



EAST PRESTON PARISH COUNCIL

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COMMUNITY ENGAGEMENT COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 27th March 2023 at East Preston Infant School, Lashmar Road, East Preston at 19:00

PRESENT: Councillors Andrea Chapman, Lisa Duff (Chairman), Patricia Gander, John Gunston, David Moore and Steve Toney

ALSO: Clerk to the Council, Simon Cross

ABSENT: Councillor Elizabeth Linton

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
KEPT – Keep East Preston Tidy
NHS – National Health Service;

NR – Network Rail;
VHF – East Preston & Kingston Village Hall Foundation;
WSCC – West Sussex County Council.

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The meeting commenced at 19:05. Vice-Chairman of the committee, Cllr Duff, chaired the meeting as Cllr Linton was unavailable.

245/23 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were received and accepted from Cllr Linton (personal matter).

246/23 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No declarations were made.

247/23 PUBLIC SESSION

No members of the public were present.

248/23 EAST PRESTON BEACH CLEAN, 2ND APRIL

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

East Preston Beach Clean, 2nd April

Committee is asked to consider any matters pertaining to this event.

Publicity has started and some members of the public have registered.

Councillors are reminded this event is running from midday until 14:00. Please let me know if you will be present on the day. Thank you.

Simon Cross – **Clerk to the Council**

15th March 2023

Cllrs Duff, Gunston and Toney said they would be present. The clerk asked them to be at the Council Office for 11:30 so kit could be carried to the start point and the team get set up before early-arriving members of the public arrived.

249/23 PLAYSCHEME, 11TH APRIL

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

Easter Playscheme, 11th April

Committee is asked to consider any matters pertaining to this event.

After agreeing the date of 12th April, Sam Cross realised that was not the best date for us and we agreed an alternative date of 11th April. Cllrs Gunston and Linton are available for that date but Cllr Chapman is not.

Tickets are on sale, selling slowly, but we can work on that.

As we have rotated the provider of the playschemes in the past, and this is the third Sam has run for us, is the committee happy for me to contact one of our previous suppliers to see whether she would be willing to run an Autumn playscheme?

Simon Cross – **Clerk to the Council**

15th March 2023

Cllr Chapman said she would be available to assist Cllr Gunston on the day. The clerk had asked Sam Cross for a meeting to discuss what shopping the council needed to do and what support Sam expected on the day. Cllr Gunston agreed he would do the shopping once he knew what was required.

No discussion was held on the subject of supplier rotation.

250/23 KING CHARLES III'S CORONATION, 6TH MAY

The following paper was circulated in advance of the meeting:

King Charles III's Coronation, 6th May

Committee is asked to receive an update on gifts for East Preston schoolchildren.

At the last meeting, Cllrs Linton and Gander agreed to work together on this. They agreed a commemorative coin was a good idea. As Rustington Parish Council had presented commemorative coins for the Platinum Jubilee last year, I asked for details of their supplier. These were provided but with a comment the supplier had not been the easiest to work with but the end product had been very satisfactory.

A suitable product was found and eventually a picture of the product was supplied. The order form though has no space for personalisation although last year's Rustington coins were personalised. Attempts to get an answer from the company on this went unanswered.

As of today, Cllrs Linton and Gander are looking at alternative suppliers.

Simon Cross – **Clerk to the Council**

15th March 2023

Cllr Gander advised the meeting she and Cllr Linton had found some commemorative coins from a company, Running Imp, which had provided the Diamond Jubilee mugs back in 2012. In the clerk's absence, but with the assistance of other officers, an order for 650 commemorative coins and presentation cases had been submitted. The slight downside was the coins and presentation cases would need to be married up once received. Cllr Gander had calculated the order came in just under the £3,000 in next year's budget for this initiative. Cllr Gander expected delivery around Easter weekend.

The clerk would contact the schools to find out the best days for the coins to be presented.

251/23 EAST PRESTON FESTIVAL, 2ND TO 11TH JUNE

The following paper was circulated in advance of the meeting:

East Preston Festival, 2nd to 11th June 2023

Committee is asked to receive an update on any events the council would like to host during this year's Festival.

Come and Meet Your Local Councillors will run again on Thursday, 8th June. As this is before the committee's next meeting, committee is asked to consider any matters related to this event. As a reminder, last year I believe we borrowed tables from the Conservative Hall and would need to arrange that again this year.

At the last meeting, Cllrs Linton and Duff agreed to think about any other events we may wish to host during Festival Week. I sent them the latest Applause brochure, but nothing seems to have inspired either of them.

Simon Cross – **Clerk to the Council**

15th March 2023

Cllr Duff said she and Cllr Linton had looked through the Applause brochure for Summer 2023 and nothing had seemed appropriate. Cllr Linton had suggested an exhibition of falconry, but as the clerk had said the Festival programme had been compiled and was about to be sent to print, the committee AGREED to pursue the falconry idea for Festival 2024.

252/23 FREE TENNIS COACHING ON THE WARREN RECREATION GROUND, JUNE AND JULY 2023

The following paper was circulated in advance of the meeting:

Tennis coaching, June and July 2023

Committee is asked to consider any matters related to this year's free tennis coaching on the Warren Recreation Ground.

Cllr Linton has agreed with Andrew Cook the following three dates: 23rd and 30th June and 7th July, each at 10:00. Attendees will be asked to contact Andrew direct. I intend publicity will begin at the start of May.

Simon Cross – **Clerk to the Council**

15th March 2023

The clerk confirmed the office would create the relevant poster nearer the time. The council would then publicise the sessions through its usual channels.

253/23 CHRISTMAS LIGHTING

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

Christmas Lighting

Committee is asked to consider any changes needed to the annual Christmas Lighting display.

At the last meeting, Cllrs Linton and Moore agreed to visit the office together to look at lights suggested by Blachere as replacements for the four motifs in use outside the northern shops. A time for such a visit has not yet been found.

Simon Cross – **Clerk to the Council**

15th March 2023

Cllr Moore said he and Cllr Linton had met in the Council Office but something had then arisen and made it impossible to discuss lighting as planned. They would try again before the next meeting.

254/23 MINUTES OF THE MEETING HELD ON 23RD JANUARY

The draft Minutes of the meeting held on 23rd January had been circulated to all members on 26th January asking for suggested amendments by 3rd February. No changes had been suggested but Cllr Gander had replied, “Very comprehensive minutes – thank you.”

The committee AGREED unanimously the Minutes could be signed as a true record of the meeting which had taken place on 23rd January and Cllr Linton duly completed this task.

255/23 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

The following report was circulated in advance of the meeting:

Matters Arising from previous meetings

Minute 066/23 – King Charles III’s Coronation, 6th May – the organisation of the Big Coronation Lunch is being undertaken by the Major Events Committee.

Full Council agreed to the purchase of a Coronation Tree (Minute 095/23, Resolution 1723), and this will be overseen by the Amenities Committee.

Minute 082/23 – New Items for the Next Meeting – a plaque has arrived to commemorate former-Cllr Howdle. Although we asked for the manufacturer to check font size and layout with previous plaques we have ordered in this range, that did not happen, and the plaque supplied does not match the previous ones. We have been back to the manufacturer which is arguing it did not receive any instruction about matching to previous examples. They will not supply a replacement free-of-charge, but have increased an initial discount of 10% to 15%. As the cost of a plaque is not that great, and the company usually does good work for us, I am now prepared to argue this any further. Dawn is working with the company on providing a replacement plaque.

Minute 082/23 – New Items for the Next Meeting – I felt my meeting with reps of Network Rail on 26th January was pretty useful, but I have heard nothing from either of them since despite contacting them and sharing with them the Traffic Consultation we completed in 2015. This is disappointing, but if we perhaps set a date at the next meeting, that will give us something to work towards (again).

Simon Cross – **Clerk to the Council**

15th March 2023

Minute 066/23 – King Charles III’s Coronation, 6th May – Cllr Toney reported no suitable (Coronation) tree was available locally. He was also concerned the Amenities Committee had not been able to find space on the Village Green for a tree. Dawn Reid, the assistant clerk, was looking through other tree suppliers’ products. The clerk wondered whether the tree could be planted in the East Preston in Bloom bed on the southern side of the Village Green. Cllr Toney would liaise further with Dawn.

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

East Preston Parish Council Warm Space

Committee is asked to consider the East Preston Warm Space initiative.

Cllrs Gander and Gunston have been the lead councillors on this initiative.

A total of 11 sessions were held, with an average attendance of about 25. "Membership" was very standard with some attendees proudly attending all sessions. I would estimate 90% of attendees were genuine East Preston residents. Although we did feel able to open up the sessions to a maximum of 35 attendees, and although a couple of weeks we have had more than thirty people registered, we have not actually hosted as many as thirty yet.

Live music was provided for five sessions, courtesy of Cllr Moore and John Scott-Cree both performing at no cost.

Special thanks to the following community volunteers, all of whom gave their time to help out: Naomi Boulter, Linda Denton, David Gander, Pam Gunston and Mark Holmes. From the office, Dawn, Alison and I vaguely took it in turns to help out. For the record, only councillors and officers with Food Hygiene certificates were allowed to serve the food. I think it is fair to say all of us have found the sessions rewarding.

We know some attendees have subsequently joined the British Legion club. We also know many of the attendees have told us how keen they are for something similar to continue after the last session on 27th May. Consequently, we have written to the Chairman of the Legion Branch, with the club manager's knowledge, asking the committee to consider how it could facilitate that. Attendees have been very grateful and we have even received a small number of donations in gratitude.

The costs for the first five weeks was £756.90, and average of £151.38.

Cllrs Gander and Gunston are considering how we can mark the final session on 27th March.

The ADC Cost of Living Programme Manager, Julie Hoggatt, had hoped to attend on 13th March but was ill, and now hopes to attend on 27th March. There is an evaluation and monitoring form for us to complete too, in due course.

Simon Cross – **Clerk to the Council**

15th March 2023

The clerk circulated three Thank You cards which had been received from attendees at the final Warm Space initiative on the lunchtime of the meeting. As this had been the final session, each attendee had been given a "prize draw" ticket, which they were able to exchange for an Easter egg – this had created much excitement and been very well-received. Also, Cllrs Gunston and Gander had given a speech thanking everyone who had given time to make the initiative successful and the parish and district councils for their support, financial and moral. In addition to the Thank You cards, most attendees said expressed appreciation to at least one of the council team.

Cllrs Gander and Gunston both felt the initiative had gone particularly well and were very pleased to have achieved this for the council and, more importantly, for the residents. In addition to providing a warm space for residents during what was continuing to be a horrible winter, the initiative had tackled some of the social isolation in the village. Whilst many attendees already knew other attendees, some had come along not really knowing anyone, but by the end of the initiative, those people had generally made new and lasting friends.

Some of the attendees had subsequently become members of the British Legion so they could continue to have lunch there.

The council had written to the Chairman of the British Legion Branch, asking the committee to consider some way in which it could continue the initiative as the feedback received had been so positive.

As a condition of the grant from ADC, Cllrs Gander and Gunston and the clerk had completed and submitted a monitoring form to the Cost of Living Programme Manager, Julie Hoggatt. Julie had commented, "Some interesting feedback there," but the Clerk had not yet had a chance to discuss that with her.

The committee AGREED running the initiative again next winter should be considered nearer the time. The committee also AGREED it should try to attract a younger audience alongside the existing audience.

Cllr Toney thanked all councillors, officers and community volunteers who had been involved.

257/23 NALC LOCAL COUNCILS AND COMMUNITY ENGAGEMENT WEBINAR, 25TH JANUARY

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

**NALC Local Councils and Community Engagement
webinar, 25th January**

Committee is asked to hear Cllr Gunston's thoughts on the above webinar.

Cllr Gunston provided the following report to the February Full Council meeting, after which he volunteered to talk to this meeting for five minutes on this topic.

**NALC Local Councils and Community Engagement webinar,
25th January**

online

TPXimpact, a consultancy company working with local councils, identified 3 main strands to a good community engagement strategy.

1. A strong relational foundation. Do we have an empowered group who we can share plans with and that are ready and willing to respond?
2. Intentional methods. Do we just look to pull together people when we have to for legal or financial issues? Do we work with partners and 3rd parties?
3. Bright sparks. Do we have a culture that encourages people to think differently so we don't do what we have always done? Are we open to new ideas?

The town clerk from Halstead in Essex talked about how they engage with local groups and have encouraged the local police to hold monthly surgeries for residents. Their COVID delivery service is now permanent, they have a community fridge, organise senior citizens outings, bands in the park and coffee with councillors.

Questions: - How to deal with entrenched councillors and residents - find out what their "hot buttons" are, use divide and conquer tactics, or root arguments in strategy.

How to engage online - be genuine, don't be a cheerleader, convince people something will change then they will engage, don't be defensive and so demonstrate that all views will be heard. Don't do online for the sake of it - be clear on the purpose.

It was also suggested that councillors work in pairs as champions of projects and that councils should not be afraid to fail.

Cllr John Gunston –
Chairman of the Environmental Initiatives Working Party

30th January 2023

Simon Cross – **Clerk to the Council**

15th March 2023

Cllr Gunston spoke about this event, which he had found interesting and useful, and offering to write the following report for inclusion in these Minutes:

NALC training Local Council and Community Engagement. 25th Jan 2023.

TPXimpact, a consultancy company working with local councils, identified 3 main strands to a good community engagement strategy.

1. A strong relational foundation. Build an empowered group who we can share plans with and that are ready and willing to respond.

Can we use existing lists? Responders to surveys - building managers etc?

How do we develop regular dialogue and on what subjects?

Energy co proposal will have a communications plan that we could perhaps use as a template for future projects.

Link and criss cross groups - eg Get sporting groups together, encourage inter generational activities.

2. Be intentional about engagement. Don't just look to pull together people when we need to for legal or financial issues. Move away from tick boxes.

Regular updates of plans - eg Local plan - with key groups of parishioners.

Keep groups informed of what we are doing - eg Use list of responders to environmental survey to recruit team for local energy company.

Work with partners and 3rd parties. Like Preservation Soc in planning.

3. Bright sparks. Have a culture that encourages people to think differently.

Be open to new ideas - Encourage empathy. Share stories. Don't react in anger - root counter arguments in area that interest opponent - eg strategy or politics.

Work in pairs wherever possible as champions of projects.

Mentors for new committee members as well as new councillors.

Stress need for training and development.

Don't be afraid to fail.

General comments.

Continue to encourage the idea that all views are heard.

Don't be too defensive.

Try something and learn as you go.

Be clear about role of councillors when working with local groups.

Share stories of what is going on elsewhere.

If people feel something will change they will engage.

Don't do online for the sake of it.

258/23 VILLAGE BUS SERVICE

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

Village bus

Committee is asked to continue consideration of provision of a village bus to commence in Spring 2023.

Cllr Linton is the lead on this project.

Full Council agreed to start a trial of this service from 11th April 2023.

West Sussex County Council is undertaking a public consultation on the proposed parking restrictions around the north-eastern corner of Willowhayne Crescent. The consultation period ends on 23rd March. At the time of writing, I do not know the timescales for the TRO after that, and my WSCC contact is on leave this week.

Working on the assumption the infrastructure will not be in place by 11th April, Cllr Linton and Compass have agreed a provisional start date of 15th May. This could tie in nicely with an article in the Spring 2023 Newsletter. I have suggested to Cllr Linton, available councillors could, on the first few days of the bus service, spend some time at each of the bus stops, chatting to members of the public about the service and (subliminally) letting them know where the bus stops are. Even an hour here and there would be useful, I feel.

I have asked my Compass contact for an update but he is on leave this week too.

Hopefully both WSCC and Compass contacts will provide an update in time for the meeting.

Mrs A had a long conversation with me on 9th March, expressing concerns about the TRO documentation and the likely knock-on effect of the loss of parking spaces in the north-eastern corner of Willowhayne Avenue meaning additional vehicles will be parking in Sea Road and reducing visibility for vehicles exiting from properties in Sea Road. I said the council would be monitoring the situation as Mrs A would be herself. Mrs A appeared unaware the parking restrictions in the TRO are only for a limited amount of time on weekdays and not at all at weekend.

Simon Cross – **Clerk to the Council**

15th March 2023

The clerk read the following update from Chris Chatfield, Managing Director of Compass Travel, “Nothing much new to say at present. The plan is still to start the new bus service on 15th May – subject to agreement from WSCC re the yellow lines and bus stops! I am putting together the revised timetable and hope to forward this in the next week or so.”

The clerk explained his idea available councillors should stand at bus stops on the first day or two of operation, as this would not only highlight where the new bus stops were, but it would also give the council an opportunity to engage with members of the public about the service and to give out timetables.

259/23 QUEEN’S PLATINUM JUBILEE, JUNE 2022 – PUBLIC CLOCK

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

Queen Elizabeth II Platinum Jubilee Clock

Committee is asked to the purchase of a plaque and the wording of any agreed plaque.

At the meeting before last, committee members agreed to have a look at the base of the clock to see if they could suggest any location for a plaque or similar. The committee liked Cllr Chapman’s suggestion of an engraved rock being placed adjacent to the clock. Cllr Toney has found some additional information.

Simon Cross – **Clerk to the Council**

15th March 2023

The meeting AGREED to defer further discussion on this until Cllr Linton was back as she had been the lead councillor on this project.

260/23 NEWSLETTER – SPRING 2023

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

Newsletter – Spring 2023

Committee is asked to consider progress on Newsletter No. 66, Spring 2023.

The Spring issue is scheduled for publication at the beginning of May.

As this is an election year, the edition will contain a “school photo” of the councillors elected. I have arranged for Bob Billingham to attend the council meeting on 15th May to take such a photograph. Any opportunities to take a photograph earlier than that, should we not have a contested election, will probably be scuppered by an availability issue.

Part of the Spring 2023 issue will be Cllr Toney’s end-of-term report. Additionally:

- Cllr Gander may wish to wrap up the Warm Space initiative with a final report;
- Cllr Gunston will provide something Environmental Initiatives Working Party;
- I’ll do bits such as the diary and thanks section, Festival, Neighbourhood Plan review;
- we could introduce any new councillors;
- Cllr Linton can do a bus publicity article, hopefully with a photograph taken on 15th May (we could have a photograph of Cllr Gander heading home from the Council (Office) on the bus – poignant!);
- Any other ideas?

There was an idea we should ask attendees to the end-of-term party to complete a piece of paper saying what they feel have been the council’s / village’s best bits of the past four years so we could incorporate that into an article, but maybe that has kind of been covered already by the Looking Back... article. As an alternative, perhaps Cllr Toney could ask attendees at the end-of-term party to give us some suggestions for how the village could develop over the next four years and we could build some of those into an article for the newsletter. Thoughts?

Simon Cross – **Clerk to the Council**

15th March 2023

The clerk added he hoped to be able to get a first-day-of-service photograph of the bus into the newsletter too.

261/23 NEWSLETTER PUBLICATION AND DISTRIBUTION

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

Newsletter - All About East Preston and Kingston

Committee is asked to consider a suggestion from the publisher of *All About East Preston and Kingston* the council publishes its monthly newsletter within that magazine.

In the e-newsletter dated 23rd February, I mentioned delivery of the Winter 2023 Newsletter would be delivered to a small section of the village as one of the deliverers was unwell – in fact he had broken his arm. His deliveries were being covered by other members of the team.

Helen Holt, the publisher of *All About East Preston and Kingston*, is a subscriber to our e-newsletter as she likes to keep abreast of possible points of interest for her own publication. Very soon after the e-newsletter had been published, Helen contacted us as follows: “I have just had a look at your newsletter and have read that you are having trouble with distribution this month. I think it would work so well to have this in the magazine either as the centre eight or ten pages or as an extra booklet in the magazine and all delivered together four times a year. My designer can do the design, which will most definitely improve the look of it and therefore make it more appealing and readable. I am sure it will be read by more residents also. We can run a flash on the front cover to let readers know it is in there. I don’t know what you pay for it at the moment, but I am sure we can be competitive. It also seems to make sense to use our distributors as they are going out anyway. I know we have discussed this before – but having seen it, I know we can make this work and improve it considerably.”

We have discussed this before, but no reason not to discuss it again. Angmering Parish Council does place a two-page centre spread into each copy of *All About Angmering*, and I will bring along a couple of copies for anyone who has not seen that.

Currently ADC designs and prints the newsletter. The council spends £1,120 for an eight-sided newsletter, with a further £341 for delivery, a total of £1,461.

Helen has subsequently written, “The magazines as you know are very well read and are kept in residents houses until the next one arrives. They are very modern and colourful and easy to read and we believe will bring more readers to your newsletter. Our designer, Tim Bigger from Abstract Creative, will breathe new life into the newsletter with his modern approach, which will encourage more residents to read the newsletter. The newsletter would sit in the middle of the magazine using the centre 8 – 12 pages, depending on how many are needed each time. The price will vary depending on how much copy there is each issue. Looking at the recent 8 page newsletter, this will probably need to go on 10 – 12 pages in the magazine. We would reserve the middle 12 pages of the magazine for the newsletter, so the magazine would naturally fall open in the newsletter pages. The cost for proof-reading, design, print and distribution is £1716 + vat. This is £143 + vat per page, so if there were fewer pages for some issues, the costs would be less. Another way of doing it is to print fewer pages each month, so you would have a presence in the magazine each month and all the information would be very up to date. The price per page would remain the same, and maybe there would be two or four pages each month, similar to the Angmering Parish Council in the All about Angmering magazine. Our usual font size is Calibri 9pt.”

Late in 2021, our current designer, Helena Curtis at ADC, increased the font size in the Newsletter to 12pt wherever possible. This was to fall in line with <https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats#accessible-print-publications>, section 6.2 of which states, “The clear print standard requires a minimum font size of 12 point.” Helen Holt argues that is aimed at publications for an accessible audience and that can be argued from earlier in that document.

Another factor at the moment is Helena Curtis is about to retire from ADC and the Winter 2023 Newsletter was her last. Mandy Armstrong, who is working with Cllr Gunston on the map of the village, will be her replacement. Although I am not aware of any councillor being unable with the current newsletter design, it is likely Mandy will bring some new ideas to the publication anyway.

Angmering Parish Council no longer publishes a separate newsletter. Tracy Lees, Office Manager there, has told me, “We always change the centre spread every month but we may use some of the copy from the last edition if for example the event has not yet taken place. I manage the process and we work out what needs to go in to what edition before the deadline”

Simon Cross – **Clerk to the Council**

15th March 2023

The committee was not ruling out the publisher’s offer entirely, but AGREED not to pursue this idea at this time. Committee members felt the village appreciated the standalone, independent nature of the council’s current newsletter. Current flexibility about publication dates would be lost, and the current All About East Preston publication schedule did not necessarily fit with the council’s schedule. Committee members also AGREED they wanted to see what a new designer would be able to bring to the newsletter.

262/23 EAST PRESTON IN BLOOM

Cllr Gander reported the team was all working well. The team thanked the council for agreeing to release the unspent remainder of the £5,000 donation to the group. The group was applying for a National Lottery grant too.

There was capacity to take on a few additional members, and this was likely to be done through word-of-mouth rather than any great publicity campaign. Cllr Gander said it was likely, now Spring was approaching, working members would be more visible and that in itself would generate new interest.

Cllr Gander agreed the group would provide ad-hoc reports in future, rather than reports to all meetings of this committee.

The following paper was circulated in advance of the meeting:

East Preston Men In Sheds

Committee is asked to note progress made in this matter.

Cllr Gander is chairing a three-way meeting between the council, the Men in Sheds and the East Preston & Kingston Village Hall Foundation on Wednesday, 22nd March, and will be able to provide some updates following that meeting.

Several of the Men in Sheds now have everything in place to enable them to do some project work at Angmering School's smallholding, and that should be starting any day soon – my guess is during the Easter holidays.

Simon Cross – **Clerk to the Council**

15th March 2023

Cllrs Gander and Toney reported the 22nd March meeting with representatives of East Preston Men in Sheds committee and East Preston & Kingston Village Hall Foundation had been very productive. The meeting had been to discuss the details of the proposal to site a wooden cabin in the south-western corner of the Village Hall car-park.

Further to the meeting, the Trustees of the Village Hall Foundation have had a meeting at which they formally agreed the proposal. A representative, probably the Chairman, will visit Miss Buckley to appraise her of the proposals and to confirm she is happy.

The Foundation will apply for Planning Permission, just to make sure there can be no comeback there. The Foundation is also best-placed to apply for National Lottery funding, with help for the other organisations involved. Expert advice is being sought. The application would show how the project would address social isolation, particularly post-pandemic isolation, and general men's health.

An agreement between the Village Hall Foundation and East Preston Men in Sheds is almost ready to be agreed.

Fire precautions were discussed, and the Men in Sheds agreed they would not be doing any hot working within the cabin, and there would be suitable fire extinguishers around. Other Sheds were operating in wooden cabins and had mitigated any associated risks.

264/23 AN INTRODUCTION TO EAST PRESTON MAP

The following paper was circulated in advance of the meeting:

An Introduction to East Preston

Committee is asked to review progress on the production of the *An Introduction to East Preston* map.

Cllr Gunston is the lead councillor on this initiative. He and I met with ADC designer, Mandy Armstrong, on Friday, 27th January, and Mandy has produced some rough examples which Cllr Gunston will take to the Environmental Initiatives Working Party on 20th March and this meeting on 27th March. Mandy has provided some costs for printing only, excluding design, and 1,000 on A3 would cost roughly £500, only £35 more than for 500. However, I think A3 is a size too small and we should be looking at something A2.

We have set aside £2,000 in the 2023-24 budget for this project.

Simon Cross – **Clerk to the Council**

15th March 2023

Cllr Gunston said the Environmental Initiatives Working Party had favoured one design over the other, as the members felt it was more user-friendly. Cllr Gunston circulated that design around this meeting, and member AGREED he should progress this with Mandy Armstrong, Arun District Council designer. The committee THANKED Mandy for her work so far.

Cllr Gunston would run the text past Richard Standing before publication. He would also work with the Clerk on seeking permission from the owners of properties to be included in the map.

265/23 2024 EAST PRESTON CALENDAR

The following paper was circulated in advance of the meeting:

East Preston 2024 Calendar

Committee is asked to review any progress on the production of a 2024 East Preston calendar.

The committee has £1,000 in the budget to produce a 2024 calendar should it choose to do so.

Although the money is there, has the committee fully agreed to produce a 2024 calendar?

Simon Cross – **Clerk to the Council**

15th March 2023

Cllr Moore said he had been given a copy of the 2023 Calendar produced by Littlehampton Town Show, and he would pass that on to the Clerk for sharing with Cllrs Chapman and Duff. The Clerk would contact one of the publishers and seek advice for this council's production of future calendars.

Cllrs Chapman and Duff would come back to the next meeting with information gained and how that would affect the publication of a 2024 calendar; for example, would there be a big price hike?

The following report was circulated in advance of the meeting and covers the next four Minutes:

Community Speed Watch

Committee is asked to receive any update from the 20MPH Working Party.

Just for info, the working party held its first meeting on 30th January. The working party comprises Cllrs Linton, Moore, Toney and Wilkinson, and members of the Community Speed Watch team, Keith Harris and John Wintle. Cllr Wilkinson was elected Chairman.

The meeting agreed to carry out an online survey to gauge public support for turning The Street, Fairlands and Sea Road in to a 20mph zone. Keith Harris has supplied an article which is being published in the April edition *All About East Preston* and I have created the survey (<https://www.smartsurvey.co.uk/s/81F1FN/>) to go with the article. Once the April edition of *All About East Preston* has been published, we will also publicise the survey in e-newsletters. Next steps will be decided once we have the results of that survey.

Committee is asked to receive an update on the decision to purchase Speed Indication Devices.

Cllr Toney has submitted a request to WSCC for its to supply and install four poles around the village, locations to be decided, upon which we could install Speed Indication Devices.

£236 of the funding we had set aside this year for this has been spent on repairing the speed gun the Community Speed Watch team uses. This followed a shift at the start of which the gun was not behaving properly, although manufacturer Unipar could not replicate the fault. Whilst the gun was with Unipar we agreed to have it recalibrated.

Committee is also asked to consider the purchase of some speed reduction gates.

At the last meeting, committee members were asked to go away and think of any locations in the village which might be suitable for something such as this:



Committee is asked to consider a report following the traffic monitoring survey which took place in Vicarage Lane in January.

As he is the coordinator for the village's Speed Watch team and has provided useful analysis of similar information in the past, I have asked Keith Harris to analyse the Vicarage Lane data for us. Hopefully I will have something in time for the meeting.

Simon Cross – **Clerk to the Council**

15th March 2023

266/23 COMMUNITY SPEED WATCH – 20MPH WORKING PARTY

The clerk said he had nothing to add to what was reported above.

267/23 COMMUNITY SPEED WATCH – SPEED INDICATION DEVICES

Cllr Toney said he had not yet heard back from his WSCC contact about the installation of four posts around the village to support a Speed Indication Device. The clerk said he had an alternate officer he would contact.

268/23 COMMUNITY SPEED WATCH – SPEED REDUCTION GATES

Cllr Moore said he had a former police officer friend who said the speed reduction gates were not very effective at reducing speed.

Cllr Toney said they could act as a useful reminder of the speed limit though and proposed one on the eastern side of the junction of Saxon Close and Old Worthing Road, one at the Milliers Court end of Worthing Road, and one on the verge opposite the southern side of the Roundstone Level Crossing.

Cllr Duff said she had noticed there was a speed reduction gate at the north-western entrance to Kingston.

No conclusion was reached on this occasion.

269/23 COMMUNITY SPEED WATCH – VICARAGE LANE TRAFFIC MONITORING

The clerk had circulated a report from Keith Harris, East Preston Community Speed Watch coordinator, summarising the results of the traffic monitoring survey carried out in Vicarage Lane in January. Although committee members could get some understanding from what was before them, they asked the clerk to ask Keith for a narrative to help explain the reports.

270/23 PARKED PROJECTS

The following paper was circulated in advance of the meeting:

Parked projects

Committee is asked to note the committee's currently parked projects such as Sporting Memories, other wellbeing projects, Roundstone Level Crossing meeting, temporary noticeboards, East Preston Resource Centre and *How do we recognize village heroes?*.

This Standing Agenda Item is where committee members can agree which other items of committee business should be kept in mind if not under active consideration. This is also an opportunity to remind other committee members of projects which may have been overlooked.

Simon Cross – **Clerk to the Council**

15th March 2023

Warm Space for Autumn 2023/Winter 2024 would be added to the list.

The clerk asked if there had been much response to the Environmental Initiatives Working Party's cycle campaign poster competition. Committee members reported the competition had elicited no entries from the schools.

The committee received a quick update on the End-of-Term Party being organised by the Major Events Committee. Take up to date was 80 attendees, which included council representatives. With about thirty responses outstanding, the committee AGREED the event should cater for 100 people.

271/23 NEW ITEMS FOR THE NEXT MEETING (12TH JUNE)

Nothing was added.

The Meeting closed at 20:34.

Chairman: *CLlr Elizabeth Linton* Date: **12th June 2023**