



EAST PRESTON PARISH COUNCIL

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AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 12th August 2024 at 19.00, at East Preston Infant School, Lashmar Road, East Preston.

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

ALSO: Dawn Reid (Assistant Clerk to the Council)

APOLOGIES: Councillor S Toney (Vice-Chairman),

The meeting opened at 19:00, Councillor Wilkinson (Chairman) welcomed the attendees.

587/24 INTRODUCTIONS

Cllr Wilkinson welcomed all those present.

588/24 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Councillor S Toney (Holiday).

589/24 PERSONAL AND/OR PREJUDICIAL INTERESTS

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

590/24 PUBLIC QUESTION TIME

There were no members of the public present.

591/24 MINUTES OF THE AMENITIES MEETING HELD ON 24th JUNE 2024

The draft minutes had been circulated to all councillors on 4th July 2024, asking for suggested amendments by 11th July 2024. Committee agreed the minutes as a true record of the meeting, held on 24th June 2024, the minutes were duly signed by Councillor Wilkinson.

592/24 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

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

Matters Arising from previous Minutes and not covered on this Agenda

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.

The area in the office back garden has all been concreted in preparation for the installation of a storage shed. I initially approached Men in Sheds with regards to either, building or installing a storage shed for the office use. Kevin, Men in Sheds, measured the area and has suggested a 12ft x 6ft double door shed and allowed for access around the shed for its regular maintenance. He advised if council purchase the shed the group will install it. Kevin said the group will discuss this at its next meeting and provide committee with some details of costings of the shed.

For committee's information, as part of its ongoing monitoring programme Japanese Knotweed Ltd, scheduled a site visit for 5th August 2024 to inspect the area.

Dawn Reid – Assistant Clerk to the Council

30th July 2024

Matters Arising from 22nd May 2023

Minute 407/23 - 'Correspondence' A request to reduce the height of the trees at the eastern boundary of Warren Recreation Ground.

The tree reduction work on the eastern boundary trees, was carried out on 17th June 2024. Committee will recall both Councillor's Wilkinson and Toney thought further reduction work had been agreed and it was required. A meeting took place with Tom, the tree surgeon, to discuss the work carried out. Mr [REDACTED] and [REDACTED] also joined the meeting, unfortunately Colin, Cricket Club could not be present.

All present agreed the two silver maples and sycamore should be reduced to the height of adjacent sycamore group. In addition, it was agreed to remove growth back to main stems on the sycamores eastern side which encroaches onto Steve's yard.

In advance of the meeting, Colin had provided an update relating to the nets:

'The cricket club to date have not obtained any quotes for repairs etc due to not knowing the extent of the work required. Once the tree work has been completed the club will have an idea of the extent of work and be able to gage its financial impact'. Colin advised the last game of the cricket season is around 7th September'.

Following the meeting Tom provided clarification of the exact work to be done to each tree. He also provided the following quote for this work for committee's consideration:

2 silver maples (#118 and #123) and sycamore (#116): pollarding of sides and height reductions to the height of adjacent sycamore group

Removal of growth on sycamores on Eastern side back to main stems.

Total £1,750 (+ VAT)

Mr and Mrs [REDACTED] contacted committee with another proposal for committee to consider:

'It is rather drastic but was touched on at the meeting, would be to take all the trees 116-123 out and replace with native hedgerow and maybe one or two smaller native trees which in the long run would be less maintenance for the council and, of course, give us more light, enable Steve to put his fence up easily and avoid the problem he has with sap etc.

As mentioned at the start of this project we are prepared to make a contribution to the cricket club to help with new netting/poles or EPPC to replace the trees with British native hedgerow/smaller trees'.

Committee is asked firstly to consider the further proposal received from Mr and Mrs [REDACTED].

Dawn Reid – Assistant Clerk to the Council

2024

23rd July

Matters Arising from 14th August 2023

Minute 681/23 - Public Question Time.

Committee will recall agreeing to purchase a new litter bin for installation within the children's playground. I have contacted ADC Cleansing to arrange the purchase and installation and also completed the annual collection agreement. The cost of this has been allocated within the budget.

At the time of writing this report I have not received a date from ADC Cleansing for the installation.

Dawn Reid – Assistant Clerk to the Council

30th July 2024

Matters Arising from 12th February 2024

Minute 140/24 – Bank at the junction of Lashmar Road and North Lane - improving the bank area at the south western corner of Lashmar Road

Committee will recall discussing how to improve the appearance of the narrow section of the bank adjacent to the public footpath. As this section of the bank backs on to the Places for People properties, I contacted Kelly Preece, the property manager, to establish who owns this land and who's responsibility it is for the upkeep. Kelly did not say directly People for Places owns this area but she did say, *'I will pass this to our contracts manager with a request for the contractors to pay this area some attention'*. Given the health and safety issues around working on this area, it will be very interesting to see what or if any work is done. At the date of writing this report no work has been carried out to the area.

Dawn Reid – Assistant Clerk to the Council

17th July 2024

Matters Arising from 12th February 2024

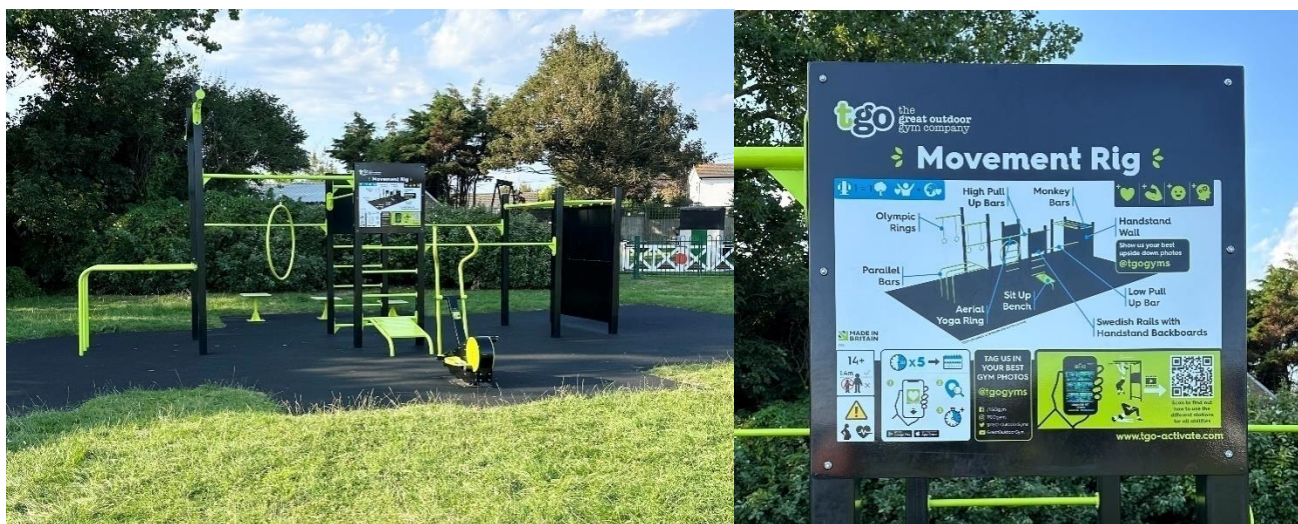
Minute 142/24 Outdoor Gym Equipment – As agreed by committee, Councillor McElroy and myself have been researching outdoor gym equipment suitable to replace the existing equipment at Warren Recreation Ground. As committee is aware the existing outdoor gym equipment is showing signs of wear.

Councillor McElroy suggested equipment which will work all body parts and is suitable for all fitness levels. For committee's information, The World Health Organisation, promotes people do at least 150 mins per week of moderate physical activity for a healthy lifestyle.

I have spoken to Rustington PC (RPC) who are currently in the process of replacing its old equipment, which is exactly the same as at Warren Recreation Ground. RPC advised: *'All of our outdoor fitness equipment is failing and in a poor state, we have been removing it bit by bit like rotten teeth because it is too old to repair. We have been very fortunate in that we have secured some external funding via the UK Prosperity Fund so I am looking at total replacement and may steer away from the traditional individual pieces of equipment that we have now. I have been in contact with ADC Parks as I to wasn't sure where to start and they have sent me a list of suppliers. ADC have also said the following: For fitness equipment, we have recently requested quotes from The Great Outdoor Gym Company (they won the contract for a gym in Littlehampton), Caloo, Kompan and Wicksteed (they won the contract for the Bognor seafront fitness trail due to the longevity of their equipment, to replace some fitness equipment from Fresh Air Fitness that corroded).'*

From the list of suppliers, I found two companies that supplied the type of equipment Councillor McElroy had suggested.

I also spoke to Littlehampton Town Council (LTC) regarding its newly installed outdoor gym equipment at Mewsbrook Park. LTC advised, *'the equipment was designed and manufactured by The Great Outdoor Gym Company. The facility has an area for strength training and body weight exercises, including a calisthenics rig, a cross trainer and plyometric boxes, and also a yoga area that can be used for stretching and relaxation. The funding for the new facility had been raised by local resident in memory of her sister who was a fitness enthusiast'*.



For committee’s information I have seen the above equipment and I believe it to be of good quality. The Great Outdoor Gym Company is based in Faversham, Kent. It offers various equipment packages and can design packages to suit the space and budget <https://www.tgogc.com/packages>. The company offers a power smart range of equipment with an Energy Display Unit (EDU) system, which harnesses human energy and turns it into usable electricity. The energy is captured and stored in a unit which often powers lighting and can extend usage in night time hours. In addition, it allows users to charge their mobile device as they work out. It creates extra motivation for physical activity, adds wow factor, build community spirit and educates people in energy literacy. Should committee decide to replace the current outdoor gym equipment, it may wish to consider how this project would be funded.

Cricket Club Mobile Practice nets - Committee may recall councillor McElroy reported the Cricket Club had placed its mobile practice nets, to the east side of the existing fixed practice net. Councillor McElroy felt the nets were positioned too close to the gym equipment’s double air walker.



The Clerk spoke to Peter Dallimore, Cricket Club, regarding the mobile nets. Peter advised, ‘the nets were positioned there due to the rest of that area being uneven. If the nets were placed on uneven terrain it would cause them to buckle and deteriorate over time.

Following a site visit the Clerk and I noticed one of the wheels are just encroaching onto the public footpath. We have written to the cricket club asking the following:

1. Is the bay already in use? If so, do potential users alert people sitting on the benches before they start playing? It may seem an obvious thing to do, but that does not mean people do it. Equally, it could be argued people sitting on the bench will soon realise the net is in use and will move away.
2. If the bay is not yet in use officially, can anything be done to stop unofficial, casual play in there?
3. Please could it be moved forward slightly so the top-left, as you face the bay, wheel is off the footpath? This will make it easier for any buggy users to get around there.

At the date of writing this report I am waiting for a response from the Cricket Club.

Matters Arising from 12th February 2024

Minute 144/24 - Public Seating - To receive an update on Public Seating around the Village.

The two new composite benches have been installed at the Northern shops by the chip shop. The two benches are identical to the Happy to Chat benches already at the Northern Shops. The council logo and name are on the side of the benches.



Dawn Reid – Assistant Clerk to the Council

4th July 2024

Matters Arising from 12th February 2024

Minute 146/24 - To receive an update on Bus Shelters around the Village.

For committee’s information, I have updated the council’s insurers of the progress to date with the North Lane shelter, the insurers have advised the logged claim remains open. Committee agreed to wait a while before agreeing to replace the shelter, to allow time to see if members of the public requested it be reinstated. At the date of writing my report the council office has not received any correspondence relating to this. Committee may take into consideration the weather has been a lot warmer and dryer recently, therefore this may be different if it was the wetter winter months.

I have spoken to WSCC Volunteers, regarding the possibility of building a new shelter should committee decide to go down this route.

Dawn Reid – Assistant Clerk to the Council

5th August 2024

Matters Arising from 12th February 2024

Minute 147/24 - To receive any update on Sea Road Beach Access Limited’s, ‘Reach the Beach’ proposal.

The Reach the Beach proposal received Planning Permission from ADC, EP/145/23/PL approved on 15th February.

An Informative comment was attached to the Planning Permission stated, “This application has been determined by the Local Planning Authority. The applicant is advised that they would still require landowner consent to undertake these works.”

As has been reported in the most recent newsletter from Sea Road Beach Access Limited, circulated to all councillors on 17th June, “We initially believed this was Arun District Council, but we have subsequently discovered it is not, and the land is actually un-registered. On the basis we want the boardwalk to be in place for many years to come, we felt it was prudent to seek legal advice; just to double check our position with regard to this specific informative. It has been a bit of a rollercoaster, but we are delighted to now be at the point where we are confident to press ‘go’ on raising the funds and looking to build the boardwalk.”

The company is attempting to raise £28,000. Through its Crowdfunder page, it has currently raised £1,280, but that is not its only funding channel. “In the very short term our goal is to raise £5,000 to enable us to order a short section of the boardwalk and install it. This will allow us to finalise the design, prior to ordering the entire boardwalk.”

The company has applied to the council for help with funding, and this will be considered at the Finance & General Purposes Committee meeting scheduled for 19th August.

As this is not a council project, committee needs to consider if it still needs to be an agenda item?

Simon Cross – Clerk to the Council

30th July 2024

Matters Arising from 24th June 2024

Minute 470/24 - To receive any update on the application to the Loo of the Year Awards 2024.

The Loo of the Year Awards judging (unannounced inspection visits) will take place sometime between August and September 2024. The report findings and grades will be received in October 2024. I have asked ADC Cleansing to pay extra attention to the cleaning over this time.

Dawn Reid – Assistant Clerk to the Council

30th July 2024

Matters Arising from 24th June 2024

Minute 471/24 - To receive an update on the Norman and Ann Brown memorial bench on the Village Green.

The Norman and Ann Brown memorial bench and plaque have both been delivered and are currently awaiting installation by the council’s handyman. Committee will recall the memorial bench is being installed along the western boundary of the Village Green and will be replacing one of the older wooden council owned benches.

Dawn Reid – Assistant Clerk to the Council

30th July 2024

Matters Arising from 24th June 2024

Minute 472/24 - To consider a revised proposal from East Preston Disabled Action Group to improve access to the Village Green.

Committee will recall considering DAG’s revised proposal on improvements for accessing the Village Green and Village Green car park. As committee requested I wrote to DAG informing it of the committee’s decision. A copy of DAG’s response was circulated to committee.

Committee is asked to consider the correspondence and revised proposal received from DAG.

Dawn Reid – Assistant Clerk to the Council

30th July 2024

Matters Arising from 24th June 2024

Minute 476/24 - To consider a proposal received from Men in Sheds, of a Beach Toys cabinet to be located on the beach at the bottom of Sea Road.

Committee will recall agreeing in principle to the idea of a beach toy cabinet, located on the beach at the bottom of Sea Road. I have asked Men in Sheds to provide a more detailed proposal for committee’s consideration. Unfortunately, I have not received this proposal in time for this meeting.

Matters Arising from 24th June 2024

Minute 478/24 – To receive an update on the application to hold the Summer Flower Show on Warren Recreation Ground.

Following some amendments to the Risk Assessment and Method Statement (RAMS), Councillor McElroy gave his approval on the events documentation. Committee was notified of this electronically and noted the events documents were all in order. The event took place as planned on 3rd August 2024.

Dawn Reid – Assistant Clerk to the Council

25th July 2024

The Assistant Clerk updated committee on the follow items:

Minute 369/20 - To receive an update on the construction of a shed in the back garden of the Council Office – Committee thanked ‘Men in Sheds’ for its offer to install a storage shed in the office back garden. Committee will await further recommendations and costings in due course.

The Assistant Clerk updated the committee, the ‘Japanese Knotweed Ltd’ (JKL) inspection report had been received and no there no Knotweed was detected.

Committee NOTED the Japanese Knotweed Ltd inspection report found no knotweed present in the office back garden.

Minute 407/23 - ‘Correspondence’ A request to reduce the height of the trees at the eastern boundary of Warren Recreation Ground – The Assistant Clerk reiterated what was discussed at the recent meeting with the tree surgeon and the new proposal suggested by the [REDACTED]. Committee firstly considered the Finnigan’s proposal ‘to remove trees 116-123 on eastern boundary and to replacing these with a native hedgerow and maybe one or two smaller native trees.’ A lengthy discussion took place and concerns were raised regarding the impact this would have on the current landscape. Committee was not in favour of removing healthy trees.

Committee VOTED unanimously not to remove trees 116-123 on the eastern boundary of Warren Recreation Ground as outlined in the proposal.

Committee considered the suggested reduction work and agreed with the tree surgeon’s recommendations. **Committee VOTED and AGREED to accept the tree surgeon’s quote.** Committee asked the Assistant Clerk to schedule in the work for when the cricket season has finished.

At this point in the meeting Councillor Gale raised her recent visit to the serenity garden in the south eastern corner of the recreation ground, to the committee’s awareness. Councillor Gale said she had seen evidence of drug use left on one of the benches.

The committee thanked councillor Gale for bringing this to its attention. The Assistant Clerk advised the committee, the council office had not received any complaints from neighbours of anti-social behaviour in that area. The Assistant Clerk will ask the village orderly to be extra vigilant when carrying out his daily checks.

Minute 142/24 Outdoor Gym Equipment – Councillor McElroy advised committee he had seen the new outdoor gym equipment at Mewsbrook Park and it was the type of equipment he had suggested for Warren Recreation Ground. He explained this type of equipment is suitable for all fitness levels and the different types of exercise stations allow the user to work on all body parts. Councillor McElroy advised committee of the different packages available and the price range which is dependent on what stations are included. Online packages costs are in the region of £10,000.00 - £50,000.00 but the suppliers would be able to put together an offering to suit requirements. Councillor McElroy felt it would be helpful at this stage to have some idea of funding for this project.

The Assistant Clerk said she is trying to find out how much the Mewsbrook Park equipment cost so committee has an idea of what to budget should it decide to progress with this project. The Assistant Clerk will arrange a meeting with suppliers for councillor McElroy and herself to get a better idea of suitable equipment for the space available and its cost.

Committee thanked councillor McElroy and the Assistant Clerk for their research on new gym equipment and it will await further information at the next meeting.

Cricket Club Mobile Practice nets - Councillor McElroy reiterated his concerns regarding the positioning of the mobile practice nets. The Assistant Clerk updated committee on the Cricket Club's response to the email regarding the position of the mobile practice nets:

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- The practice net is a portable one that is wheeled out on to the square for batting and bowling practice. It is only stored there as there is nowhere else to put it. It needs to be kept on a flattish surface so that it does not buckle or bend.
- The club members use it out on the square only. The ground on which it stands is not suitable for cricket purposes.
- I am not aware that anyone is using it for any recreational purpose.
- I will arrange to move it forward so that it is not encroaching on the path but it will need to remain chained to the permanent net for security.

A discussion took place and committee agreed with councillor McElroy's concerns. The committee felt if the practice nets were moved forward they would then be too close to the bench.

Committee VOTED and AGREED unanimously the practice nets should be removed from its current location.

Committee asked the Assistant Clerk to advise the Cricket Club of its decision and to seek an alternative location for the practice nets.

Whilst committee was discussing items relating to Warren Recreation Ground, Councillor Linton informed the committee of concerns she had recently received regarding football being played in the tennis court. She said "a friend had recently gone to play tennis with her grandson and some young lads were playing football in the court. When asked to leave they were not prepared to do so and said they had only just got there. The friend's husband intervened and the lads then went. They left once they had finished their half an hour session and the lads went back on the court to continue with their football game." Councillor Linton advised committee, there is a guideline sign on display on the court's fencing and it does indicate that no footballs are allowed in the court. Councillor Linton circulated an image of the sign and asked committee to consider relocating the sign to the court's gate where she felt it would be more visible.

Councillor McElroy thought the sign was far too wordy and should be condensed to only include the relevant information.

Committee agreed in the first instance to relocate the current guidelines sign to the court's gate. Committee asked the Assistant Clerk to obtain a quote for a new sign for its consideration at the next meeting.

Minute 144/24 - Public Seating - To receive an update on Public Seating around the Village – Committee thanked the Assistant Clerk for her report. Committee agreed the two new benches at the Northern Shops were a great improvement and enhanced the area. Committee agreed this item is now complete and can be removed from the agenda.

Minute 146/24 - To receive an update on Bus Shelters around the Village – The Assistant Clerk updated the committee that she had received by word of mouth two enquiries asking if the North Lane bus shelter was going to be reinstated. The Assistant Clerk reminded committee she had several quotes for replacement shelters should they be required.

A discussion took place and committee AGREED, to defer making its decision on replacing the North lane bus shelter until the next meeting.

Minute 147/24 - To receive any update on Sea Road Beach Access Limited's, 'Reach the Beach' proposal - Committee VOTED and AGREED as this item is not a council project it can be removed from the Amenities agenda.

Minute 421/23 – To receive an update on the request to plant a memorial tree in memory of Phil Wicks – Councillor Bradshaw declared a personal interest in this item so left the room. The Assistant Clerk updated the committee, following Mr Wicks recent visits to the office to raise his concerns about the upkeep of his father's memorial tree, in particular clearing the undergrowth from within the tree guard. She had contacted Garry, Tivoli, to reiterate this work should be included within its regular rounds. The Assistant Clerk advised committee she had provided Garry with a copy of the contract's specifics which indicate this work is within Tivoli's remit. Garry apologised and said it was the first time he had seen a copy of this document and has advised the team to include the work within their rounds.

The Assistant Clerk informed committee that Mr Wicks had recently met with the Clerk and he had offered his services acting as a volunteer to upkeep the undergrowth around all the village's memorial trees.

Committee asked the Assistant Clerk to thank Mr Wicks for his kind offer.

Committee VOTED and AGREED to accept Mr Wicks's offer to become a Memorial Tree Volunteer.

Committee asked the Assistant Clerk to inform Mr Wicks of its decision and prepare guidelines for this role.

Minute 471/24 - To receive an update on the Norman and Ann Brown memorial bench on the Village Green – The Assistant Clerk updated the committee that the memorial bench had not been installed as planned. The work required two people and the handy man’s assistant was ill on the day. The handyman said he will reschedule the work for another date.

Minute 472/24 - To consider a revised proposal from East Preston Disabled Action Group to improve access to the Village Green. - Committee thanked DAG for its correspondence and revised proposal. Firstly, the committee discussed the suggested changes to the car park. Committee felt that for the size of the car park one disabled bay was a fair proportion. Even if committee had been minded to designate a second disabled bay, committee felt the proposed location ‘in front of the existing ticket machine’ was not a good choice because of how busy it can get with people queuing at the machine at busy times. Councillor McElroy also felt the suggested location offered less turning space for larger vehicles.

Committee then went on to discuss the suggestion of a pathway along the south-west side (Sea Road) and southern side (in front of the boules area).

The Assistant Clerk suggested as councillor McElroy has personal knowledge of such matters, that he and councillor Wilkinson carry out a site visit and assess the plans. Councillor McElroy said based on his personal knowledge, wheelchairs and pushchairs are able to access the village green. The committee thought due to the green space on the village green being limited, the proposal was not suitable for this location.

After further discussion, committee VOTED and AGREED unanimously not to implement the revised proposal.

Councillor Wilkinson asked the Assistant Clerk to advise DAG of committee’s decision.

Minute 478/24 – To receive an update on the application to hold the Summer Flower Show on Warren Recreation Ground – Councillor McElroy advised committee that he did not agree with EP & Kinston Horticultural Society (EPKHS) charging members of the public to attend the event when it is being held on the public recreation ground. He said in previous years, the event’s organisers had only charged members of the public when going inside the Village Hall.

Councillor McElroy advised the committee, he reiterated to EPKHS that members of the public must be asked if they are attending the Flower Show or using the recreation ground, thus giving them a choice. Councillor McElroy advised the committee, whilst the events RAMS had been adequate for the event to take place, he would like to work with EPKHS on the RAMS for further events.

Committee thanked councillor McElroy for his updates and his offer of support with future events paperwork.

Committee thanked the Assistant Clerk for her updates.

593/24 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:

Committee will recall agreeing to Queen of Clean carrying out two deep cleans a year at the toilets. In July Queen of Clean carried out the first of the deep cleans in 2024. This was timed to coincide with the Loo of the Year inspection visit in August or September. The cost of the deep cleans have been allocated in the Amenities budget.

Dawn Reid – Assistant Clerk to the Council

5th August 2024

Committee NOTED the ‘Queen of Clean’ had carried out a deep clean at the Sea Road toilets. Committee NOTED the cost of the deep clean had been allocated within the WRG Trust Sea Road Toilets budget.

594/24 EAST PRESTON VILLAGE GREEN – 8a) To receive information on the memorial bench at the south eastern corner of the Village Green.

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

The memorial bench located at the south eastern corner of the Village Green has been badly damaged most likely due to vandalism. For Health and Safety reasons the council’s Handyman has removed the bench and its memorial plaque is being stored at the office for safe keeping.

Looking back through the council's bench audits, the bench was installed in the late 1970's and dedicated in memory of Ms Audrey Adelaide Alice Chermont Burgess. Unfortunately, there were no other details available to be able to find out if family members are still living in the village.



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

An article has been placed in the council's Summer newsletter asking for anyone who may have known the family to come forward. At the date of writing my report no one has.

Dawn Reid – Assistant Clerk to the Council

5th August 2024

The Assistant Clerk informed the committee that the damaged bench had not been removed as planned. The work required two people and, as previously mentioned the handy man's assistant was ill on the day. However, the handyman did attempt to do some of the work but he encountered verbal abuse from a member of the public. At this point the handyman left the village green. The Assistant Clerk informed committee she had apologised on behalf of the council and suggested in future he wear a council hi-vis jacket to raise public awareness he is working on council business.

Committee thanked the Assistant Clerk for her update. Committee agreed the handyman acted accordingly removing himself from that situation and he should not have been subjected to verbal abuse whilst working on council business.

595/24 EAST PRESTON VILLAGE GREEN CAR PARK – 9a) To receive an update 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 the council received from the car park ticket machine for the period April to June 2024 is £1208.15. In comparison, the revenue received for the same period in the last financial year was £1694.00. There is a decrease of £485.85 on the revenue received.

Committee is asked to note the revenue received from the car park for the period April to June 2024 is £485.85.

Dawn Reid – Assistant Clerk to the Council

23rd July 2024

Committee NOTED the revenue received from the car park ticket machine, for the period April to June 2024 is £1208.15. Committee ACNOWLEDGED the decrease of £485.85 on revenue compared to the same period last year.

596/24 EAST PRESTON VILLAGE GREEN CAR PARK – 9b) To receive an update on the Village Green Car Park Management.

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

As agreed by committee, Councillor's Wilkinson, Toney and McElroy, met on 11th July 2024 to discuss the Village Green Car Park management. Committee will recall proposals had been received from National Parking Company (NPC) and Arun District Council (ADC) Parking Management. The Assistant Clerk outlined the proposals and all discussed the option of staying with One Parking Solutions (OPS):

OPS

The current service level agreement (SLA) is EPPC 80% and OPS 20% on ticket sales, all revenue received from PCNs go to OPS.

Pros:

Systems are set up already in place so no disruption to current facilities.

No additional set up costs

ANPRS in place

Cons:

Ticket machine needs updating, whilst a new machine has been promised nothing has materialised as yet.

Signage not clear

Customer interaction reported as poor. OPS difficult to get hold of

Customer complaints to office are frequent and time consuming

Numerous reports of unreliable post

OPS's inflexibility reflects poorly on the council, it doesn't always feel like the car park belongs to the council

ADC Parking Services proposal overview

ADC Parking must seek consent from WSCC to add the car park into ADC's parking order. ADC are investigating ANPRS but currently do not have the technology, therefore the car park would be manual enforcement by officers which means the level of Penalty Charge Notices (PCN's) would be considerably lower. ADC calculated a loss of £7,335.85, therefore included in its proposal is an additional yearly management cost of £8,500.00 to EPPC, to offset this loss.

ADC provide new ticket machine with the facility to take cash payments/maintain all equipment and recondition existing boards/provide new signage.

NCP proposal overview

There is no initial set up fee to EPPC, NPC would need to agree an initial three-year contract to re-coupe set up costs. Following this the contract would return to a 28-day rolling contract. EPPC would receive all revenue from ticket sales. NCP uses the RINGO online payment system.

NPC will install ANPRS /provide new ticket machine with the facility to take cash payments/maintain all equipment/provide new signage.

NPC offers a 24-hr customer service, all customer enquiries and queries are directed and dealt with directly by NPC.

The Assistant Clerk advised councillors, NPC manage Lancing PC 's car parks and the feedback she received from the clerk was: 'Good relationship/All complaints all go to NPC, Lancing PC does not get involved with any complaints/NPC are good at dealing with people even when they don't like the answer/NPC want to be involved with the community and it offers forms of donations.

A lengthy discussion took place on the above and their impact on the operation of the Village Green car park:

OPS - It was agreed the cons outweighed the pros for staying with OPS. A discussion took place regarding the cancellation process. The contract is a 28-day rolling contract and requires a minimum of 30 days written notice. However, with the introduced of ANPRS and the PopPay payment services a new service level agreement (SLA) was set up for cashless parking payment services. Therefore, cancellation charges may be enforced depending on the timing of the cancellation.

ADC Proposal – Councillors thought financially this proposal would cost the council money to set up and then the yearly management fee would mean a loss in revenue. Whilst the car park is not operating to make a profit, it does need to cover the cost of its upkeep. The manual patrol system would potentially mean taking a step backward. It was felt when ADC do introduce ANPRS to its car parks, an additional cost may potentially be imposed.

NCP Proposal - Councillors thought financially this proposal was the better option. There would be no set up fees and it would generate enough revenue to cover the car parks upkeep.

After careful consideration, councillors FAVOURED entering into an initial three-year agreement with NPC to manage the Village Green Car Park.

Committee is asked to consider the above information and recommendation for the management of the Village Green car park.

Dawn Reid – Assistant Clerk to the Council

23rd July 2024

Councillor McElroy reiterated what was discussed and the recommendation to engage National Parking Company (NPC) to manage the car park. Councillor McElroy said the working party felt financially this proposal was the better option.

Committee thanked the working party for its recommendations.

The Assistant Clerk suggested if the committee agrees with the recommendation put forward, to consider agreeing this in principle until OPS has confirmed its complete termination charges. The Assistant Clerk reminded committee of the new service level agreement which was introduced when ANPRS was installed.

Committee NOTED the suggestion but felt it unnecessary caution. **Committee VOTED and AGREED unanimously to enter into a three-year agreement with National Parking Company (NPC) for the management of the Village Green Car Park.**

Councillor Wilkinson asked the Assistant Clerk to advise NPC of its decision.

The Assistant Clerk said she will contact OPS for confirmation of any termination charges and discuss a timely exit from the contract.

Committee thanked the Assistant Clerk and asked that she electronically circulated the updates from OPS to committee.

Request for 3 hours free parking

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

Committee will recall receiving a signed petition from Beejal Shah, Seaview Stores signed by 365 members of the public, in support of the request for 3hr free parking. At the June meeting a lengthy discussion took place regarding the request and petition, whilst committee did not favour the introduction of 3 hrs free parking, it agreed it should be given further consideration when discussing the car park management proposals.

At the meeting on 11th July 2024, councillor's Wilkinson, Toney and McElroy, reiterated the reasons why the car park charges had been introduced. This was mainly because the council had received complaints from local businesses whose customers were often unable to use the car-park, because local businesses were dominating the spaces, particularly during the day. All three councillors said the council is not looking to raise more than the amount it needs to cover the car parks annual running costs and this is why the hourly fee was set at just 50p. The council thought this amount to be very reasonable. All three councillors thought the request for '3hrs free parking for village goers and Not for commercial vehicles.' would prove very difficult to enforce.

All three councillors considered alternatives actions, such as extending the current 15 minutes grace period to 30 minutes, to allow people more time to visit local shops and businesses. Councillor McElroy advised the legal requirement is 10 minutes grace period. Council had set a 15 minutes grace period so had allowed more time than legally required. All agreed whatever grace period is set there will always be someone who just goes over the allocated time.

All councillors present did not favour the introduction of 3 hrs free parking at the Village Green car park. All present AGREED the 15 minutes' grace period is adequate.

Committee is asked to consider the above information and recommendation on the request for 3hrs free parking at the Village Green car park.

Dawn Reid – Assistant Clerk to the Council

23rd July 2024

Committee thanked the working party for its recommendations.

Committee VOTED and AGREED unanimously not to allow 3 hrs free parking. Committee AGREED unanimously the 15 minutes grace period is adequate and it will remain in place.

Councillor Wilkinson asked the Assistant Clerk to advise Beejal Shah of its decision.

597/24 WARREN RECREATION GROUND – 10a) To receive any updates on the Children's Playground

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

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FINAL

Chairman's Initials:

As committee is aware the 2024 ROSPA inspection took place sometime in June 2024 and I am currently waiting to receive a copy of the report findings and any recommendations.

Dawn Reid – Assistant Clerk to the Council

30th July 2024

The Assistant Clerk updated the committee that she had received the 2024 ROSPA inspection report that morning. On first glance, it would appear there are no major recommendations highlighted on the report, in particular none regarding the roundabout. The Assistant Clerk will circulate the report electronically to committee for information. The Assistant Clerk will obtain quotes for any remedial work and circulate electronically to the committee for its consideration.

Committee thanked the Assistant Clerk for her update and will await further information.

598/24 CYCLE REPAIR STATION - 11a) To consider installing a Cycle Repair Station in the village.

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

Councillor Linton noted a Cycle Repair Station (see picture below) had been installed outside Angmering Community Centre and thought this may be something committee would like to consider installing in East Preston. I contacted Angmering PC to obtain more information on the cycle repair stations:

Katie Herr, Angmering PC Clerk said *'It has been very well received by the public and I checked with our local cycling club before purchasing. It was the most expensive of all the units we obtained quotes for but as the tools were coated, they cause no damage to the rim of the bike wheel and the pump and wheel holder were additional by request of the club. We bought 2 sets of replacement tools as well (due to available funding) just in case any go missing It makes it a complete unit for the user'. We have received a lot of good feedback and councillors always report back when they pass by and see it being used. I would describe it as well used. It is located where the Angmering Cycling Club meet and also on a cycle path through to the station/Mayflower Park and The Angmering School. monthly play area checks to check all its functions etc.*

The unit is a complete bike maintenance solution for public spaces. Each unit comes with a two-year warranty. It is made from stainless steel and includes a compact bike pump, wheel holder and the following tools which are attached to the unit:

- Phillips screwdriver
- Steel core tyre levers x2
- 8/10mm cone wrench
- Torx T-25
- Standard screwdriver
- Headset/pedal wrench
- 9/11mm cone wrench
- Allen key set



The unit's supplier is Cyclehoop and the purchase price is £1,850.00 per unit. Cyclehoop charges £650 for the delivery and installation. The council's logo can be added to the unit at an additional cost.

If committee were to install a Cycle Repair Station, consideration would need to be given to finding an appropriate location so the station can be seen and used. I am not aware of a cycle club operating in East Preston so I contacted Angmering Cycle Club to ask if it could offer any advice on location. Club members suggested the following:

- East Preston and Kingston Village Hall
- Within sight of a security camera as we suggested for the one at Angmering Community Centre. Maybe near the main shop parade if there are cameras there.

The approximate cost of this project is in the region of £2,600.00, this includes appropriate signage. Committee would also need to set up a budget for the unit's general maintenance.

Dawn Reid – Assistant Clerk to the Council

22nd July 2024

Councillor Linton asked committee to consider installing a cycle repair station within the village. She suggested the Northern Shops would be a good location, subject to available space.

A discussion took place regarding suitable locations. The committee felt the station would need to be highly visible to members of the public and have appropriate signage.

Councillor McElroy felt the Village Hall car park may not have enough available space now that 'Men in Sheds' has located there. He suggested councillors who are cycle users could assess which areas are suitable and possibly speak with other cycle users for their thoughts.

The Assistant Clerk said she will measure the area next to the cycle hoops at the Northern Shops and report back to committee on its suitability.

Committee thanked councillor Linton and the Assistant Clerk for their research and information on the cycle repair station.

599/24 BUDGETS – 12a) 2024/2025 Working Budget: To note the Income and Expenditure to date for the Amenities Committee and the Warren Recreation Ground Trust to date.

Committee thanked Mr Vyse for providing the 2024-25 budget papers to date, for the Amenities Committee and the Warren Recreation Ground Trust.

Committee NOTED the 2024/25 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

600/24 BUDGETS – 12b) 2025/2026 Draft Budget: To consider the initial draft working budget for the Amenities Committee and the Warren Recreation Ground Trust for the next financial year.

The Assistant Clerk updated committee that she had worked on the draft budget with Mr Vyse and they would be meeting with Councillor Wilkinson on Monday 19th August 2024 to work further on the budget sheets. The draft budget will then be electronically circulated to committee for its consideration.

601/24 CORRESPONDENCE – 13a) To note any correspondence received relevant to the Amenities Committee, not covered elsewhere on this Agenda.

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

The following correspondence has been received from Mr and Mrs ██████ regarding the western boundary of Warren Recreation Ground adjacent to their property:

Hi Simon,

Last weekend I had occasion to complete fence maintenance behind my garden Summer House.

Firstly, the Gardening Contractors had not strimmed along the entire boundary but had given up just short of the first tree! So, I had to complete the job beyond my boundary point with No.25 myself, in order to gain access to the fence panel behind my Summer House. This revealed 2 points.

A) The weed growth had covered my fence in a green algae and if not treated will cause my fence to deteriorate quicker than normal.
B) The Jasmin, Honeysuckle and Clematis Plants on my side have run riot over onto the Warren side and need trimming. To this end (and in the absence of consistent clearing of the area between my fence and the netting by council contractors) I am asking the Council for permission to lay a weed-proof gravel path (approx. 600mm wide) alongside my fence, to facilitate regular maintenance.

Kind regards,

Committee is asked to consider Mr and Mrs [REDACTED] request to lay a weed-proof gravel path (approx. 600mm wide) alongside their fence, on the western boundary of Warren Recreation Ground, to facilitate regular maintenance.

Dawn Reid – Assistant Clerk to the Council

5th August 2024

Committee thanked Mr and Mrs [REDACTED] for their correspondence. **Committee VOTED and AGREED to the request.**

Councillor Wilkinson asked the Assistant Clerk to inform Mr and Mrs [REDACTED] of committee's decision.

602/24 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

There were no urgent matters arising.

603/24 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA

No items were referred

The date of the next meeting is 11th November 2024.

The meeting concluded at 20.23 hrs.

Chairman:

Date: