

MONTHLY MEETING OF THE COUNCIL

3RD JULY 2023 at 19:00

SUPPORTING PAPERS

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

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Agenda Item 6

Minutes of Monthly Full Council meeting, 5th June

The draft Minutes were circulated to all councillors on 6th June, asking for suggested amendments by 13th June. None were suggested. Cllr Moore emailed, "I have read through the draft Minutes and found them to be true reflection of the meeting."

Simon Cross – **Clerk to the Council**

16th June 2023

Agenda Item 7

Monthly Update Report

1. **Introduction**
2. **Minute 451/23 – Annual Governance and Accountability Return for year-ending 31st March 2023**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 5th June 2023.

2. Minute 451/23 – Annual Governance and Accountability Return for year-ending 31st March 2023

Tracy and I pulled together the paperwork and I sent it to the External Auditor on Friday, 23rd June, a week before the closing date. Tracy and I checked we had sent everything asked for but, as usual, are waiting for the auditor to tell us we have missed something.

Simon Cross – **Clerk to the Council**

27th June 2023

Agenda Item 9

Committees

The following committee meetings have taken place since the last Full Council meeting: Community Engagement on 12th June, Major Events on 26th June, and Planning & Licensing on 12th and 16th June. Draft Minutes for these meetings will have been circulated to all councillors before this meeting.

Simon Cross – **Clerk to the Council**

27th June 2023

Agenda Item 9a

Amenities Committee

The committee did not meet during June.

Security measures at Warren Recreation Ground – The new steel security gates have been installed at the vehicle entrance of Warren Recreation Ground. The gates have a shroud cover to conceal the padlock.

Notice Boards - Following recent damage to the Northern Shops Notice Board, Committee re-assessed its agreed five-year plan to replace all the Notice Boards in the village, with Recycled Plastic Notice Boards.

Initially Committee was looking to replace the Village Green Notice Board but it would now like to include the Northern Shops board. These two boards are the largest boards in the village, to replace them both would cost £5,000.00. In order to replace all the remaining Notice Boards more quickly, Committee is requesting Full Council set up a reserve to cover the cost of replacing the remaining three Notice Boards. These boards are smaller boards, therefore the approximate costs to replace them is in the region of £6,000.00. **Committee is requesting £11,000.00 from Full Council's reserves to set up a fund to cover the cost of replacing all the council's noticeboards in the village, starting with the Village Green and Northern Shops noticeboards.**

Village Green Car Park – Automatic Number Plate Recognition (ANPR) - The ANPR system at the Village Green Car Park is now operational. The signage has been replaced to indicate the system is operational. An article has been published in the Council's Newsletter to notify members of the public. One member of the public expressed concerns about the signage to Simon on 26th June but accepted he had seen the article in the newsletter. Simon and I immediately went and visited the signage and confirmed, whilst it could perhaps be a little more explanatory, the right references are on the signs.

Tree work – Due to the weather this tree work was not completed within the last financial year as planned. Therefore the £4,200.00 which Full Council had agreed to fund the work from its Annual Contingency Budget (resolution 1722 - Essential Tree Works identified in the Council's Annual Tree Report), will now come out of this financial year's Annual Contingency Budget. Contact me if you need further explanation.

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

27th June 2023

Agenda Item 9b

Audit & Governance Committee

The committee did not meet in May.

The committee's next meeting is in July.

Simon Cross – **Clerk to the Council**

26th June 2023

Agenda Item 9c

Community Engagement Committee

The committee met on 12th June; the draft Minutes were circulated to all councillors on 26th June. Below are some updates.

Cllrs Linton and Duff were re-elected Chairman and Vice-Chairman respectively.

Tourist map – Cllrs Bradshaw and Gunston have been working together on this, with design work being carried out by Mandy Armstrong at ADC. The committee agreed the council should set up a YouTube channel, to which it could post the videos related to places on the map. It was also suggested councillors could read the articles in each newsletter and make those available on the channel too. A YouTube channel is free-of-charge.

Beach cleans – the committee agreed the more concentrated timeslot of midday to 13:00 worked better. The next beach clean is scheduled for Sunday, 24th September. The committee agreed to buy some children's hoops and litter-picks for future events.

Playschemes – the committee agreed to work with Sussex Forest Activities again for an autumn half-term playscheme, but at the beach this time. Sam at Sussex Forest Activities has said that is a great idea and proposed Tuesday, 24th October.

East Preston Festival – Come and Meet Your Local Councillors – the committee felt the event went well and, where possible, answers to questions raised will be published in the Summer 2023 Newsletter.

One member of the public has written in to complain about the title *Come and Meet Your Local Councillors*; he feels that as there have not been more councillors than posts available for several years now, he has not elected any councillors and therefore the title should be *Come and Meet the Local Councillors*.

The committee agreed to think about trying either or both a different day and different time for the event next year.

Village bus – public feedback has been good. Even a member of the public who called in to complain about the route also collected a timetable whilst he was here. I have mentioned to Compass Travel and to Rustington Parish Council that a redesign of the route might be something to consider if this council agrees to buy into the service for a further year. For

example, perhaps the bus could turn right at the western end of Vicarage Lane and head up Station Road past the station to get to Sainsbury's that way. Both organisations have said they would be open to such a conversation.

The committee's next meeting is on 24th July.

Cllr Elizabeth Linton –
Chairman of the Community Engagement Committee

26th June 2023

Agenda Item 9d

Finance & General Purposes Committee

The committee did not meet in June. There are no updates.

Simon Cross – **Clerk to the Council**

26th June 2023

Agenda Item 9e

Major Events Committee

The committee met on 26th June.

Funday Sunday – the committee agreed to run another *Funday Sunday* event next Spring.

Big Coronation Lunch, 7th May – although there was a greater amount of negative comments on Facebook than we usually receive, the committee felt the event had been successful and the negativity came from people expecting a Food & Drink Festival rather than a picnic with live entertainment. Alison told us The Big Lunch is an annual, national event aimed at tackling loneliness, and the committee would be interested in seeing if the Festival Committee would run a similar event each year, with or without council support.

Remembrance Sunday, 13th November – I will meet with the Chairman and Secretary of the British Legion branch shortly to ensure everything is in place or an owner identified where not.

Preparations for the **East Preston Food & Drink Festival** (26th August) and **East Preston Christmas Celebrations** (25th November) are both progressing to plan.

Cllr Elizabeth Linton –
Chairman of the Major Events Committee

27th June 2023

Agenda Item 9f

Personnel Committee

The committee has not met since the last Full Council meeting. The council's new bookkeeper, Adrian Vyse, started on 1st June and seems to be settling in nicely. Adrian has helped Tracy prepare this meeting's financial reports.

Simon and Tracy are due to have a conversation shortly about her final working day. If you would like to contribute to Tracy's leaving present, please let me know.

Four councillors have not yet completed a 2023-24 DBS check for the council; some of these have advised the office this is because of unresolved technical issues. All councillors should get a new basic DBS check for the council at the beginning of each four-year term and half-way through (May 2025).

The bespoke termly training scheduled for 19th June had to be cancelled at short notice, but has been rescheduled for **7th August at 18:00**. Previously, this training has worked well for the council and been enjoyable too.

Cllr Lisa Duff – **Chairman of the Personnel Committee**

26th June 2023

Agenda Item 9g

Planning & Licensing Committee

The committee met on 12th and 26th June.

On the 12th June, the committee considered three Applications, agreeing to object to none of them.

On the 26th June, the committee considered four Applications, agreeing to object only to one in Nursery Close – the committee believed the proposed changes would result in a property out-of-character with the rest of the close.

Simon Cross – **Clerk to the Council**

27th June 2023

Agenda Item 10a

Amenities Committee – noticeboards

Council is asked to create a £11,000 fund for plastic replacements to the council's wooden noticeboards.

As already mentioned in my report above, the Amenities Committee has already started to look at a five-year programme for replacing the council's noticeboards around the village. These are all wooden and are at: northern shops, Village Green, Village Hall, Lashmar Road

and one at the western end of Worthing Road. The latter is the most recent, but is only half the capacity of the others, so perhaps not as useful.

The noticeboard in Lashmar Road has been subjected to some vandalism. The ones by the Village Green and in the northern shops have also been subjected to some vandalism and experience some wear and tear problems. Most recently, one of the doors on the northern shops noticeboard was found hanging off, with no obvious explanation. Thanks to Cllr Toney for carrying out a temporary fix on this noticeboard.

Having canvassed the members of the Amenities Committee, we would like to ask council to create a fund of £11,000 so all five noticeboards could be replaced with plastic equivalents sooner than the committee had originally planned. Replacing with plastic should reduce the amount of maintenance the boards require, would come with a new guarantee for 5 years, and would fit in with the council's policy of not buying wood products where possible. Although there would be provision in the fund to replace the Worthing Road noticeboard, that could wait longest in order to get best value from that noticeboard.

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

26th June 2023

Agenda Item 11

Working Parties

None of the working parties has met since the last Full Council meeting.

Simon Cross – **Clerk to the Council**

27th June 2023

Agenda Item 11a

20mph Working Party

County Cllr Roger Elkins asked for more information to help him decide whether or not to agree to this proposal moving to the next stage within WSCC. I have sent him the responses from the online survey and also the conversations Community Speed Watch coordinator, Keith Harris, had with members of the public who asked in that survey to be contacted by the Community Speed Watch team.

Simon Cross – **Clerk to the Council**

28th June 2023

Agenda Item 11b

Conservative Hall Working Party

Terry Chapman met me on Monday, 5th June. He said he would get back to me about a meeting between trustees and councillors shortly.

Simon Cross – **Clerk to the Council**

27th June 2023

Agenda Item 11c

Environmental Initiatives Working Party (EIWP)

The working party did not meet in June.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

27th June 2023

Agenda Item 11d

Flat Working Party

No further concerns have been raised by the tenant. The council has been advised the excavation work in the back garden will begin around about 1st August. The agency and the tenant have been informed.

Simon Cross – **Clerk to the Council**

28th June 2023

Agenda Item 11e

Leases Working Party

Nothing to report. Still waiting for me to arrange a meeting between the working party and the Bowls Club committee.

Simon Cross – **Clerk to the Council**

26th June 2023

Agenda Item 12a

West Sussex County Council

Council is asked to receive a report from the West Sussex County Councillor representing East Preston. This item should last no longer than five minutes.

Simon Cross – **Clerk to the Council**

26th June 2023

Agenda Item 13a

Arun District Council

Council is asked to receive a report from the Arun District Councillors representing East Preston. This item should last no longer than ten minutes.

Simon Cross – **Clerk to the Council**

26th June 2023

Agenda Item 14a

Sussex Police

Council is asked to note any report from Sussex Police should one be received.

Simon Cross – **Clerk to the Council**

26th June 2023

Agenda Item 15

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Anti-social behaviour matters**
4. **Unauthorised encampment, 17th to 21st June**
5. **Freedom of Information / Data Protection requests**
6. **Littlehampton Locality schools multi-agency meeting, 21st June**
7. **Disability Action Group, Reach the Beach meeting, 21st June**
8. **Community Speed Watch, 26th June**

- 9. Social media**
- 10. MailChimp stats**
- 11. A selection of things we have been asked since the last meeting**
- 12. Recent bouquets and complaints**
- 13. Leave**
- 14. July meetings and events**

1. Introduction

This is the report mainly covering June 2023 and matters which may not arise elsewhere on the agenda.

2. Police matters

On 5th June, I reported a van which appeared to have been abandoned on the island opposite the office. The van had its front offside panel missing and was untaxed. PCSO Raj responded very quickly, "Vehicle is not showing stolen and unable to contact owner as person does not live in local. I have completed operation crackdown report to make them to deal." Subsequently, this van has been jiggling around the village, parking for a few days at a time, recognisable by its still-missing panel. There have been reports the driver has been verbally threatening to at least one resident. PCSO Raj is on the case.

Some residents have complained about some other vans parked for long periods around the village. With the exception of a van we know has been parked in front of the Village Green gate for security reasons, these other vehicles have been reported to the police either directly or via the Operation Crackdown website. Little reassurance has been forthcoming even though some of the vans have no tax.

3. Anti-social behaviour matters

There are no updates on previous reports of anti-social behaviour in the village.

A household in Sea Road reported to me the property had had a brick thrown through its front window late on the evening of Saturday, 24th June. Fortunately, the occupants were away, but not a nice thing to come home to. There is no reason to believe this was targeted, just silly vandalism. At the time of writing, the reporter is being helped by Sussex Police in this matter.

The letterbox topper provided by the East Preston Yarnbombers for the letterbox in the northern shopping area has been stolen for a second time, and has been returned for a second time, albeit after a longer period missing than the first time.

4. Unauthorised encampment, 17th to 21st June

At about 18:35 on Saturday, 17th June, Rosie from Rustington PC called me to alert me to the fact a group of travellers had breached the earth bunds at the northern / Worthing Road entrance to Langmeads Field. I alerted Steve T. and went to see for myself. I arrived at the same time as two Sussex Police PCSOs. Whilst I spoke to concerned residents at the entrance to the field, the two PCSOs spoke to members of the party. The information they were given was the group was not expecting to become any larger (at this point it was two caravans, two lorries and one car, two families, some children) and was expecting to resume its journey on

Tuesday, 20th June. The group had located itself on the western side of the central copse, and had avoided backing on to any of the properties bordering the field.

I came home after about an hour, and sent an email to Sir Peter Bottomley MP, our West Sussex County and Arun District councillors and various other interested parties and also sent a similar email to councillors to let them know the situation. A representative of ADC's Parks and Greenspaces Department was already working on the case and admitted that council needed to strengthen its security measures at the field.

I visited Langmeads again on Sunday, 18th and Monday, 19th mornings, just to confirm the group had not got any bigger and it had not. Local reports were the group was not causing any disturbance. This meant Sussex Police were not able to invoke additional powers to move the group on.

Although the group had told police officers on that first day they would leave on Tuesday, they actually left early evening on Wednesday, 21st June. The status of any eviction action has been cloudy throughout.

In response to an email sent late on 21st June, early on 22nd June ADC Parks and Greenspaces replied, "Tivoli will be on site this morning to tidy up. We will arrange for a concrete block from another site to be located at the Worthing Rd entrance today, whilst we await the delivery of new deterrents. The block will stay at this location."

5. Freedom of Information / Data Protection requests

No Freedom of Information requests received since the last report.

No Data Protection requests received since the last report.

6. Littlehampton Locality schools multi-agency meeting, 21st June

I attended this meeting at Littlehampton Town Council's Millennium Chamber. The meeting was called by Arun District Council following receipt of a letter sent by the headteachers from the ten schools within the Littlehampton Locality. The opening two paragraphs of the letter were:

"We are writing to you as the group of Headteachers who are responsible for all the local primary and secondary schools in the wider Littlehampton area. Last week two of the Littlehampton Community Wardens attended one of our regular meetings. Their input was very useful, and it prompted a discussion afterwards about the escalating gang culture in our area and what we could do about it.

"As a group we can cite some worrying examples of serious anti-social behaviour by our pupils. Most of the victims are our pupils too. Sadly the perpetrator age range is on a downward trajectory. A child as young as 8 has recently been caught bringing a knife into one of our local schools. Unfortunately we are finding that younger siblings often want to follow the same path that their older siblings have taken, or even worse. They have a misconception that joining their sibling's gang will protect them. Once in their gang, this frequently leads to county lines involvement. As a group of Headteachers we want to work with our local community to do whatever it takes to break the cycle, to help our younger pupils make better choices than their older siblings."

Sobering reading.

Other councils represented at the meeting were WSCC, ADC, Littlehampton Town Council, and Angmering and Rustington Parish Councils. All schools in East Preston and Angmering

and one of the schools in Rustington fall into the Angmering Locality, but the issues raised at this meeting apply.

On the schools' side, the meeting was led by Marie Smailes, Executive Headteacher of Rustington Primary School, and Richard Hanks, Assistant Principal at The Littlehampton Academy. In addition to the problems mentioned above, they reported an increase in physical fighting – children using violence to settle disputes rather than words, “an epidemic of vaping”, roof-walking, river-jumping, sexualised behaviour and sexual harassment (including in primary schools), graffiti. The increase is comparing pre-pandemic to post-pandemic. Truancy has also increased, children in homes where one or both parents work from home see staying at home as some sort of norm.

Officers from ADC And WSCC talked about the work they undertake to engage with children. This included the work of the Littlehampton Community Wardens. A WSCC officer referred to the [Your Space](#) part of the WSCC website. This contains a wealth of information for children and teenagers, including a link to WSCC's main directory or local clubs and organisations. A quick search on BN16 1NN showed only the tennis, floral and bowls clubs listed and the Horticultural Society. I have approached the other sports clubs asking them to consider listing themselves. The Chairman of the football club has added his club to the database.

Arun Youth Projects were present and, in addition to the youth club nights they run on a weekly basis for Rustington PC and Littlehampton TC, mention was made of the organisation's work at the Angmering School Smallholding. Men in Sheds were mentioned as working alongside them at the site.

Sussex Police reps said its aim is to divert children away from crime through early intervention both with the children directly and with the parents.

One of the infant schools present said it had decided to open at least two days a week for five of the six weeks of the summer holidays, this to give a safe space to children who might otherwise be left home alone or sent out alone for the day.

The meeting closed on a feeling of already working more closely together. The coordinator for Littlehampton Locality, Madeleine Vaughan, is also the coordinator for Angmering Locality. I have let Mrs New and Mr Tidd, headteachers at East Preston Infant and Junior Schools respectively, know I attended this meeting, and they will seek further information from Ms Vaughan.

7. Disability Action Group, Reach the Beach meeting, 21st June

Cllr Wilkinson and I attended this meeting, officially, and Cllrs Gale, Hill and Moore attended semi-officially. Overall attendance was estimated at around 70 and included District Cllr Philippa Bower. Probably about as many known faces as unknown; several Men in Sheds and Festival Committee members were present.

Alan Hultquist, Chairman of the Disability Action Group, opened the meeting and quickly handed over to Roy Allen who gave a presentation not only on his design for a boardwalk for the beach, at the bottom of Sea Road, but also his idea the community should form a team to manage this project from inception to completion. Roy said this would be a facility for the whole community not just those with reduced mobility. This accords with the council's resolving “unanimously to confirm the council's commitment to the concept of improving access to the beach for all users.” (2nd March 2015, Minute 140/15, Resolution 0859)

The only real dissent from the floor was from a member of the public stating his belief the better location, purely from traffic management grounds, would be for the boardwalk to be at the bottom of Sea Lane. His comments appeared to receive little support around the room.

A resident of Sea Lane asked me directly whether the council would reconsider submitting the Planning Application. This was my opportunity to stand up and “confirm the council’s commitment to the concept of improving access to the beach for all users.” Explaining I was an administrator not a decision-maker, I said if there was sufficient will amongst the community, the council could have a further discussion about whether or not it was willing to submit the Planning Application. The same gentleman asked again after the meeting had ended, and I said IF the council agreed to submit the Planning Application it would have to be on the understanding such an action did not commit the council to leading on the project in any way.

A resident of South Strand suggested local businesses be approached for sponsorship. Roy replied that was something which would be easier once Planning Permission had been granted.

I expected there to be greater criticism of the council, but if it was there it was not expressed to the meeting.

Roy asked anyone interesting in being part of a group to progress the scheme should contact him by the end of the month.

Late on 27th June, I was asked to provide a statement to the Littlehampton Gazette. This was for an article which will appear in the 29th June edition. At the time of writing, I do not know how my statement will be edited.

8. Community Speed Watch, 26th June

I went on Community Speed Watch shift at the Village Green, between 09:00 and 10:00. 64 vehicles passed the patrol, the lowest ever on a Sea Road shift in which I have been involved. Gallingly though, the patrol did catch one car travelling at 37mph, and it was someone I know, which is a first. He will be reported through the Community Speed Watch system and Sussex Police will either write to him or visit him depending upon his past history.

It was a quiet shift, not only were there few cars passing but also not many pedestrians. One of my colleagues had not been on shift with me before. After I had had a conversation with a tricky resident, my colleague said she had been very impressed by how I had managed to put the resident in her place without her realising I had done so.

9. Social media

This month, three of the council’s Facebook posts were seen by more than 500 people:

- Photograph of the very first of the extended No. 12 bus services – 8,629 people
- Photograph of a found bracelet – 717
- Promotion for *Come and Meet Your Local Councillors*, 8th June – 685
-
- MailChimp post for *East Preston Parish Council news – 20th June 2023* - 568
- Repost of Arun Parks and Greenspace post announcing the arrival of travellers on Langmeads, 17th June – 556
- Repost of Arun Parks and Greenspace post announcing the travellers had left the night before, 22nd June – 520

(Personally, I found it interesting the people who were so negative on the post about the travellers arriving on Langmeads, not one of them said anything positive on the post about the travellers having left and ADC having quickly returned Langmeads to good condition.)

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 27th June)

The number of Followers is currently 1,818, an increase of 6 on the last report.

10. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council's main e-mailing list:

Parish Council news – 1st June – sent to 910 subscribers, opened by 652 (71.8%)

Parish Council news – 7th June – sent to 910, opened by 635 (69.9%)

Parish Council news – 20th June – sent to 914, opened by 634 (69.7%)

11. **Things we have been asked since the last meeting**

Nothing unusual.

12. **Recent bouquets and complaints**

(In addition to anything reported above)

Thanks from members of the Disability Action Group to those councillors and officers who attended the Reach the Beach meeting.

Thanks from the residents of Sea Road for advice given after their window had been smashed.

Thanks from White Lodge care home for helping to publicise its Summer Fair.

13. **Leave**

Dawn is on leave on 3rd July. Adrian has some leave booked in July too.

14. **July Meetings and Events**

This list may be incomplete and is subject to change.

- | | |
|------------------|---|
| 3 rd | Full Council (19:00, East Preston Infant School) |
| 7 th | Third and final tennis coaching session of 2023 (10:00, Warren Recreation Ground) |
| 10 th | Planning & Licensing Committee (18:00, East Preston Infant School) |
| 12 th | SLCC Sussex quarterly meeting (13:30, Pulborough) (SC only) |
| 17 th | Planning & Licensing Committee (18:00, East Preston Infant School) |

- Audit & Governance Committee (19:00, East Preston Infant School)
- 20th SLCC Arun & Chichester meeting (11:00, Bersted) (SC and DR only)
- 24th Planning & Licensing Committee (18:00, East Preston Infant School)
Community Engagement Committee (19:00, East Preston Infant School)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

28th June 2023

Agenda Item 17

Other meetings and events – Part 1

Council is asked to note any reports.

Arundel and Littlehampton Scout District Annual General Meeting, 22nd June

Arundel Castle

Cllr Toney attended this meeting and will provide a report in time for the meeting.

Simon Cross – **Clerk to the Council**

26th June 2023