reconsider its decision, given the issues relating to illegal parking around the Island. WSCC *advised 'the Safety Audit Lead Professional, advises that we are unable to reduce the requirement of 500mm clearance on either side. This would rule out the placing of planters on the island at any point where the width is less than 2m.'*

The Chairman and the Assistant Clerk will carry out another site visit to re measure the area to assess if the new sized planters will fit. The findings will be circulated electronically to the Committee for its consideration.

**152/22 ELECTRIC VEHICLE CHARGE POINTS – a) To note an update on the provision of electric vehicle charge points in the village.**

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

On 18<sup>th</sup> January, the council was invited to attend the WSCC Chargepoint Network – Community Landowners' Event. This event which was an update on the WSCC scheme to implement electric vehicle charge-points across the county.

WSCC is entering into a concession contact with Connected Kerb, meaning Connected Kerb will incur all the costs of installing, maintaining and running the network. The contract will be structured in such a way as to enable community land owners to use it, meaning local councils or any third sector organisation in the county has the potential to benefit from charge-point installation at no cost.

This event lasted an hour during which County Cllr Deborah Urquhart explained the county council's commitment to electric vehicle charging and, most importantly for us, how community landowners could apply to have their sites considered. Sites with 24/7 availability would be considered first. The app which would be used for payment could be enabled to send a text to prompt a driver when the charge had nearly completed; this would reduce the chances of drivers overstaying. Overstay penalties could be activated too.

I had submitted an application form for both the Village Green and Warren Recreation Ground car-parks before the event had finished. I have subsequently contacted the chairman of the Village Hall Foundation to ask whether the Foundation would like me to submit a request on its behalf too. Most charge-points can be implemented under Permitted Development.

I found the application form a bit disappointing as there was no space to add freeform information to our application, for example, the results of the environmental survey we carried out last year which showed 75% of respondents were in favour of the council implementing electric vehicle charge-points in the village. There was also a question about which nearby streets do not have off-street parking, but no indication as to how close the streets should be and if that information is viewed by someone unfamiliar with the area, how well will they be able to judge the situation?

After the event, I contacted the WSCC contact saying East Preston would be willing to talk about being a pilot site but was told there would be no pilot sites.

Simon Cross – Clerk to the Council

2<sup>nd</sup> February 2022

The Committee thanked Mr Cross for his report and for submitted the application form for both the Village Green and Warren Recreation Ground Car Parks. The Committee will await further updates at the next meeting.

**153/22 BUDGETS – a) To note the 2021/22 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.**

The Committee thanked Mrs Khoo for providing the 2021-22 budget papers to date, for the Amenities Committee and the Warren Recreation Ground Trust.

The Committee NOTED the overspend on the Amenities Budget: Highways – Planting Contract, due to the planting of the new Lashmar Road planter.

The Committee NOTED the overspend on the Amenities Budget: Village Green – Enhance, due to the concrete barrier hire.

The Committee NOTED the overspend on the WRG Trust Budget: Public Conveniences – Ongoing Maintenance & improvements, due to various general repairs and replacement parts.

The Committee AGREED to the overspend over the agreed percentage this year, on the Tree Budget - due to recommendation work from the Annual Tree Inspection Report.

The Assistant Clerk asked the committee for clarification on the request to remove budget line: Recreation - Beach Access, from the Amenities Budget. Or if the Committee would still like to ring-fence this year's £1000.00 budget into the Beach Access Reserve Fund, increasing it to £2000.00 at the end of this financial year.

The Committee AGREED, the £1000.00 budget into the Beach Access budget should be removed from the Amenities Budget, as there is no planned work. The Committee asked for the funds to be reallocated to F&GP or the Full Council budget.

#### **154/22 CORRESPONDENCE**

No correspondence was received.

#### **155/22 URGENT MATTERS ARISING (FOR INFORMATION ONLY)**

There were no urgent matters to discuss.

#### **156/22 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA**

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

The date of the next meeting is 16<sup>th</sup> May 2022.

**The meeting concluded at 20.50 hrs.**

Chairman: *S Wilkinson* Date: 16<sup>th</sup> May 2022