



# EAST PRESTON PARISH COUNCIL

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## **AMENITIES COMMITTEE**

**MINUTES:** of the Proceedings of the Meeting of the Amenities Committee held on 16<sup>th</sup> May 2022 at 19.00, at East Preston Infant School, Lashmar Road, East Preston.

**PRESENT:** Councillor S Toney (Chairman), Councillors R McElroy, S Wilkinson, D Moore, B Gale, C Bowman and K Bradshaw.

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

**APOLOGIES:** None

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The meeting opened at 19:05.

### **418/22 INTRODUCTIONS**

Cllr Toney welcomed Councillor Bradshaw who has joined the Committee, and all those present.

### **419/22 ANNUAL APPOINTMENT OF THE CHAIRMAN OF THE AMENITIES COMMITTEE**

Voting took place by a paper ballot. Cllr Linton confirmed all councillors present had voted. Councillor Wilkinson was voted as Chairman of the Amenities Committee for the new municipal year.

### **420/22 ANNUAL APPOINTMENT OF THE VICE-CHAIRMAN OF THE AMENITIES COMMITTEE**

Voting took place by a paper ballot. Cllr Linton confirmed all councillors present had voted. Councillor Toney was voted as Vice-Chairman of the Amenities Committee for the new municipal year.

### **421/22 TO CARRY OUT THE ANNUAL REVIEW OF THE TERMS OF REFERENCE FOR THE AMENITIES COMMITTEE**

The Terms of Reference had been circulated to all Councillors in advance of the meeting. There were no changes to the Terms of Reference. Committee agreed to adopt the Annual Terms of Reference, for the year 2022/23.

### **422/22 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

#### **423/22 PERSONAL AND/OR PREJUDICIAL INTERESTS**

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

#### **424/22 PUBLIC QUESTION TIME**

No members of public were present at this time.

#### **425/22 MINUTES OF THE AMENITIES MEETING HELD ON 14<sup>TH</sup> FEBRUARY 2022**

The draft minutes had been circulated to all councillors on 21<sup>st</sup> February 2022, asking for suggested amendments by 28<sup>th</sup> February 2022. No amendments had been received.

Committee agreed the minutes as a true record of the meeting, held on 14<sup>th</sup> February 2022, the minutes were duly signed by Councillor Wilkinson.

#### **426/22 UPDATE ON MATTERS FROM PREVIOUS MEETINGS**

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

4<sup>th</sup> May 2022

The Assistant Clerk updated Committee on item: 129/22 Public Question Time, Public Seating.

As agreed at the last meeting, Councillor's Toney and Moore carried out a site visit to the western end of Two Acres, to assess its suitability as an alternative location for Mrs [REDACTED] bench donation. Following a consultation with residents, Committee agreed to look for an alternative location. Committee suggested that Mrs [REDACTED] might consider replacing an existing bench which is not in good order, in particular the bench at the north end of Sea Lane, close to the Fairlands junction. Mrs [REDACTED] agreed.

Committee asked the Assistant Clerk to write to all residents involved, to advise of the Committee's decision to locate Mrs [REDACTED] bench, at the north end of Sea Lane near Fairlands junction.

#### **427/22 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:

The Fire Service were called out to attend an incident on Tues 12<sup>th</sup> April 2022, at 1907hrs. A young male was locked in the toilet. Having called the emergency contact number but getting no answer, the Fire Service then, quite reasonably, gained forced entry to release the occupier. It would appear the attendant had locked the toilets without realising there was anyone inside.

ADC Cleansing, have confirmed the number displayed at the toilets is the correct 'out of hours' number and should Fire and Rescue listened to the message fully, it goes through to the 'out of hours' service.

The door, which is made from heavy duty metal is irreparable. Essex Door and Window Centre who installed the door said ‘the door and frame would need replacing as the damage is too great to repair’. They have quoted £3,552.00 for the work.

ADC advised this is Biffa’s liability and has informed its new Business Manager. Biffa responded moving forward, a claim will need to go through its insurance company. The Council’s Insurers have been notified of this and a claim is being pursued.



Committee is asked to acknowledge the incident on Tues 12<sup>th</sup> April 2022, where a young male was locked in the Sea Road toilet.

Dawn Reid– Assistant Clerk to the Council

4<sup>th</sup> May 2022

The Clerk updated Committee he has contacted Biffa again, regarding the status of its Insurance claim for the new toilet door. To date, there is no further update.

Councillor Toney expressed his concern that the village has only one useable toilet and the Festival is due to take place shortly. Councillor Toney asked if either ADC or Biffa could try and make the toilet door useable again, or provide a temporary toilet for the Festival event. Committee suggested a temporary toilet could be located behind the flint wall, next to the Council’s notice board. The Clerk said he will contact ADC and Biffa, and request the provision of a temporary toilet.

**428/22 PUBLIC TOILETS – SEA ROAD – b) To consider an application to the Loo of the Year Awards 2022.**

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

The plaque for the 2021 Loo of the year Platinum Award has been fitted to the external wall of the toilets.



This year is the 35<sup>th</sup> Anniversary of the Loo of the Year Awards celebrating the high standards of 'away from home toilets'. This year's awards are titled 'The Washroom Oscars'. The closing date for entry is 31<sup>st</sup> July 2022. The cost per category entry is £173.00, this includes an Inspection visit with Star Grading, plus a summary report.

**Committee is asked to consider an application to the Loo of the Year Awards, 2022, for the Sea Road Toilets.**

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> May 2022

Committee voted and agreed, to put forward an application for the Sea Road Toilets, to the Loo of the Year Awards 2022.

**429/22 EAST PRESTON VILLAGE GREEN – a) To receive any update on the 2022 Wildflower beds.**

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

On behalf of the committee I contacted Toni McElroy, to ask if SENCAT would like to assist Tivoli with planting the 2022 wildflowers, as they have done in previous years. Toni thank the committee for asking, but advised SENCAT, unfortunately has not reformed since the pandemic.

The wildflower seeds were sown at the end of April and have already germinated, hopefully we will see a wonderful colourful floral display this year.



At the February meeting, committee discussed a proposal received from East Preston in Bloom, to add a flower bed at the south eastern corner of the Village Green. Committee agreed the area was not suitable, as it was too shady to grow flowers. EP in Bloom expressed again it would like to plant at the south eastern corner of the Village Green. The group suggested planting more shade tolerant plants such as ferns, English bluebells and hellebores. Rather than miss the appropriate planting time, this information was circulated electronically for committee's consideration. Committee voted and agreed to East Preston in Bloom, planting English bluebells, ferns and hellebores at the south eastern corner of the Village Green.

Dawn Reid – Assistant Clerk to the Council

5<sup>th</sup> May 2022

Committee thanked the Assistant Clerk for her update and noted the 2022 wildflower beds have been planted, both at the Village Green and Sea Lane.

**430/22 EAST PRESTON VILLAGE GREEN – b) To receive any updates on applications received from East Preston Festival Committee, to hold various events on the Village Green, as part of the 2022 Festival.**

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

The Festival Committee has submitted applications to hold the following events as part of the 2022 festival, on the Village Green. All applications were circulated electronically for the committee's consideration, prior to the meeting.

Community Market – Saturday 4<sup>th</sup> June 9.30-3pm

Big Lunch – Sunday 5<sup>th</sup> June – 12-5pm

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DRAFT

Chairman's Initials: SW

Dog Show – Sunday 12<sup>th</sup> June – 1.30-4pm  
Songs of Praise – Sunday 12<sup>th</sup> June 6pm

Risk Assessment documents for the events have been forwarded to Councillor McElroy for his consideration.

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> May 2022

Councillor McElroy updated Committee, he has received related documents for the events listed in the supporting papers and has requested a copy of MS Services risk assessment for the Big Lunch. Councillor McElroy approved all the other relating documents.

Committee voted and agreed, to allow the Community Market, Big Lunch, Dog Show and Songs of Praise events, to take place on the Village Green, as part of the 2022 Festival.

**431/22 EAST PRESTON VILLAGE GREEN – c) To receive any update on the application to hold a Circus Family Fun Day, as part of the 2022 East Preston Festival.**

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

Committee received an application from Nick Cook, to hold a Circus Family Fun Day event on the Village Green. This event would form part of the 2022 Festival. Copies of the supporting documents were sent to Councillor McElroy for his consideration. Councillor McElroy requested areas of the Risk Assessment document were revised. Nick revised the document as requested and Councillor McElroy has agreed with the content.

All documents and application form were circulated electronically to the committee, on 24<sup>th</sup> March 2022. The committee voted and agreed to grant permission to hold a Circus Family Fun Day, on Saturday 11<sup>th</sup> June 2022, at the Village Green. I have informed Nick of the committee's decision.

Dawn Reid – Assistant Clerk to the Council

4<sup>th</sup> April 2022

Committee thanked the Assistant Clerk for her report and noted this event will take place on Saturday 11<sup>th</sup> June 2022, at the Village Green.

**432/22 EAST PRESTON VILLAGE GREEN – d) To receive any update on the request to plant a Time Capsule at the Village Green.**

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

The Festival Committee approached the council requesting permission to plant a time capsule to commemorate the Queen's Platinum Jubilee. This was initially discussed by the Community Engagement Committee, which suggested planting the capsule by the Queens Jubilee tree in the north-eastern corner of the Village Green. The two items would then be kept together. The request was circulated electronically to Committee for consideration.

Committee voted and agreed to allow the Festival Committee to plant the Time Capsule by the Jubilee tree in the north-eastern corner of the Village Green.

The Festival Committee confirmed it plans to plant the time capsule at the end of the Festival event, on 12<sup>th</sup> June, 2022, at approximately 18:30hrs. A copy of the Risk Assessment document has been forwarded to Councillor McElroy for consideration prior to the meeting.

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> May 2022

Councillor McElroy updated Committee, he has reviewed and approved all related documents provided by the Festival Committee for this event.

The Assistant Clerk updated the committee she was corresponding with the contractor who had been engaged to prepare the site for the capsule. Once a copy of the Public Liability insurance and Risk Assessment document has been received, she will forward to Councillor McElroy for approval and update the committee.

Committee thanked Councillor McElroy and the Assistant Clerk and noted this event will take place on 12<sup>th</sup> June, 2022, at approximately 18:30hrs.

**433/22 EAST PRESTON VILLAGE GREEN – e) To receive any update on the request from Jonathan Nulty, to hold the Sundowners Street Food Event on the Village Green.**

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

Committee received an application from Johnathon Nulty, to hold a Sundowners Street Food Event on the Village Green on Friday 3<sup>rd</sup> June, 5pm to 10:30pm. Sundowners is a street food event with live music and activities for children.

A copy of the event application form has been circulated to the committee for its consideration prior to the meeting. All supporting documents, including Risk Assessment have been sent to Councillor McElroy for consideration prior to the meeting.

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> May 2022

The Assistant Clerk reminded Committee the Sundowners event had been successful in 2021.

Councillor McElroy updated Committee, he has reviewed all related documents for this event, and is awaiting a copy of the TEN licence.

The Assistant Clerk will request updates from Mr Nulty on the TEN licence. All updated documents will be forwarded to Councillor McElroy for approval.

Committee voted and agreed to allow the Sundowners Street Food Event to take place on the Village Green, on Friday 3<sup>rd</sup> June, 5pm to 10:30pm.

**434/22 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 received from the car park ticket machine, for the financial year 2021 – 2022, was £3,638.33. In comparison the previous financial year's revenue which was £2,500.00.

I am continuing to monitor the car park revenue and charges in relation to the new POPPAY payment system which is now up and running. To date, there appear to be no significant changes to report.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> February 2022

Committee noted the revenue received from the car park ticket machine for the financial year 2021 – 2022, was £3,638.33.

**435/22 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:

The completion of the Village Green electric extension work was scheduled for 4<sup>th</sup> May 2022 but unfortunately did not happen. Simon Francis apologised for overlooking the work and promised to reschedule asap.

I have informed Gavin, One Parking Solutions (OPS), of the completion so he is able to begin plans for the installation of the ANPR system. Gavin emailed with the following information regarding an issue with disabled parking charges, which he assumed committee are aware of this implication:

*'That's great news, I will ask Dan the tech manager to order up the broadband as this will be going in your offices for EPEC to use as well, OPS will nano beam the Wi-Fi to the car park for the ANPR camera and we will also upgrade the comms on the payment machine from Sim to Lan to increase efficiency.*

*Can I check..... I'm assuming that EPPC realise the small issue with giving free parking in a ANPR controlled car park for disabled drivers in the one disabled bay on site as currently there is no way of telling the new pending automated system of that registration number because that driver wouldn't be using the P&D machine. Under the current parking rules, this bay is currently free parking for a period of time assuming the driver fully and clearly displays a valid disabled badge (Blue Badge Scheme) and timer in the front windscreen.*

*I have a listed a few potential workarounds below and this would be reflected on the signs to make it clear to drivers.*

- 1) *The disabled bay becomes chargeable as per the current tariff, most places charge for disabled parking these days but the drivers still benefit from a dedicated and larger space, our data also shows the free parking space is underused, remember you have free parking on street for disabled drivers.*
- 2) *OPS install a small wall/desk/table mounted Parking Kiosk (Smart Tablet) and disabled drivers can pop over and input their vehicle registration into the portal for the free parking (Digital Exemption) but this is subject to EPPC office opening times, unless it went outside on the wall but this would be open to abuse and potential vandalism/theft.*
- 3) *Take the disabled bay away completely to avoid any potential confusion and add two more standard bays, this would be done by OPS when we re-line the car park for free as part of the setup, remember you have free parking on street for disabled driver.*

**Committee is asked to consider the issue with ANPRS disabled parking charges and the workarounds suggested by OPS.**

Dawn Reid – Assistant Clerk to the Council

10<sup>th</sup> May 2022

Councillor McElroy and the Assistant Clerk informed Committee, they had both been present at the meeting with Gavin, OPS, to discuss the ANPRS, neither could recollect any mention or discussion regarding the issue with disabled parking charges.

A discussion took place regarding the work around options Gavin, OPS, had suggested.

Councillor Wilkinson suggested the possibility of allocating specific disabled parking spaces on the road side. Councillor McElroy advised this may not be possible as county allocate road side disabled parking to a specific person. Councillor McElroy felt roadside parking would be a problem in the summer months, due to the influx of traffic parking in the area. It would create space restriction between parked vehicles, therefore cause problems with the additional space required for wheelchair access. Having first-hand knowledge of disabled parking, Councillor McElroy felt the disabled bay in the car park should remain. Councillor McElroy reiterated the importance of a larger parking space to allow room to access the vehicle and space for a wheelchair.

Councillor Gale also has knowledge of disabled parking in the area, she advised that some car parks charge for disabled parking, whilst others don't.

Councillor McElroy suggested asking OPS, if the ANPRS can be set to recognise vehicles registered as a disabled and tax exempt, with DVLA. If so the system may be able to eliminate these vehicles from charges. Committee noted this would not allow disabled badge holders free parking, only registered disabled vehicles. Councillor McElroy expressed he would rather not charge for disabled parking, but stated if the system is unable to recognise registered disabled vehicles, there was no other alternative. The Assistant Clerk advised she will contact Gavin, OPS, and circulate his response electronically to Committee for its consideration.

**436/22 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:

Ferring Nurseries planted up a beautiful seasonal floral display, full of vibrant Primroses and Hyacinths. The corner of the planter had become displaced for some reason, Ferring Nurseries carried out a temporary fix and said they will reinforce it properly when empty.



WSSC planting application has now been granted, permission has been given to lay grass turf around the two planters, plant shrubs and flowers at the southern end of the bank, and also for Tivoli to maintain the area.

Councillor Toney and myself met with Matt Southern, WSSC Highway Inspector, to discuss removing some of the lower overhanging branches of the large tree. Matt agreed to the lower branches being cut back to a reasonable length, saying it would make it safer to maintain the area.

Tom, The Urban Surgeon carried out a site visit and quoted £175.00 +vat for the work. The quote was circulated electronically to the Committee for consideration, Committee agreed to accept the quote. The cost for this has been allocated to Highway Trees and Maintenance Budget. Tom has scheduled in the work for 5<sup>th</sup> May 2022.

NBB revised its quote for the second bespoke planter, the revised quote is £1304.63 ex VAT.

The Committee allocated £1300.00 in the 2021/22 last budget to cover the cost of the second planter, therefore a slight overspend of £4.63. The order has been placed for the second planter.

I informed Dave Farrant, Tivoli, of the progress to date and asked him to include the maintenance of the area to their schedule. Dave is going to supply a quote for either grass turf or seeding the area around the two planters. Dave expressed for H&S reasons, he is not happy now for his team to work on the far-left hand side of the bank, where it narrows. Dave had initially suggested planting wildflowers in this area. When the work is complete the committee may wish to re think the left-hand side of the bank.

Dawn Reid – Assistant Clerk to the Council

28<sup>th</sup> April 2022

The Assistant Clerk informed Committee, Tivoli had cut the grass at the bank area earlier that day.

Committee thanked the Assistant Clerk for her report and update on the progress so far. Committee noted the tree work reducing the lower branches of the large tree had been completed. Committee noted the overspend of £4.63 on the second planter.

**437/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – a) 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 there were no further updates on this item at the time of writing the report.

The Assistant Clerk reminded Committee, the Cricket Club is still looking at alternative solutions of installing a double net facility without removing the London Plane Tree. As soon as a proposal is available the Assistant Clerk will invite Mr Dallimore to present this to Committee.

**438/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – b) 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:

Confirmation of the newly-planted Field Maple has been accepted and uploaded to the Queen’s Green Canopy map. The commemorative tree plaque has arrived and will be fitted in time for the Queens Jubilee celebrations. The cost of the plaque will come out of the Queen’s Platinum Jubilee budget.

Dawn Reid – Assistant Clerk to the Council

27<sup>th</sup> April 2022

The Assistant Clerk updated Committee, Ferring Nurseries is to install the commemorative plaque in time for the official ceremony, on 5<sup>th</sup> June 2022.

Committee thanked the Assistant Clerk for her update.

**439/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – c) To consider a replacement tree for the David Quick memorial tree.**

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



The memorial tree purchased by Jan Quick on behalf of her late husband David, has unfortunately died. The Hawthorn tree was planted in January 2020 at the eastern end of Two Acres. There are no obvious signs to why the tree died, it was planted just prior to the first wave of the pandemic and the first lockdown, so may have been lack of watering but this is not obvious either. Back in October 2021 I was looking for suitable locations for new trees with Tom, The Urban Surgeon, one area was Two Acres. Tom advised: *'I could not see any obvious signs of anything alarming in these areas (such as honey fungus which should be visible this time of year) so it could be down to soil type or the water table level. Unfortunately, I am not an expert in this area so I wouldn't be able to confidently suggest the reason for this though.'*

The Assistant Clerk advised Committee, to replace the tree it would cost approximately £259.00 inc VAT. The memorial tree plaque is currently being stored at the office for safe keeping.

**Committee is asked to consider purchasing Hawthorne tree, as a replacement for the David Quick memorial tree at Two Acres.**

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> May 2022

Committee thanked the Assistant Clerk for her report. Committee asked the Assistant Clerk to seek expert advice regarding planting another tree in the same position, and if it was advisable to plant the same species of tree. Committee asked the Assistant Clerk to report back at the next meeting.

**440/22 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – d) To receive information on the Millennium Yew Tree at Warren Recreation Ground.**

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

██████████, former councillor and member of the East Preston & Kingston Preservation Society contacted the council regarding the condition of the Millennium Yew Tree at the south eastern corner of the Warren Recreation Ground.



As you can see there is another tree growing up from the middle which has caused the Yew tree to grow outwards. I asked Tom, The Urban Surgeons, if there was any way he could remove the tree growing from the centre, without damaging either of the trees. The main aim being to preserve the Millennium Yew Tree, now we have found it.

Tom advised, *'unfortunately as some of the branches of the yew tree rub against the central elm tree, it will be very difficult to remove the elm by the roots without removing or damaging those yew branches. We could see what we can do without causing damage to the yew but it may be that we would have to cut it to ground level and that doesn't necessarily help as it is likely to respond. If you want us to see if we can dig it out though let me know. Quote - £50 + VAT to do so. Regards, Tom*

**Committee is asked to acknowledge the Millennium Yew Tree at Warren Recreation Ground.**

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> May 2022

Committee asked about the background of the Yew Tree. The Assistant Clerk informed Committee, there was no mention of the Millennium Yew Tree on any of the Annual tree Inspection reports, nor was there a commemorative plaque to mark its

location. The Clerk reported Margaret Gilbert, former Councillor, said the tree was an official Millennium tree, which came from Chichester Cathedral. A discussion took place on the probability of saving either trees.

Committee voted and agreed to accept the Urban Surgeons quote of £50.00 to attempt to save both or either tree.

The Assistant Clerk will inform Tom, Urban Surgeon, of Committee's decision.

**441/22 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:

In order to provide a suitable quote for the work, Simon Francis and Adam Porter, Enerveo, carried out a survey of the Village Hall electrics distribution board. Roy, Village Hall Premises Manager, has provided a quote from JE Electrics of £205.00 exc VAT, for installing a new circuit and extending the power supply to the exterior of the hall. Enerveo would then connect at this point. At the date of writing this report, I am still waiting for Everveo to provide a quote for this work.

Up to £25,000 has been ring fenced from the Council's reserves, to cover the cost of this project.

Dawn Reid – Assistant Clerk to the Council

8<sup>th</sup> May 2022

The Assistant Clerk advised she has contacted Enerveo on several occasions regarding its quote and is still waiting for a response. Simon Francis previously had apologised for the delay.

Councillor McElroy informed Committee, he is completing an application to Sussex Police and Crime Commission for a grant for the car park lighting. The grant is to tackle community safety.

Committee thanked Councillor McElroy and look forward to hearing of the outcome of the application.

**442/22 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:

The 2022 ROSPA inspection on the Children's Playground, is scheduled to take place sometime during June. Also being inspected is the Fitness Equipment, Ball Play Court and Tennis Courts.

Dawn Reid – Assistant Clerk to the Council

5<sup>th</sup> May 2022

Committee noted the 2022 ROSPA inspection is scheduled to take place at the Children's Playground, sometime during June 2022.

**443/22 WARREN RECREATION GROUND – c) To receive any updates on a wheelchair accessible swing, at the children's playground.**


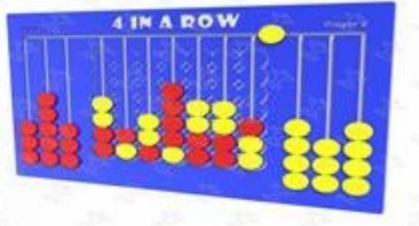

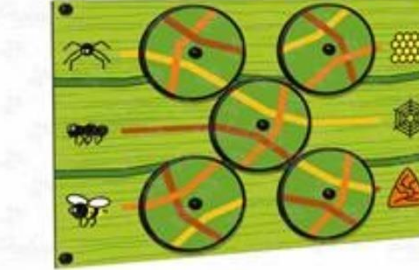
The committee NOTED the following paper which had been circulated in advance of the meeting:

At the February meeting, committee requested I approached Community Engagement committee to ask this item be returned back to Amenities to progress.

At the Community Engagement meeting on 28<sup>th</sup> March 2022, committee considered this item and have proposed the following Intergenerational Play Panels, which it believes would be more inclusive for all.

The play panels are wheelchair accessible and would provide a social element for all. These could be put in place now whilst further discussions continue on other equipment.

I have obtained the following quotes from Proludic and Jupiter Play and Leisure:

Proludic Play Panel	Info	Cost breakdown	Total cost
 <p>Ball Back Table Game (J3508)</p>	<p>This module is accessible from 6 years. It can accommodate 4 users.</p> <p>The size of the module is: 1.10 x 1.10 x 1.09 m</p>	<p>£4,775.51 Delivery 10% £500.15</p>	<p><b>£5501.66</b></p>
 <p>Four in a Row (R34-FIROW3)</p>	<p>This module is accessible from 2 years. It can accommodate up to 2 users.</p> <p>The size of the module is: 1.20 m wide, 0.03 m. deep, 0.80 m. high.</p>	<p>Panel - £1635.42 Posts - £226.00 Delivery 10% £186.14</p>	<p><b>£2,047.56</b></p>
 <p>Tic Tac Toe (R34-FITICTAC3)</p>	<p>This module is accessible from 2 years. It can accommodate up to 2 users.</p> <p>The size of the module is: 1.20 m wide, 0.10 m. deep, 0.80 m. high.</p>	<p>Panel - £1635.00 Posts - £226.00 Delivery 10% £186.10</p>	<p><b>£2,004.71</b></p>
 <p>Bug Play Panel (J3419)</p>	<p>This module is accessible from 2 years. It can accommodate up to 2 users.</p> <p>The size of the module is: 1.20 m wide, 0.10 m. deep, 0.80 m. high.</p>	<p>Panel - £2,273.29 Posts - £226.00 Delivery 10% £249.92</p>	<p><b>£2,749.21</b></p>

**Jupiter Play and Leisure**

	3 to Connect	800mm Height inc post 1150mm	Unit cost £700.00
	Tic-Tac-Toe	800mm Height inc post 1150mm	Unit cost £645.00
	Crazy Maze, vertical	H: 635 x 800 mm	Unit cost £3,290.00

Quotation Total (ex £5,405.00 VAT)  
 Delivery & Custom £770.00 Charge  
 Total Price £4,635.00

It was suggested Warren Recreation Ground may be a suitable place to locate the Play Panels. In particular, somewhere along the side of the footpath, which stretches along the north eastern boundary from the car park to the pavilion. This part of the footpath is wide enough to be accessible for wheelchair users. Any proposal would need to be agreed with the Cricket Club as it has a year-round lease for use of the Warren Recreation Ground.

**Committee is asked to consider the proposal of installing one or more Play Panels and to consider a suitable location.**

Dawn Reid – Assistant Clerk to the Council

5<sup>th</sup> May 2022

Councillor McElroy asked what the outcome was regarding the request for Community Engagement to return this agenda item back to Amenities, to progress further.

Councillor Linton responded and reminded Councillor McElroy, the request for a wheelchair accessible swing at the children’s playground did not get the vote at Full Council. This was on the grounds it was not considered multigenerational and was restricted to a RAYDAR key access. Council Linton advised, Community Engagement Committee suggested the proposal of

installing play panels, for this Committee's consideration. The Clerk agreed in the interim the play panels may be an option for consideration.

Councillor McElroy asked Committee to consider a basket swing at the children's playground, as they are accessible to all and also intergenerational. The Clerk advised WSCC are installing a basket swing at the newly refurbished Lashmar Recreation Ground playground, and Committee could see how well it is being used.

Councillors McElroy, Wilkinson and Linton, agreed to carry out a site visit to Warren Recreation Ground, to assess its suitability to locate any of the proposed play panels. The Assistant Clerk will make the necessary arrangements.

**444/22 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 completion of the bench refurbishment was unfortunately delayed. Both benches at Warren Recreation Ground have now been refitted with new recycled plastic slats. The Steve Rolph memorial plaque is in place.



John Herr, the Handy man who has previously done work for the council, carried out the bench refurbishment on, 6<sup>th</sup> May 2022. Mark, the council's Handy man, said 'due to his business commitments he is unable to do any jobs for the council for the foreseeable future. I spoke with John and asked if he would consider working 2 days each month for the council or if he could suggest hours for the committee to consider. John said he was happy to help out and do odd days when he is available.

**Committee is asked to acknowledge the Steve Rolph memorial bench is now complete and to consider the current situation regarding the council's Handy man.**

Dawn Reid – Assistant Clerk to the Council

9<sup>th</sup> May 2022

Committee thanked John Herr for his work refurbishing the two benches. Committee acknowledged the Steve Rolph memorial bench is now complete. Councillor Toney said there had been numerous comments on social media saying how good the bench looks.

Committee acknowledged the current situation regarding the Handy man's time and work commitments, and in the short term that John Herr will carry out some of the Council's urgent jobs. The Assistant Clerk advised she will continue to review this situation.

Committee agreed this item is complete and can be removed from the Agenda.

**445/22 WARREN RECREATION GROUND – e) To receive an update on the trees along the western boundary at the Warren Recreation Ground.**

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

Three trees have been removed from the western boundary of Warren Recreation Ground, as advised on the 2021 Annual Tree Inspection report. The trees removed were Silver Maple and it is advisable to wait for 3-6 months to re-plant in the same position, therefore re-planting could take place winter 2022. There is enough space to plant four new trees along the boundary.

Whilst the Urban Surgeons team were on site, Councillor Toney and myself asked what suitable species of tree we should replant. Hornbeam species was suggested. This is a native UK species. <https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/british-trees/a-z-of-british-trees/hornbeam/>

I also spoke with Tom, Urban Surgeons, about the condition of the trees and what would be suitable to replant. Tom said “*they are not in the best condition and suggested perhaps pollarding back for stability and then monitoring for coming back*”. He felt this may help in the longer term but cannot be certain”.

I have consulted with Phil Arnott, ArbTec, who carries out the Annual Tree Inspection. Phil advised, “*Yes, those trees are certainly in decline aren't they? Pollarding could be a way forward although it wouldn't be 'pollarding' in the true sense of the word. They could all be reduced heavily to the same height but they'd need to be closely monitored etc. I think one of the issues with that location is you need something that would reach a significant height at maturity but would also remain fairly compact due to close proximity of boundary and netting etc. You could consider a Small Leaved Lime variety (Tilia cordata Greenspire). https://www.barcham.co.uk/store/products/tilia-cordata-greenspire*

Unfortunately, RHS indicates the Small Leaved Lime variety (Tilia cordata Greenspire) is not a native UK tree. I have gone back to Phil and asked for alternative suggestions which are native UK.

**Committee is asked to consider planting four trees along the western boundary of the Warren Recreation Ground in winter 2022.**

Dawn Reid – Assistant Clerk to the Council

6<sup>th</sup> April 2022

Committee thanked both Tom, Urban Surgeons and Phil, ArbTec, for their advice on the decline of the trees along the western boundary, at Warren Recreation Ground. Committee agreed to go ahead with ArbTec's, recommendation, to reduce the trees heavily back to the same height and then closely monitor.

Councillor Toney advised the Assistant Clerk to contact Arundel Arboretum regarding replacement trees and costings and report back to Committee.

#### **446/22 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.

At the previous meeting Councillor McElroy asked what the requirements/regulations for positioning benches in proximity to the highway were. Simon Neville, WSCC Highways advised the standard conditions from S115 Licences indicate, it is the same for benches, noticeboards, planters and so on. The bench would have to be at least 500mm from the edge of the carriageway or footway.

I have updated the Councils Public Seating Audit to include the bench proximity to a highway and base material. I have sent the Audit to Councillor McElroy for his approval.

Dawn Reid – Assistant Clerk to the Council

27<sup>th</sup> April 2022

Councillor McElroy thanked the Assistant Clerk for providing a copy of the Council's Public Seating Audit. Councillor McElroy said it is good to have WSCC's requirements/regulations on the positioning of benches, on record for future reference.

A discussion took place regarding when the Council is at maximum capacity for places to locate new benches. As the Council's policy is to now fit recycled plastic benches, these have a much longer lifespan so available space will be less frequent. The Assistant Clerk advised Committee, where possible she is asking people to consider refurbishing an existing bench as there are still plenty which require work.

The Clerk suggested Committee begin to think about policy for new memorial or donated benches, it could include a specific design of bench so there is continuity in the village.

A discussion took place on what to include in the policy. Councillor McElroy suggested considering placing a life span of 10 or 20 years on a bench plaque, the plaque could then be reinstating elsewhere in the Village, possibly on the low-level fencing surrounding the Village Green.

The Assistant Clerk will begin work on a draft a bench policy for the Committee's consideration.

**447/22 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:

The bespoke bench is completed and fits perfectly around the semi-circle recess, apparently the materials proved very difficult to work with, given the accuracy required for the angles. The final cost was £913.97 which exceeding the agree amount of £750.00.

Andy Billups said *‘I’m sorry the figure exceeds my original quote for same, but as I’ve already highlighted, the project became rather challenging on more levels than I’d ever anticipated! Thank you for your reassuring words of approval for the finished article... I hope the committee are of the same view!*



**Committee is asked to acknowledge the Bespoke bench at the Sea Road Toilets is now complete.**

Dawn Reid – Assistant Clerk to the Council

27<sup>th</sup> April 2022

Committee agreed the bench fits well in the semi-circle walled area by the Sea Road Toilets. Several Committee members have already tried out the bench and said that Mr Billups has done a superb job. Committee noted the final cost of £913.97 exceeding the agree amount, this was due to the complexity of the job.

Committee agreed this item is complete and can be removed from the Agenda.

**448/22 PUBLIC SEATING – c) To receive any update on Mrs [REDACTED] bench donation application.**

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

Councillors Toney and Moore carried out a site visit at Two Acres, to assess its suitability as an alternative location to Normandy Drive, for Mrs [REDACTED] bench. It was agreed the far western end of the footpath, on the large grass verge would be suitable.

A consultation with the neighbouring properties at Two Acres took place. All responses were circulated electronically to the committee for its consideration.

Committee agreed to look at alternative sites to locate Mrs [REDACTED] bench donation.

I suggested to Mrs [REDACTED] she may wish to consider replacing an existing old bench in Sea Lane (Fairlands junction end) which was in poor condition. Mrs [REDACTED] agreed. The new location was circulated electronically to committee, for its consideration.

Committee agreed to replace the bench in Sea Lane (Fairlands junction end) with Mrs [REDACTED] bench donation.

I have placed the order of the Phoenix Recycled Material bench, from Glasdon UK Ltd. Unfortunately, there is a six-week lead time on this product. Arrangements have been made with Cliff Edmunds to prepare the site and construct a concrete base.

Dawn Reid – Assistant Clerk to the Council

7<sup>th</sup> May 2022

The Assistant Clerk updated Committee, Cliff Edmunds, will begin work on preparing the site for Mrs [REDACTED] bench, on 17<sup>th</sup> May and then on 24<sup>th</sup> May, he will install the concrete base.

**449/22 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:

Councillor’s Toney and Moore, carried out a site visit at Two Acres, to assess the suitability of planting wildflowers at the western end of Two Acres. Following a consultation with the neighbours the general response was not in favour of the wildflowers at this location. However, suggestions were made to consider planting a tree, something like a Rowan for spring flowers and winter berries. Also a few bushes to provide shelter for the wild life.

WSCC has confirmed the verge is outside of the highway, therefore the Council will not need to apply for a planting licence in relation to this area.

The above information was circulated to the committee electronically for consideration prior to the meeting.

For committee’s information, the cost of purchasing a Rowan, Mountain Ash tree, which is a native UK tree, is approximately £300.00.

**Committee may wish to consider planting a Rowan tree at the western end of Two Acres and approaching EP in Bloom with regards to planting suitable shrubs.**

Dawn Reid – Assistant Clerk to the Council

27<sup>th</sup> April 2022

Committee considered the suggestions received from neighbouring residents, and agreed to planting a tree and shrubs or bushes. Committee suggested asking EP in Bloom if it would consider taking on this project.

The Assistant Clerk will contact EP in Bloom, regarding planting a tree and shrubs at the Western end of Two Acres, and report back to Committee of the outcome.

**450/22 TWO ACRES – b) To receive information on the Environmental Initiatives group installing Bird boxes at Two Acres.**

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

The Environmental Initiatives group has installed six bird boxes in the trees along Two Acres. The aim is to encourage wildlife to the area. The bird boxes have been strategically placed high enough in the tree branches, so to protect nesting birds. The boxes have been made and donated by local children, in way of thanking the children for their efforts the council agreed to give them one of the hedgehog highways. Councillor Gunston and Andy Billups kindly carried out the installation.





Committee is asked to note the installation of the bird boxes at Two Acres.

Dawn Reid – Assistant Clerk to the Council

5th May 2022

Committee noted the Bird Boxes had been installed at Two Acres, and thanked Mr Billups and Councillor Gunston, for carrying out the installation. Committee agreed this item is complete and can be removed from the Agenda.

**451/22 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:

Councillor Toney and myself re-measured the Island, we suggested re-sizing the planters to Tim Troman, Plantscapes. Tim managed to source the following sized interlocking planters which were closest to the sizing. 1 x 2mtr x 1mtr interlocking planter, 3 interlock 2200mm x 800mm x 780mm interlocking planter. These planters should still allow the 500mm gap at either side, as required by WSCC Highways.

Councillor Toney and myself met on site with Simon Neville, WSCC Highways, to discuss the proposal. Simon agreed the revised planters would be acceptable and issued a Public Notice for display. The Public Notice has to be displayed for 28 days, if there are no objections by Monday 9<sup>th</sup> May, a license will be issued.

Dawn Reid – Assistant Clerk to the Council

6<sup>th</sup> May 2022

The Assistant Clerk updated Committee, there had been no objections to the public notice displayed at the Island and WSCC has issued the licence to install the planters. The Assistant Clerk has received a revised quote from Plantscape, of £7,604.40 for the new revised sized planters. Committee had initially requested £5,828.00 from the council's reserves to cover the cost of this project, therefore this amount would need to be reviewed.

The Assistant Clerk reminded Committee Plantscape are unable to secure the planters to the ground, due to liability issues, therefore this will need to be organised separately. The Assistant Clerk asked the Chairman to accompany her on a site visit, to check exactly where the new sized planters will fit along the Island.

Committee asked the Assistant Clerk to contact EP in Bloom, to ask if it would be interested in creating the initial floral displays.

The Assistant Clerk will report back to Committee of any additional costing relating to this project, for its approval.

**452/22 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:

As previously reported, following the meeting I attended on 27<sup>th</sup> January, I submitted application forms for both the Village Green and the Warren Recreation Ground. I received a response on 1<sup>st</sup> April from Li Chun Tan of Connected Kerb, the company contracted by WSCC for the rollout of electric vehicle charging points across the county. In that email, there were links for me to confirm the company was looking at the correct locations, which they were. I was then contacted on 4<sup>th</sup> May advising the company wanted to undertake site visits on 6<sup>th</sup> May, which I had already booked as leave. In the words of Connected Kerb, the site visits are "to discuss: the potential parking bays - This allows us to determine the existing infrastructure that might be in the way of our proposed area and the potential existing building switchboard capacity. Once we have seen the site and identified suitable parking bays for the EVCP, we will be able to apply for a DNO power availability, where the DNO will be able to tell us how much power they are able to allocate to the new feeder pillar."

Site visits took place on Friday, 6<sup>th</sup> May. I met two representatives from Connected Kerb and one from WSCC. Connected Kerb are generally looking for a bank of six adjoining parking bays for their chargers. I explained the council might feel six, exclusive-use bays in either of our car-parks might be too much, and I asked whether it was possible to have the bays mixed use during the day but maybe exclusive use overnight – installation is partly dependent upon central government funding, which may not allow mixed-use bays. Connected Kerb will find out. Although the request has not yet been submitted (see below) we also looked at the Village Hall car-park. The reps liked what they saw, which gave them an on-site grasp of what they had researched online. There was a concern about the lack of lighting in the Warren Rec car-park, but I explained lighting will imminent. They will now put together a proposal which we should have sight of in about four weeks. It is impossible to

guess what the content of that proposal will be. Any proposal for the Village Green car-park will, of course, need to be negotiated with One Parking Solutions as manager of the car-park.

I have had a conversation with Toni McElroy, Chairman of the East Preston & Kingston Village Hall Foundation, who has recently confirmed I can submit an application. I am just waiting for her to confirm she is happy for me to submit the application in her name.

Simon Cross – Clerk to the Council

5<sup>th</sup> May 2022

The Clerk updated Committee, he is waiting further information and a proposal for the site, he was informed it will take up to four weeks to put together. The Clerk advised that Government funding is based on providing electric charging points at six parking bays. The Clerk has advised the Village car park is not large enough to be able to facilitate this.

Committee thanked the Clerk for his report and update and will wait for further information on the proposal.

#### **453/22 BUDGETS – a) To note the 2021/22 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.**

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

##### **Amenities Budget:**

Committee NOTED the overspend on the Amenities Budget: Highways Planting (Enhancements) due to Lashmar Road Planter, Winter floral display.

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

Committee NOTED the overspend on the Amenities Budget: Open Spaces - Tree Safety, due to the tree work relating to the Annual Tree Inspection and associated tree works on the parish council land (excludes WRG Trust land)

Committee NOTED the overspend on the Amenities Budget: Village Green – Enhance, due to the concrete barrier hire. Committee acknowledged the concrete barrier has been removed, therefore there will be no future expenditure.

Committee NOTED the overspend on the Amenities Budget: Highways General Lighting (Unmetered Supply) and acknowledged this is mainly offset against AoSERA Street Lighting contribution.

##### **Warren Recreation Ground Budget:**

Committee NOTED the overspend on Admin – relating to apportioned Officer salaries and admin.

Committee NOTED the overspend on Open Spaces - Tree Safety – due to the Annual Tree Inspection and associated tree works, on WRG Trust land only.

Committee NOTED the overspend on **Public Conveniences (Sea Road)** – due to the provision of the Annual Nappy Bin Service contract.

#### **454/22 CORRESPONDENCE**

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

The following correspondence has been received from [REDACTED], regarding the Village Green Christmas Tree.

Hello again, Simon,

Imagine my delight when in a short space of time I was asked to give a talk about wildlife conservation in the village, then asked for related information by Cllr Gunston, and then received thanks from the leader of Arun District Council for my suggestions in connection with their new tree planting strategy. But my wellbeing was not to last, as I walked my dog past the village green and saw that some misguided person or persons had planted an alien conifer near the corner by Sea Road. Did the parish council give permission for this to be done? After all I have tried to do to encourage planting of native species only this is extremely disappointing, not to say irresponsible. Please arrange for this conifer to be uprooted and shredded before it permanently acidifies the soil and dog-walkers spend the rest of the lives of their dogs trying to comb needles out of their dogs' fur.

With thanks,

The newly planted Christmas tree is a 6ft Rootballed Norway Spruce tree. It was hoped that in time it would replace the usual 20ft Norway Spruce tree the council annually purchases.

Dawn Reid – Assistant Clerk to the Council

20<sup>th</sup> April 2022

Committee thanked Mr [REDACTED] for his correspondence regarding the recently planted Christmas tree, at the Village Green.

The Assistant Clerk said the condition of the tree had rapidly deteriorated, this was possibly due to the dry weather. [REDACTED], a neighbour has been kindly watering the tree, along with the Assistant Clerk and Ferring Nurseries, but despite all their efforts the tree is not responding well. The Assistant Clerk said she will seek advice on the likelihood of the tree surviving and report back to committee electronically of the outcome and course of action.

Committee advised it is aware of the Native UK Planting Policy and will be mindful when considering its course of action.

#### **455/22 URGENT MATTERS ARISING (FOR INFORMATION ONLY)**

EP in Bloom has requested the large bush at the centre junction at the Northern shops, is removed. The bush is restricting visibility and is a hazard for motorists. The Assistant Clerk reminded Committee the bush had been harshly cut back in 2021, for the same reason.

Committee voted and agreed to remove the bush, due to it being a visibility hazard for motorists.

Committee is asked to cover the cost of the cleaning of the old school sign, at the Northern shops. The cost is £96.00 inc VAT, The Clerk informed Committee the sign would not need cleaning again for a number of years, therefore it does not need to be included in the Annual Budget plan.

Committee agreed to cover the £96.00 cost for cleaning the old school sign at the Northern shops. The funding for this can be taken from the Amenities Misc budget line.

[REDACTED], WI, has requested permission to allow Morris Men to perform after the WI meeting, on 14<sup>th</sup> July 2022. It is hoped the Morris Men would be able to perform outside the Village Hall, at Warren Recreation Ground as a celebration for Janet's special birthday. The Cricket Club has been informed and have said they have no objections.

Committee agreed to allow the Morris Men to perform on the Warren Recreation Ground, outside the Village Hall, Miller Barn.

The Clerk will advise [REDACTED] to be mindful that if it has been raining heavily in advance of the date, to consider the Morris Men performing in the car-park.

#### **456/22 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 8<sup>th</sup> August 2022.

**The meeting concluded at 21.07 hrs.**

Chairman: *S Wilkinson*

Date: 31<sup>st</sup> May

