



EAST PRESTON PARISH COUNCIL

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AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 13th February 2023 at 19.00, at East Preston Infant School, Lashmar Road, East Preston.

PRESENT: Councillor S Wilkinson (Chairman), Councillor's S Toney (Vice-Chairman), R McElroy, E Linton, D Moore, B Gale and C Bowman.

ALSO: Dawn Reid (Assistant Clerk to the Council)

APOLOGIES: Councillor K Bradshaw

As everyone attending the meeting was present, the Chairman opened the meeting at 19:00.

119/23 INTRODUCTIONS

Cllr Wilkinson welcomed all those present.

120/23 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Councillor Bradshaw (family business).

121/23 PUBLIC QUESTION TIME

There were no members of the public present.

122/23 PERSONAL AND/OR PREJUDICIAL INTERESTS

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

123/23 MINUTES OF THE AMENITIES MEETING HELD ON 14th November 2022

The draft minutes had been circulated to all councillors on 28th November 2022, asking for suggested amendments by 1st December 2022. No amendments had been received.

Committee agreed the minutes as a true record of the meeting, held on 14th November 2022, the minutes were duly signed by Councillor Wilkinson.

124/23 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

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

Matters Arising from 9th September 2019

Minute 369/20 - To receive an update on the construction of a shed in the back garden of the Council Office.

Following the last meeting I wrote to Japanese Knotweed Ltd, regarding Committee's concerns the Japanese Knotweed in the back garden has grown considerably larger. I expressed concerns that it is approximately seven years into the ten-year agreement plan and the Japanese Knotweed has not been eradicated, nor does it appear under control. Japanese Knotweed Ltd responded:

'With regards to your concern over the knotweed growth, we would like to add an additional visit, free of charge, to your schedule to come and brush cut and remove the dead stems from site, which will take place between February and early April. Whilst in attendance we will also visually survey the surrounding areas to investigate why there may be this further growth.

With regards to your plans in the future to replace the fencing and erect a shed, please see information below which I hope will assist:

The spraying programme is unlikely to remove the viability from 100% of the underground rhizome system and this is an important note because the Environment Agency state that any ground containing knotweed (dead or alive) even after a specialist has been providing an herbicide treatment programme, or screening/sifting operation, should be classified as controlled waste, if removed from site. Therefore, if you are planning to build a shed in the 3m zone surrounding the area, an excavation may need to be considered. We can carry out all the work and excavate the knotweed and remove the waste from the property prior to any works commencing. We will survey f.o.c and price for works on request. Or if you would like your own team to excavate the knotweed, this is no problem as we can supervise your workers. If this is of interest, a quote for our supervision (Watching Brief) and waste removal can be supplied.

If you are just fixing a broken fence and you need to dig new holes, then this will potentially rejuvenate the dormant knotweed rhizomes and could trigger growth. Therefore, it is advised to use existing post holes and all spoil stay in the area. It is hugely important that the equipment, clothing and especially shoes are cleaned down and all spoils left in the area otherwise there is a potential to spread knotweed around the garden/area'.

The work to replace the broken fencing at the rear of the garden, was due to commence on the morning of receipt of this email. This work was postponed until further advice could be sought.

After consulting with the Chairman and Vice-Chairman, I have asked Japanese Knotweed Ltd to arrange the additional visit as soon as possible, to brush cut and remove the dead stems from site.

I have also asked them to quote for the work to excavate the knotweed.

Dawn Reid – Assistant Clerk to the Council

31st January 2023

Matters Arising from 14th November 2022

Minute 676/21 - To receive an 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.

To date, no further information has been received from the Cricket Club, on a new proposal of installing a double bay net facility, without having to remove the London Plane Tree.

Dawn Reid – Assistant Clerk to the Council

1st February 2023

Matters Arising from 14th November 2022

Minute 939/22 - To receive an update on the replacement David Quick memorial tree at Two Acres.

The Rowan tree was collected from ADC 'Free Trees for Parishes' project by Ferring Nurseries and it has been cared for until planting on 9th January 2023. The memorial plaque has been reinstated. [REDACTED] would like to thank Committee for replacing David's memorial tree.



Dawn Reid – Assistant Clerk to the Council

11th January 2023

Matters Arising from 14th November 2022

Minute 940/22 - To receive an update on the Millennium Yew Tree at Warren Recreation Ground.

After consulting with [REDACTED] regarding the wording for the commemorative plaque, the plaque order was placed. The plaque reads, 'Presented on 3rd October 1999 as part of the joint Church of England and Conservation Foundation Millennium Yew Project'. Pete and Ben The Handymen will install the plaque on their next working day.



Dawn Reid – Assistant Clerk to the Council

31st January 2023

Matters Arising from 14th November 2022

Minute 941/22 - To receive an update on the June Phillips memorial tree application.

The Rowan Sheerwater tree was planted on the 9th January 2023 by Ferring Nurseries. The memorial tree was planted at the centre of the oval bed at the western end of Two Acres. [REDACTED] is delighted with the memorial tree, which was planted in memory of her two beloved dogs Bracken and Florrie.



Dawn Reid – Assistant Clerk to the Council

11th January 2023

Matters Arising from 14th November 2022

Minute 947 /22 To receive an update on the trees along the western boundary at the Warren Recreation Ground.

The reduction to the trees along the western boundary at Warren Recreation Ground was scheduled to take place between 22nd and 24th November 2022, unfortunately the ground was far too wet for vehicle access so the work was postponed. Tom, The Urban Surgeon advised he will reschedule the work in when the conditions are suitable for vehicle access.

Dawn Reid – Assistant Clerk to the Council

11th January 2023

Matters Arising from 14th November 2022

Minute 950/22 - To receive an update on the request to replace a section of the fencing along the northern boundary of Warren Recreation Ground.

██████ informed me the lean-to in her rear garden has now been taken down and asked if the fencing work could be scheduled in February 2023. David Carter, Carters Gates and Fencing, has schedule in the work for Monday 20th February 2023. I have informed both the Cricket Club and Pre-school of the work.

Dawn Reid – Assistant Clerk to the Council

1st February 2023

The Assistant Clerk updated Committee on the following items:

Minute 369/20 - To receive an update on the construction of a shed in the back garden of the Council Office. The Assistant Clerk updated Committee, Japanese Knotweed Ltd will be carrying out a site visit on Thursday 16th February 2023. The site visit is to survey the site and then quote for excavation work. Japanese Knotweed Ltd, advised, 'following an excavation the area can be concreted so a shed can be built'. The Assistant Clerk will electronically circulate the site survey and quote for Committee's consideration.

The Assistant Clerk advised, Japanese Knotweed Ltd, have yet to schedule the visit to brush cut and dead stem the knotweed and advise, this visit should take place sometime between February and early April 2023. The Assistant Clerk has requested this should be as soon as possible.

Committee thanked the Assistant Clerk for her update and will wait for further updates following the site visit.

Minute 939/22 - To receive an update on the replacement David Quick memorial tree at Two Acres.

Committee thanked the Assistant Clerk for her report and agreed this item is complete and can be removed for the Matters Arising from Previous Meetings.

Minute 941/22 - To receive an update on the Bracken and Florrie memorial tree application.

Several Committee members commented the tree looks splendid in the centre of the oval bed at Two Acres. Committee thanked the Assistant Clerk for her report and agreed this item is complete and can be removed for the Matters Arising from Previous Meetings.

Minute 955/22 - To receive an update on the planting proposal at the western end of Two Acres.

Committee thanked the Assistant Clerk for her report and were looking forward to seeing the bulbs open and shrubs planted. Committee asked the Assistant Clerk to thank East Preston in Bloom for its hard work in creating the oval bed. Committee agreed this item is complete and can be removed for the Matters Arising from Previous Meetings.

125/23 PUBLIC TOILETS – SEA ROAD - 7a) 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:

During the heavy storms at the end of November 2022, the guttering at the rear of the toilet block and some of the perspex inserts from all three door canopies were badly damaged. Pete and Ben The Handymen, promptly carried out all the repairs. The Handymen replaced the perspex with one solid panel rather than the three separate panels, as they felt this would be stronger.



Dawn Reid – Assistant Clerk to the Council

18th January 2023

Committee thanked the Assistant Clerk for her report and noted the repairs had been completed to the guttering and door canopies.

126/23 PUBLIC TOILETS – SEA ROAD – 7b) To receive any updates on the concerns raised by the Disabled Action Group East Preston (DAG) regarding access problems to the Hoist Assisted Toilet (HAT).

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

The following information and advice relating to the HAT access, was circulated electronically to committee prior to the meeting for its consideration:

British Toilet Association Ltd - Raymond Boyd Martin, Managing Director British Toilet Association Ltd, advised, “We are not aware of any legal requirements on the type of door to be fitted - other than its width. The style/type is purely by personal choice. The majority of sites that we inspect will have an assisted push pad fitted to both open/close the door as it is

larger/heavier than a normal cubicle door. Many sites have non-assisted doors - potentially because these 'Changing Places' units are primarily set up to be used by persons with profound and multiple learning disabilities (PMLD) who are usually assisted by either family members or caregivers - who normally have the strength to open the doors for their charges. We are working with Muscular Dystrophy UK (MDUK) to look at locking devices and the ease of access to/from these special units.

Adding a push button opener is seen as a welcome, perhaps even necessary, assistance to the normal door opening mechanisms. It should always be possible to open the door manually if a person is inside but unable to release themselves for any significant reason. I believe it is a prerequisite for any automatic door - it has to be able to be opened manually if a power failure occurs. It will/should have (1) both exterior & interior door rails (2) a manual lock on the door for safety/security (3) an alarm. The automatic opener is there to assist the user opening/closing the larger door - normally fitted in all accessible units. You could avoid fitting an automatic LOCK - and simply have a manual level latch or catch to secure the door from inside. This should/would allow the door to be opened by either the user or an operative - even if the power is interrupted. Your council has seen fit to install a HAT to help those with severe disabilities-so installing this push button opener seems to be a fair request and, if controlled, should be of great benefit to future users.

Changing Places - Karen Hoe, Changing Places Manager. 'The Space to change facilities aren't part of Changing Places Consortium. If you wanted to take a look at our guidance on the website around doors and locking then you can find it here; -

<http://toiletmap.s3.eu-west-1.amazonaws.com/content/Changing%20Places%20a%20Practical%20Guide.pdf> (Doors can be found from page 42 onwards) • *Automatic doors should be considered where possible, because opening a door while guiding a wheelchair and carrying equipment can be difficult. Controls for automatic doors should be easy to use and should contrast visually with their background.* It also may be useful to cross reference your own authorities Access and Inclusion policies too with regards to all public toilets accessibility to see what their commitment is within your county; it's always useful to liaise and consult with local users' groups to ensure the wider community voice is represented.

ADC - Lloyd Willson, Senior Surveyor, Property & Estates, advised speaking to one of its electrical contractors, Marble Electrical, if we wanted advice for design and installation of an electric door opener. Lloyd said "I should point out the mechanism needs to be 'Fail Safe'. This means if there is a fault or power failure the door will unlock so no potential for a trap in". I asked Lloyd for a copy of ADC's Access and Inclusion policy but to date Lloyd has not responded.

Closomat (HAT fitters) – Not able to advise: 'I'm sorry we have had no experience of this at all but I can understand your concerns.

Rustington PC – None of our doors have push button systems – although potentially enabling easier access, they could possibly be a continual maintenance item if used and abused incorrectly. We are in the process of working with ADC to deliver a Changing Places facility in the Village, I am not sure if this will have a different alarm system that does in fact link in to a "call centre". There is discussion of how folk will be able to access the Unit e.g. some sort of key pad, as it is thought that a radar key system will leave it too open to misuse as radar keys are readily available to purchase on the internet etc

Legalities - I have been unable to find any information to say it is illegal to fit an electric door mechanism to an unmanned public toilet. The advice I have received is to ensure it has a fail-safe back up in place.

Loo of the year Awards – Listed on the 2022 report 'Opportunities for Improvement' - The inside of the door would benefit from a grab handle to make it easier for opening and closing. (Entrance doors should open outwards and white grab rails on white backgrounds cannot be seen by the partially sighted. Grab rails should therefore colour contrast with their background)

Essex Doors and Windows - Committee may recall Essex Doors and Windows adjusted the HAT door to attempt to make it close slower but it was at its capacity so unsuccessful. They advised an overhead door closer with soft closing mechanism would make the door close slowly and allow people more time to access. Essex Doors and Windows quoted £582.00 inc VAT.

It is reassuring to know that British Toilet Association Ltd, advised: 'We are working with Muscular Dystrophy UK (MDUK), to look at locking devices and the ease of access to/from these special units. Units which are primarily set up to be used by persons with profound and multiple learning disabilities (PMLD), who are usually assisted by either family members or caregivers - who normally have the strength to open the doors for their charges'. It is also interesting that Rustington PC (RPC) are in the process of working with ADC, who are overseeing/project managing providing a 'Changing Places' facility in its Village. Rosie, RPC, advised they have yet to see the details of the access and doors and if there is to be a different alarm system set up that links in to a "call centre". I have asked Rosie to keep me updated with the progress.

To date the following options have been suggested of ways to make the HAT door easier to use:

1. **Essex Doors and Windows** - Fitting an overhead door closer with soft closing mechanism to make the door close slower to allow more time for access - (£582.00 inc VAT)

2. **Essex Doors and Windows** - Install a grab handle to the inside of the HAT door to make it easier for opening and closing. £660.00 inc VAT. (this quote also covers adding grab handles to the two Unisex toilet doors).

3. Replacing the door with a lighter weighted door.

4. Install an electric push button door operating system, with a fail-safe back up.

For Committee's information, Full Council agreed to ringfence £5k for any possible works on access to the HAT.

Dawn Reid– Assistant Clerk to the Council

1st February 2023

The Assistant Clerk advised Committee she had spoken to Essex Doors and Windows regarding the guarantee on the toilet doors. Essex Doors and Windows advised the guarantee is for two years, therefore, the guarantee on the doors has now lapsed. Councillor Linton reminded Committee cubicle two door at the Unisex toilets was recently replaced, therefore this door would still be covered under guarantee.

Committee thanked the Assistant Clerk for her report and gathering the information and advice on the HAT access. A discussion took place regarding accessibility and the HAT door.

Councillor Gale advised Committee she has tried using the HAT door and had found it to be heavy and difficult to manoeuvre, whilst keeping the Radar key in position in the lock. Committee thanked Councillor Gale for her feedback. Further discussions took place on available options which would make the HAT door easier to open.

Committee voted and agreed in the first instance to fit a soft close mechanism to the HAT door. This will make the door close slower allowing more time for access. Committee agreed to accept the quote of £582.00 inc VAT, from Essex Doors and Windows.

Committee voted and agreed as advised by British Toilets Association Ltd, to install both external and internal grab rails to the door. Committee queried the quote from Essex Doors and Windows of £660.00 inc VAT for this work. The Assistant Clerk advised the quote also included fitting grab rails to the two Unisex Toilets as advised by Loo of the Year Awards.

Committee voted and agreed to accept the quote from Essex Doors and Windows, of £660.00 inc VAT to fit grab rails to all the toilet doors.

127/23 PUBLIC TOILETS – SEA ROAD – 7c) To receive any updates on the 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 'Loo of the Year Awards' 2022 inspection report was received on 17th November 2022. For the second year running the toilets were awarded the 'Platinum Award'. The overall comments on the report said: *'Lovely set of facilities open to the general public. Very Clean and well presented. Well done to those that look after them'*. The following 'opportunities for improvement' were listed on the B report:

ACCESSIBLE FACILITIES

The inside of the door would benefit from a grab handle to make it easier for opening and closing

A second grab rail around the sinks should be in place to be up to date with the latest standards.

A shame the flush handle is on the opposite side to transfer as this can cause problems for wheelchair users.

The toilets are beautifully clean and all smelt fresh when opening the doors.

Great to see a choice of hand drying facilities. i.e Electric Hand dryer or paper towels.

Very pleased to see a separate Colostomy shelf.

CHANGING PLACES/SPACE TO CHANGE

A very well-designed room and very clean

Users may benefit from a privacy screen or curtain.

A shower may be a welcome addition to users too.

The Inspection report and all the above information, was electronically circulated to Committee for its consideration.

I contacted Loo of the Year Awards for clarification on its grading system and if there was scope for the toilets to achieve the Platinum Plus Award, under the Non-Attended Toilets category? Loo of the Year Awards responded: *'All level of grades are open to all entrants but to achieve a Diamond you must achieve a Platinum Plus grade. The score that you achieved put you in*

the platinum category, however if the suggestions on the B report were carried out then this would put you into the Platinum Plus category'.

I explained the HAT was a small space therefore there was not room for a shower nor a privacy screen. I asked if this meant the toilets would never be able to achieve the Platinum Plus or Diamond Award?

Loo of the Year Awards responded: *'I have checked your entry form and the box for Changing Places had YES typed in it, so the Inspectors have marked it as a Changing Places rather than Space to Change (STC) facility. There is very rarely a shower in a STC facility but more often than not, there is a screen of some description for modesty purposes. The score for your STC should have been a Platinum Plus'.*

Loo of the Year Awards has now upgraded the 2022 award to the 'Platinum Plus' Award.

Committee may wish to consider implementing the following as listed on the 'opportunities for improvement' on the B report:

Unisex Toilets

1. Installing grab handles to the inside of the doors, to make it easier for opening and closing.
(Essex Doors and Windows quoted £660.00 inc VAT to install grab rails to all the toilet doors).
2. Installing a second grab rail around the sinks, to be up to date with the latest standards.



The cost of purchasing a stainless-steel grab rail for the right-hand side of the basin is approximately £35 - £45, this can be fitted by the handymen.

Committee may also wish to consider, adding an additional grab rail to the external wall in the centre of the two Unisex Toilets, as suggested by Councillor McElroy.

(The cost would be approximately £35 - £45 and can also be fitted by the handy men).



Dawn Reid – Assistant Clerk to the Council

1st February 2023

Committee acknowledged the Loo of the Year Awards had upgraded the toilets Platinum Award to the Platinum Plus Award.

Committee discussed the items listed on the B report, 'Opportunities for Improvement'. Committee had already agreed to go ahead and implement item 1: Installing grab handles to the inside of the doors, to make it easier for opening and closing.

Committee voted and agreed to implement item 2: Installing a second grab rail around the sinks, to be up to date with the latest standards. Committee thanked Councillor McElroy for his suggestion of installing the additional grab rail to the external wall in the centre of the two Unisex Toilets. Committee agreed to keep costs down these grab rails could be installed by Pete and Ben The Handymen.

128/23 PUBLIC TOILETS – SEA ROAD – 7d) To consider the installation of an external tap, for human consumption, on the Sea Road toilet block.

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

It may be the water available from the Sea Road toilets is unsuitable for drinking, but the Environmental Initiatives Working Party has asked if the Amenities Committee could consider the installation of an external drinking water tap at the toilets. There is already a tap for dog bowls, but nothing for humans.

Simon Cross – **Clerk to the Council**

7th February 2023

Councillor Wilkinson advised South Strand toilets had recently fitted a second external tap, resulting in one at low height for dogs and another at a height more suited to humans.

A discussion took place on the need for an external drinking water tap at the Sea Road toilets. Councillor Toney understood there was a need for accessible drinking water by the beach, but he was not entirely sure it was necessary at the Sea Road toilets.

Councillor Linton asked Committee to defer making its decision on this item, to allow the Assistant Clerk time to make enquiries on the availability of drinking water and gather costing for fitting an external push button tap.

Committee voted and agreed to defer this item. Committee asked the Assistant Clerk to report back her findings at the next meeting.

129/23 EAST PRESTON VILLAGE GREEN – 8a) To receive a proposal from EP in Bloom to create a small memorial garden for Her Majesty the Queen, in front of the platinum jubilee tree.

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

At the last meeting Committee agreed in principle to the small memorial garden. Committee expressed its concerns the garden should not encroach too far onto the Village Green. I met Councillor Gander, East Preston in Bloom, at the Village Green to confirm the size and shape. It was suggested a circular bed around the Platinum Jubilee Tree, measuring approximately one metre in diameter. Councillor Gander advised, if Committee agreed to the memorial garden, EP in Bloom will ask Tivoli to dig out the bed.

Committee is asked to consider a circular bed around the Platinum Jubilee Tree measuring approximately one metre diameter.

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

1st February 2023

Committee discussed its concerns that a great deal of space has already been taken up on the Village Green by additional flower beds and benches. Committee was also aware that the King Charles III Coronation tree will also be located on the Village Green.

Councillor Wilkinson offered to carry out a site visit to gauge the availability of space on the Village Green.

Committee agreed to defer its decision on this item until Councillor Wilkinson has report back with his recommendations.

130/23 EAST PRESTON VILLAGE GREEN – 8b) To consider an application to hold a Sundowners Event on the Village Green.

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

Committee is asked to consider an application from [REDACTED] to hold a Sundowners Event on the Village Green. The proposed event would take place on Friday 12th May 2023. The application was circulated electronically prior to this meeting for Committee's consideration.

In accordance with Committee's Events Policy all supporting documents are required to have been agreed 12 weeks prior to the event date. I have asked [REDACTED] to supply copies of the following documents:

Public Liability
Event Plan
Risk Assessment & Method Statements (RAMS)
Confirmation of TEN (once provisionally approved)
Security/Stewarding – Contact details and SIA number (copy of card)
Medical/First Aid – Details of First Aid provision
Toilets Facility – (confirmation of booking)

Dawn Reid – Assistant Clerk to the Council

1st February 2023

The Assistant Clerk updated Committee she had received an email that morning to say this event had been cancelled, therefore Committee is no longer asked to consider this application.

Committee thanked the Assistant Clerk for her update on this item.

131/23 EAST PRESTON VILLAGE GREEN – 8c) To consider an application from East Preston Festival Committee, to hold various events on the Village Green as part of the 2023 Festival.

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

The Festival Committee submitted application forms to hold various events on the Village Green, as part of the 2023 Festival. The Festival week will take place between 2nd June and 11th June 2023.
Events on the Village Green are scheduled as follows:

Sundowners – Friday 2nd June
Community Market – Saturday 3rd June
Party on the Green – Sunday 4th June
Circus Funday – Tuesday 6th June
Dog Show – Sunday 11th June

The applications were electronically circulated to Committee prior to this meeting for consideration. In accordance with Committee's Events Policy all supporting documents are required to have been agreed 12 weeks prior to the event date.

Dawn Reid – Assistant Clerk to the Council

31st January 2023

Councillor McElroy reminded Committee that all supporting documents have to be agreed 12 weeks prior to the event date, therefore he would require time to approve the documents. The Assistant Clerk advised the Festival Committee is aware 10th March 2023 is the cut of date for the paperwork to be agreed.

Committee voted and agreed in principle, to allow the following events to take place on the Village Green as part of the 2023 Festival. This is subject to Councillor McElroy approving the relevant paperwork.

Sundowners – Friday 2nd June
Community Market – Saturday 3rd June
Party on the Green – Sunday 4th June
Circus Funday – Tuesday 6th June
Dog Show – Sunday 11th June

Councillor McElroy will update Committee on his progress with the required paperwork.

132/23 EAST PRESTON VILLAGE GREEN – 8d) To progress the installation of the King Charles III Coronation Tree on the Village Green.

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

Following a request from the Community Engagement Committee, at its meeting on 6th February, Full Council agreed to spend up to £800 on the purchase, installation and initial care of a tree to mark the Coronation of King Charles III. This matter was then referred to the Amenities Committee to decide where the tree should be planted, council favoured "somewhere on the

Village Green” and to manage the purchase, installation and initial care. Cllr Toney agreed to visit Arundel Arboretum to discuss options.

Simon Cross – Clerk to the Council

7th February 2023

Councillor Toney updated Committee he had contacted Arundel Arboretum regarding a suitable tree, currently there was not a great deal of stock to choose from. Councillor Toney advised he will try again in the next couple of weeks when more stock becomes available. Councillor Toney advised the trees come potted so it can be easily be looked cared for by Ferring Nurseries until planting time.

Committee agreed Councillor Wilkinson will carry out a site visit to the Village Green, to consider a suitable location for the tree and report back to Committee with his recommendations.

133/23 EAST PRESTON VILLAGE GREEN – 8e) To consider a request for clarification of the status of the Kim Taylor bench on the Village Green.

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

Committee has received the following request from [REDACTED] on behalf of [REDACTED], relating to the status of the Kim Taylor memorial bench.

‘As you may recall, I liaised with you a couple of years ago on behalf of [REDACTED] concerning the purchase and positioning of an EPPC-approved bench on the Village Green on a concrete stand, opposite the west end of Willowhayne Avenue. She wished for this as a lasting memorial to her beloved and affianced partner Kim Taylor, who sadly passed away on 12 February 2020, and she has since committed her own time to maintaining the good and smart condition of the bench with its memorial plaque and stand.

Since that time [REDACTED] has remained close to us as a loyal friend, and she has worked hard to generate a new life for herself in this neighbourhood. She has resolved recently, for her retirement, to move nearer to her relatives in Lincolnshire, and for her this is now a demanding work in progress.

[REDACTED] has asked me to request clarification of the status of the bench on the Green: Please would you let me know whether or not the bench remains her property, having been funded at the time of its purchase and installation by loyal friends of [REDACTED] and Kim? Lizzie wishes very much to take the bench with her to her new home location as a continued memorial to her beloved Kim, providing that is permitted by Parish Council protocols, and as her friend I hope also very much that this may be achieved’. I look forward to your advice on this matter.

Yours sincerely,

[REDACTED]



For Committee’s information see the Council’s Policy and Procedure for the placing of memorial donations in East Preston. (Appendix A).

Dawn Reid – Assistant Clerk to the Council

1st February 2023

Committee thanked [REDACTED] for their correspondence on behalf of [REDACTED], relating to the status of the Kim Taylor memorial bench.

Committee raised its concerns there are various logistics and expenditures around the removal of large items such as benches. A lengthy discussion took place and following a great deal of consideration Committee agreed there is a policy in place which should be adhered to. As stated in the ‘Council’s Policy and Procedure for the placing of memorial donations in East Preston’

'Once a memorial has been agreed and installed it will become the property of the Council and no further fees will be requested from the donor'.

Committee agreed the memorial bench should remain on the Village Green. Committee agreed the memorial bench plaque should be removed and returned to [REDACTED] for her to relocate.

The Assistant Clerk advised she will contact [REDACTED] to inform them of Committee's decision.

134/23 EAST PRESTON VILLAGE GREEN CAR PARK – 9a) 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:

For Committee's information, the revenue received this year to date is £3728.96 (to end December 2022) In comparison the revenue received for the whole of the year 2021/22 was £3727.08

Committee is asked to acknowledge the revenue this year to date is £3728.96.

Dawn Reid – Assistant Clerk to the Council

1st February 2023

Committee noted the £3728.96 revenue received from the car park ticket machine to the end December 2022.

135/23 EAST PRESTON VILLAGE GREEN CAR PARK – 9b) 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:

On four separate occasions One Parking Solutions (OPS), arranged to meet a BT Engineer to install the new BT Fibre Line. On each of these occasions BT had not allocated the engineer enough time to complete the job, therefore the engineer asked to reschedule. Eventually on 31st January the new line was installed. OPS have installed the ANPR camera in position and are just waiting for Enerveo to switch on the power. I have informed UK Power Networks about the unmetered power usage and I will update them with the prospective connection date in due course.

OPS will replace the current signage to indicate the new system is in place. Committee previously agreed the 15-minute grace period should remain in place. Committee will need to notify the public of the ANPRS prior to the system going live.

Dawn Reid – Assistant Clerk to the Council

1st February 2023

The Assistant Clerk updated Committee, Simon Francis, Enerveo, had emailed her that morning saying he would have a look at the car park power supply later in the day. Committee thanked the Assistant Clerk for her update.

Committee asked the Assistant Clerk for further updates on when the system is likely to go live.

136/23 BANK AT THE JUNCTION OF LASHMAR ROAD AND NORTH LANE 10a) To receive an update on improving the bank area at the south-western corner of Lashmar Road

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

The second planter and winter floral display were installed by Ferring Nurseries. The positioning of the planters have allowed enough space to the right-hand side, to add a third planter. The cost of installing a third planter is approximately £1,550.00, future seasonal floral displays and upkeep costs will be incorporated in the Flower Planting Budget.



The above information was electronically circulated to Committee for its consideration. Committee voted and agreed to install a third planter at Lashmar Bank.

I have applied to WSCC for a Planting Licence and have placed the order for a third planter with NBB Recycled Furniture. At the date of writing this report I have yet to receive confirmation from WSCC that the Planting Licence has been granted.

Dawn Reid – Assistant Clerk to the Council

2nd February 2023

Committee thanked the Assistant Clerk for her report and will await further updates on the WSCC planting licence and the installation of the third planter.

137/23 TO CONSIDER ANY TREE MATTER RELATING TO THE VILLAGE – 11a) To receive information on the 2022 Annual Tree Inspection.

The committee NOTED there were no further updates on this item at the time of writing the report.

The Annual Tree Inspection took place on 9th December 2022. Phil Arnott, ArbTec Tree Care, provided the Tree Survey Report on 14th December 2022.

The report highlighted the following remedial work which is priority rated:

Level E - Within 7 Days

Level 1 - Within 1 Month

Level 2 - Within 3 Months

Level 3 - Within 1 Year

Site	Level 1	Level 2	Level 3
Village Green	4	1	1
Two Acres	2	4	1
Warren Recreation Ground	2	9	1
Total	8	14	3

Tree removal - Tree 13 one of the White Poplar group on the Village Green, has been highlighted as requiring removal. There is also a recommendation to consider removing the Horse Chestnut (tree 92) located next to the tennis court, at Warren Recreation Ground.

Tom, The Urban Surgeon, has provided the following quote for the remedial work highlighted in the survey report. Tom's quote has been broken down in priority levels.

Work as listed on 2022 Tree Report

- **Priority 1** - £1425 (+ VAT)

* includes tree # 46 which is listed as priority "N" but has work recommended

- **Priority 2** - £725 (+ VAT)

- * does not include # 92 removal and replacement which is to be "considered"
- **Priority 3** - £100 (+ VAT)
- * does not include tree # 15 which is covered by alternative quote
- * includes tree # 91 which is listed as priority "N" but has work recommended
- * includes tree # 103 removal of diseased back stem. Tree listed as priority "N"

Total: £2250 + VAT

There is currently £4,000.00 left in the 2022-2023 Open Spaces Tree Safety Budget. To date Committee has already agreed quotes totalling £5,550.00 and to date this work has not been completed. This includes the reduction work to the western boundary trees at Warren Recreation Ground. All of the above information was circulated electronically to committee for its consideration.

Committee voted and agreed to accept The Urban Surgeon's quote of £2250 + VAT, for the remedial work as highlighted in the Tree Survey Report.

Committee voted and agreed, to requested £4,200.00 at February's Full Council meeting, from the Council's contingency budget. This will cover the above costs relating to the 2022-2023 tree safety work.

For Committee's information, when the 2023-2024 budget was considered, Committee agreed to increase the total Open Spaces Tree Safety budget, from £4,000.00 to £6,000.00 to cover increasing costs relating to tree work.

Dawn Reid – Assistant Clerk to the Council

1st February 2023

The Assistant Clerk informed Committee she had spoken to Tom, The Urban Surgeon, regarding scheduling in the Annual Tree Inspection Report work. Tom advised, he will schedule in this work along with all the other tree work which was cancelled due to the weather.

138/23 WARREN RECREATION GROUND – 12a) To receive an 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:

For Committee's information, on numerous occasions I have contacted Simon Francis, Enerveo, to enquire when committee is likely to receive the quote for this lighting project. Simon has apologised for the delay and said he will hopefully get this to me shortly.

To the date of writing this report I have no further updates.

Dawn Reid – Assistant Clerk to the Council

2nd February 2023

The Assistant Clerk advised Committee she will continue to contact Enerveo for an update on the car park lighting quote.

Committee thanked the Assistant Clerk for her update and noted, to date Enerveo, had not provided its quote for the Warren Recreation Ground car park lighting.

139/23 WARREN RECREATION GROUND – 12b) To receive any updates on the Children's Playground

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

In November 2022 I asked Duncan, Playsafe Playground, to check the Spinmee Roundabout because it was not turning properly. This seemed strange because Playsafe Playground had carried out the roundabout's annual service in September 2022 and everything appeared in order at the time. Duncan advised: *"this roundabout has no drainage sump, potentially dirty water has washed into the void during recent heavy rain submerging the bearing ring with grit filled water. It did however free up with some continual force. The grit was restricting the bearing movement and giving a 'grating' sound."*

The Spinmee roundabout had been working fine up until 3rd February 2023, when the office received a call saying the roundabout is not spinning. I managed to free up the roundabout again and I have contacted Duncan to ask if there is anything else that could be done to alleviate this problem reoccurring.

Dawn Reid – Assistant Clerk to the Council

4th February 2023

The Assistant Clerk updated Committee Duncan, Playsafe Playground, had responded about the issues with grit getting into the roundabout's bearings. Duncan advised 'It would be very difficult to do anything about the drainage on the roundabout as either drainage or a soak-away would normally be done before it is installed'.

The Assistant Clerk advised Committee the roundabout was installed in 2016 by Fosters Landscapes Ltd. The Assistant Clerk believes the company is still trading and she will contact them to gain more information on the installation and advice about the issue. In the meantime, the Assistant Clerk will continue to monitor the roundabout.

140/23 WARREN RECREATION GROUND – 12c) To receive an update on the installation of the Intergenerational Play Panels.

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

Proludic has carried out a pre-start site visit to measure and assess the site. All appeared to be satisfactory. Proludic, provided the following site plan and quote of £1,100.35 exc VAT, to supply and install grass matting surrounding the four Play Panels.



The above information was circulated electronically to committee for its consideration.

Committee voted and agreed to accept Proludic's quote of £1,100.35 exc VAT, to supply and install grass matting surrounding the four Play Panels.

Proludic has now confirmed the installation date has been pencilled in for week commencing 27th February 2023. For Committees information, the work to widen the Tarmac Footpath is due to commence 13th February 2023, school half term week.

Dawn Reid – Assistant Clerk to the Council

1st February 2023

The Assistant Clerk advised Committee the work to widen the Tarmac Footpath had begun as planned. To date there are no changes to the planned installation of the Play Panels, week commencing 27th February 2023.

141/23 WARREN RECREATION GROUND – 12d) To consider a more permanent solution to security measures for the access to Warren Recreation Ground

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

Councillor's Wilkinson and Toney, carried out a site visit to assess the site for permeant security measures at both entrance points. Both Councillors agreed the following:

Vehicle entrance - Install metal security gates which allow site access (if possible keep drop down security posts)
I have met on site with David Carter, Carters Gates and Fencing and John Tomlinson, New Place Fencing, for suggestions of suitable security gates and quotes.

Pedestrian footpath entrance - Extend the grass bank and small brick wall along to the wooden posts (remove first post).
Include a third recess facing into the field tin keeping with the other two recesses (the concrete chess table could be located in this recess).

I have met on site with both Tivoli and Pete and Ben The Handymen, for their advice and am awaiting quotes for this work.

Committee will recall £10,000.00 has been allocated in the budget for site security at Warren Recreation Ground.

Dawn Reid – Assistant Clerk to the Council

5th February 2023

Committee thanked both Councillors Wilkinson and Toney, for their suggestion of installing a security gate to the vehicle access entrance and extending the bank area over to the tarmac footpath entrance. Committee favoured the idea of the Chess Table being situated in a third recess area in keeping with the existing two.

The Assistant Clerk advised Committee since writing her report she has received a quote from Tivoli, the Council's grounds team, for the work at the pedestrian footpath entrance.

Quote

The work includes: building the retaining wall along the rear
Creating a third recess to locate the chess table
Build up and extend the bank with soil and turf the area.
Total cost £2543.34 plus VAT.

Committee voted and agreed to accept Tivoli's quote for the work at the pedestrian footpath entrance. Committee asked if this work can be carried as soon as possible to ensure site security.

The Assistant Clerk will circulate further information and quotes for security gates at the site's vehicle access entrance.

142/23 WARREN RECREATION GROUND – 12e) To receive an update on repairs to the outdoor Gym Equipment.

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

Playsafe Playgrounds Ltd, provided the following summary following the work carried out on the Double Air Walker.
Committee may recall this remedial work had been highlighted in the 2022 ROSPA report.

Double Air Walker - Exercise equipment faults. 'Limiter' stop mounts missing and the metal has misshaped due to the missing limiters. Due to metal being misshaped 'limiters' at not held securely. Most of the 'limiters' had fallen out and been ground up inside the housing. Where the 'limiters' fit should be more C shaped to hold them. As they are missing metal to metal contact has happened leading to the misshaping of the 'limiter' mounts.



Duncan, Playsafe Playground Ltd advised, 'As you will see from the photos the mechanisms are in a very poor condition, they have been cleaned up and new 'limiters' fitted, however they will not remain in place for long as the C shaped metal holders are damaged. I have just had a conversation with our steel workshop and to fabricate then fit replacement steel holders for the limiters is going to be extremely costly and we don't know if they would actually work ! It would certainly be worth contacting Fresh Air Fitness the supplier to see if they refurbish existing equipment'

Following Duncan's advice, I contacted Fresh Air Fitness regarding refurbishing the Double Air Walker equipment. Freshair Fitness took a while to respond to my email and advised, 'I have obtained feedback from our Remedial Engineer and there doesn't look to be anything mechanically amiss with the equipment, although when changing the limiters, it is necessary to remove the remnants of the previous limiters'

Unfortunately, the response appears not to have answered my question asking if they refurbish existing gym equipment, therefore I have contacted them again with my enquiry. I am still waiting for a response.

Dawn Reid – Assistant Clerk to the Council

3rd February 2023

Committee thanked the Assistant Clerk for her report on the Gym Equipment. Committee will await further updates on the response from Fresh Air Fitness regarding the Double Air Walker.

143/23 PUBLIC SEATING – 13a) To receive an update on Public Seating around the Village.

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

Pete and Ben The Handymen, installed the two new Happy to Chat benches on 13th December 2022, at the Northern Shops. The two yellow Happy to Chat plaques were reinstated on the new benches.

The Handymen were able to use some of the old wooden slats which they removed to reinforce the two benches by One Stop.



Dawn Reid – Assistant Clerk to the Council

3rd February 2023

Committee thanked the Assistant Clerk for her update. Councillor Linton said she was delighted with the new Happy to Chat Benches, in particular the Council's logo which is situated on both sides of the benches. Councillor Linton asked if the logo could be added to all new benches.

The Assistant Clerk advised, the Lowther style bench has the capacity to accommodate the Council's logo and name. Each bench could certainly be considered for its suitability to add both.

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

144/23 TWO ACRES –14a) To consider a request from the Yarn Bombers to focus the summer display on Two Acres.

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

The Yarnbombers would like to focus its 2023 summer display on Two Acres. As previously they would like to keep the display a surprise, therefore prefer not to have to tell Committee all of the details. As with all other projects on council land, the Yarnbombers have been asked to provide a Risk Assessment and copies of all relevant documents.

Committee is asked to consider the Yarnbombers request to focus its 2023 summer display on Two Acres site.

Dawn Reid – Assistant Clerk to the Council

30th January 2023

Committee unanimously agreed to allow the Yarnbombers to focus its 2023 summer display on Two Acres site. Committee is looking forward to seeing another amazing colourful display at Two Acres.

145/23 SEA ROAD ISLAND – 15a) 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:

I have contacted Tim Troman, Plantscape, on several occasions to asked when we can expect to receive delivery of the planters. At the date of writing this report Tim advised: ‘They are just being packed as I type so I would think Tuesday/ Wednesday next week’.

Dawn Reid – Assistant Clerk to the Council

2nd February 2023

The Assistant Clerk informed Committee the planters had not been delivered as advised by Tim Troman, Plantscape and she has contacted Tim again to enquire when to expect delivery.

Committee thanked the Assistant Clerk for her update and will await to receive further updates on delivery and installation of the Interlocking Planters.

146/23 SEA ROAD BEACH ACCESS PROPOSAL – 16a) To receive an update on DAG’s proposal to improve access to the beach.

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

As reported to Full Council last week, on 17th January, Councillors Toney and Wilkinson and Simon attended a meeting with ADC to discuss the Beach Access proposal. They met with Joe Russell-Wells, Group Head of Environment and Climate Change, who explained ADC is simply too overstretched and understaffed at the moment to consider taking on this project. Joe explained ADC was currently working with a company called Coastal Partners on a project to improve access to the beach at Bognor. Joe mentioned other local authorities working with Coastal Partners, and none were as small as a parish council. In that sense it feels as if we are well ahead of the game here. Joe said he would contact Coastal Partners on our behalf, to introduce us and to find out whether or not the company would be willing to talk to us. I have chased Joe about this but had no response. At the present time, I do not want to contact Coastal Partners without Joe having made that introduction, as that could put us at odd with ADC. I am attending the Disability Action Group today, just to give them this update.

Meanwhile, in informal conversation with Cllr Wilkinson last night, he wondered whether there could be an option of working along WSCC in the delivery of the England Coastal Path. This may be something the committee wishes to consider further.

Simon Cross – Clerk to the Council

7th February 2023

Councillor Wilkinson gave Committee a review of the meeting with Arun District Council, regarding DAG’s proposal to improve access to the beach. To date he had no update from Joe Russell-Wells, regarding any talks with Coastal Partners.

A lengthy discussion took place regarding working with WSCC in the delivery of the England Coastal Path. Concerns were raised if permission had been granted by property owners who own a percentage of the land along the proposed route. Councillor McElroy reminded Committee this proposal is DAG’s project and therefore Council should be signposting DAG towards any meetings with interested parties.

Councillor Wilkinson advised Committee, the Council is acting in an advisory and supportive role regarding the proposal and he will update Committee when he has news on any talks with Coastal Partners.

147/23 WREATH HOLDERS AT THE WAR MEMORIAL – 17a) To consider methods to display the remembrance wreaths at the War Memorial.

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

Not for the first time, we have received concerns from members of the public about the lack of control we seem to have over the wreaths laid at the War Memorial. Other War Memorials in other villages always appear to have their wreaths neatly displayed, regardless of the weather, whereas those in East Preston are untethered, get mussed up by the wind and rain, and generally do not

look as respectful as they might. A couple of years ago, Dawn and I spent a considerable amount of time one morning trying to address this by tying the wreaths together, which looked like a good idea at the time, but which ultimately made little difference to the problem. There is a low railing around the War Memorial but there has always been some reluctance to tie wreaths to it for fear cable ties would damage the metalwork. I have never been convinced by that, and think the cable ties could be tied loosely enough not to damage the railings.

In the past, we used to leave the wreaths in situ until the beginning of January, at which point there were cleared away. Increasingly though, some villages seem to keep their wreaths on display for a lot longer than that. This year, because the 2022 wreaths had been bedraggled by heavy rain and windswept, we have removed them this morning, but the committee may wish to spend some time in the coming months thinking of ways in which we could display our wreaths better and for longer.

Simon Cross – Clerk to the Council

7th February 2023

Councillor Toney said it is difficult to consider alternative display methods as each year we are unsure how many wreaths there will be. Councillor Toney had discussed methods of securing the wreath displays in place with the Clerk and advised he will individually thread through the wreaths with black stretch thread and then attach them securely in place. Councillor Toney said at the beginning of January he will personally remove the displays, this is approximately six weeks after the wreaths have been placed.

Committee thanked Councillor Toney for his update and for his kind offer to secure the wreaths in place and remove them in January.

148/23 BUDGETS – 18a) To note the 2022/23 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

Committee thanked Mrs Khoo for providing the 2022-23 budget papers to date, for the Amenities Committee and the Warren Recreation Ground Trust.

Councillor Wilkinson highlighted the current increases in the costs of materials and how this was having a direct impact to the Amenities budget. Councillor Wilkinson advised he will continue to monitor this.

The Assistant Clerk highlighted there is £1155.00 unspent on the Amenities budget Highways Noticeboards. This money is allocated to purchasing a recycled plastic notice board to place at the Village Green.

Committee agreed the £600 remaining in the Amenities Litter – Litter/Dog Bins (Replace and Provide) budget could be used to provide an additional litter bin, as requested by the Environment Group (Minute 977/22).

The Assistant Clerk advised she is waiting for costings of the provision of Litter and Dog bins from Arun District Council Cleansing. The Assistant Clerk will update Committee electronically when these have been received.

Committee thanked the Assistant Clerk for her update and noted the 2022/23 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

149/23 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

There were no urgent matters arising.

150/23 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA

The date of the next meeting is 22nd May 2023.

The meeting concluded at 20.26 hrs.

Chairman: *S Wilkinson*

Date: 22nd May 2023