



EAST PRESTON PARISH COUNCIL

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AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 19th May 2025 at 19.00, at East Preston Infant School, Lashmar Road, East Preston.

PRESENT: Councillor S Wilkinson (Chairman), Councillor S Toney (Vice-Chairman) Councillor's R McElroy, K Bradshaw, B Gale, C Bowman and K Bradshaw.

ALSO: Dawn Reid (Assistant Clerk to the Council)
Simon Cross (Clerk to the Council)
Kelvan Gale
Roy Allen
D Jull
G Smith

APOLOGIES: No apologies

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

402/25 INTRODUCTIONS

Cllr Wilkinson welcomed all those present. A round of introductions took place.

403/25 APOLOGIES AND REASONS FOR ABSENCE

No apologies were received.

404/25 PERSONAL AND/OR PREJUDICIAL INTERESTS

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

405/25 ANNUAL APPOINTMENT OF THE CHAIRMAN OF THE AMENITIES COMMITTEE.

Councillor Bradshaw was acting teller for the voting. Voting took place by a paper ballot. Councillor Bradshaw confirmed all councillors present had voted. Councillor Wilkinson was appointed unopposed as Chairman of the Amenities Committee for the new municipal year.

406/25 ANNUAL APPOINTMENT OF THE VICE-CHAIRMAN OF THE AMENITIES COMMITTEE.

Councillor Bradshaw was acting teller for the voting. Voting took place by a paper ballot. Councillor Bradshaw confirmed all councillors present had voted. Councillor Toney was appointed unopposed as Vice-Chairman of the Amenities Committee for the new municipal year.

18.12 Councillor Bradshaw left the meeting due to work commitments.

407/25 TO CARRY OUT THE ANNUAL REVIEW OF THE TERMS OF REFERENCE FOR THE AMENITIES COMMITTEE.

No changes had been made to the Terms of Reference. Committee voted and AGREED to accept the Terms of Reference for 2025/26.

408/25 PUBLIC QUESTION TIME

Councillor Wilkinson brought forward the following item on the agenda due to Mr Allen being present to discuss this item:

15a SEA ROAD BEACH ACCESS - To consider a request to replace the bollards at the end of Sea Road.

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

The committee has received a request from Roy Allen, a director of Sea Road Beach Access Ltd, asking for the Sea Road bollards to be replaced by this council. Roy is concerned there is a risk a vehicle could drive through the existing bollards and a displaced bollard may cause injury to a member of the public. He said now there is better disabled access to the beach more people will use the area and therefore this has been identified on the company's recent risk assessment. Roy believes that the existing bollards are not suitable for a severe marine environment and has suggested that the committee considers replacing them with a fixed cast iron type bollard. Roy has produced a report on the issues with the existing bollards and this can be shared with committee members upon request.

Philip and Zoë Steel, owners of the caravan site, also raised their concerns regarding the current removeable bollards which replaced the previous concrete bollards. Philip and Zoë Steel said *'from our point of view having fixed bollards is far preferable to removable ones as in the past we have experienced "the travelling community" removing a bollard to gain access on to the beach'*.

For the committee's information the two central bollards' locking systems have corroded and therefore these bollards can no longer be removed. I contacted the bollards manufacturer but unfortunately they were unable to assist with a solution. The handyman said the bollards would need to be cut off at the base and would then be unusable.

The committee is asked to consider replacing the Sea Road access bollards.

Dawn Reid – Assistant Clerk to the Council

12th May 2025

Mr Allen in his capacity as director of Sea Road Beach Access Ltd, gave a brief overview of the history of the bollards at the bottom of Sea Road. Mr Allen advised the committee, the Risk Assessment for the Community Boardwalk identifies that, if a vehicle fails to stop at the bollards at the southern end of Sea Road, the vehicle and/or bollard(s) could harm a user of the boardwalk. Mr Allen said as the council installed the current bollards the council would be liable for damages should any accident occur. Mr Allen asked the committee if it is prepared to replace the existing plastic bollards with a type more fit for purpose. Mr Allen asked if the council would seek planning permission from Arun District Council for this work. Mr Allen said planning permission is required to work on someone else's land.

A discussion took place regarding the bollard's history, design and planning permission. The committee reiterated its previous findings regarding the land ownership which could not identify anyone owns this land. Councillor McElroy said the two main reasons for replacing the previous solid concrete bollards with the plastic removable type bollards was, the plastic bollards are designed to shear off and cause less damage and injury, they were removable to allow access for the emergency services if needed.

Councillor Wilkinson was in favour of the council applying for retrospective planning permission for the bollards and if required to do so will apply for planning permission to install any suitable replacements. Mr Allen offered to assist with the application if necessary.

Mr Cross suggested the committee meet with Philip and Zoë Steel, owners of the caravan site, to take their views into account before making its decision. The committee asked the Assistant Clerk to arrange a meeting with Philip and Zoë Steel.

Councillor Wilkinson brought forward the following agenda item due to [REDACTED] and [REDACTED] being present to discuss this item:
Minute 142/24 Outdoor Gym Equipment.

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

Minute 142/24 Outdoor Gym Equipment - As previously discussed Councillor McElroy and myself have met with several specialist outdoor gym equipment companies, to obtain information and advice. Four companies have supplied proposals and quotes for this work. All the information and quotes were circulated to the committee for its consideration prior to this meeting. As the Cricket Club leases this part of the land from the council, as agreed I met with Peter Dallimore and Colin Smith, regarding the proposal.

Concerns were raised that cricket boot spikes could cause damage to the wetpour surface when retrieving a stray ball and that neighbours may object. Otherwise, both appeared in favour of the proposal and thought looking at the positioning of the equipment it may mean additional space at the side of the practice nets. This could help with the issue of the practice nets being too close to the equipment

I contacted the outdoor gym companies regarding the concerns about boot spikes on the wetpour surface and was advised: *'Essentially spikes can be used on Wet Pour, however, they should NOT be overly used on this surfacing, as it could cause the crumb to break up. So, if an occasional ball were to land in this area it would be okay to walk on it to retrieve the ball. Under NO circumstance should anyone run on this surfacing using spikes'*. I have informed the Cricket Club of the advice received and Peter has responded 'I don't think it would be frequent to be fair but we cannot guarantee that nobody will run on it to get a ball. Could you arrange for a sign to be put up to say no spikes?' Peter also brought to my attention that there used to be a ditch which ran all way alongside the western boundary so it would be advisable to make the construction company aware of this.

I invited Mr and Mrs [REDACTED] and Mr and Mrs [REDACTED] from the neighbouring properties to meet to discuss the proposal. Mr [REDACTED] voiced how strongly against this proposal he is and Mrs [REDACTED] was in agreement.

The points they raised were:

1. Never seen the equipment used properly in the 2 years he has lived there
2. The proposed area size
3. The issues with noise and it becoming a meeting point
4. Misuse of equipment
5. No one policing the area and already has to deal with abuse and language from people who mis-use the tennis court and the area. No point calling police as they cannot respond. Fear if challenging abuse they know who he is and where he lives
6. No CCTV or lighting

Both suggested it be located elsewhere and suggested the following locations:

1. North boundary near the Pre-school
2. North eastern corner
3. By Five Courts
4. Two Acres
5. Lashmar Rec

Mr [REDACTED] and Mrs [REDACTED] also both spoke in length about the regular misuse of the tennis court for playing football. Mr [REDACTED] reiterated that he had previously reported this to the committee and nothing had been done. I pointed out that the committee had replaced the signage on the tennis court gate with more direct wording on usage. Mr [REDACTED] and Mrs [REDACTED] suggested a solution could be locking the tennis court and users would need to request/collect a key.

Following our meeting Mr [REDACTED] wrote to the committee outlining reiterating his objection to this proposal and outlined further his concerns.

Both Mr [REDACTED] and Mrs [REDACTED] have said they will all attend the May Amenities meeting to oppose this project.

The correspondence and above information were circulated to the committee prior to this meeting for its consideration.

Following Mr [REDACTED] and Mrs [REDACTED] initial meeting with the Assistant Clerk, where their concerns were raised regarding the proposal to replace the Outdoor Gym Equipment. The committee had held an informal meeting on the 16th April to discuss the issues raised.

Mr [REDACTED] said he had three issues relating to the area which he would like to discuss: Football playing in the tennis court, Outdoor Gym Equipment proposal and stray Cricket Balls.

Football playing in the tennis court - Mr [REDACTED] highlighted to the committee that the signage on the tennis court gate advises that any misuse of the court is reported to the council, it also states no football is allowed on the court as it could damage the court. Mr [REDACTED] said he has provided evidence to the council of boys playing football on the tennis court on at least eight occasions. Mr [REDACTED] highlighted the level of noise and the verbal abuse he endures regularly are unacceptable. Mr [REDACTED] reiterated that he does not have a problem with the playing of tennis and he will happily retrieve tennis balls if asked politely.

Councillor McElroy asked if Mr [REDACTED] had reported this to the police and advised him to. Mr [REDACTED] felt the police would not attend. Councillor McElroy advised, regardless of the police attending if it is reported it is recorded, therefore there is an issue and the police are aware.

Mr [REDACTED] said the problem with misuse had increased. Mr [REDACTED] believed that the previous booking system where players needed to collect the gate key from Hedgers worked well. Mr [REDACTED] believes there was less misuse of the court at that time.

Mr Cross said the booking system had not been without its problems as Hedgers closed at 6pm which meant that people could not play on long summer evenings. It had been about ten years since the council had removed the lock and booking system.

A discussion took place about the possibility of installing a key code access to the gate.

Councillor Wilkinson asked the Assistant Clerk to investigate into gate locking systems and how this could work. The committee agreed to discuss this further.

Outdoor Gym Equipment proposal – Mr [REDACTED] strongly opposed the proposal. Mr [REDACTED] said he has not seen the actual drawings proposed but from what he has been shown when he met with the Assistant Clerk, he believes there is far too much equipment for the space and the height of the calisthenic unit is not acceptable. He fears this equipment would also be open to misuse as the tennis court is. Mr [REDACTED] said that the north western area of the recreation ground is already overcrowded and asked why everything was squashed into that small space. Mr [REDACTED] suggested alternative locations for the gym equipment of, the eastern side of the recreation ground next to Miller Barn and the eastern side of the club house. Mr [REDACTED] asked if the equipment could be spread around in a trail. Unfortunately, it would not be accessible to all.

Mr [REDACTED] said the outdoor gym equipment is not used and also offered an alternative location for the proposal of Lashmar Recreation Ground.

Councillor Bowman advised the committee, she regularly sees the equipment in use when walking her dog. Councillor McElroy said the existing equipment is dated and not fit for purpose anymore, this is why it is no longer being used. The new equipment would encourage people to use it and in turn be fitter going into older age.

A discussion took place regarding the suggested locations. The committee said unfortunately most of these locations would overlap the boundary for the play of cricket. Lashmar Recreation Ground is not owned by the council.

Mr [REDACTED] asked if council required planning permission for this proposal. The committee did not believe so due to it being on council owned land. The Assistant Clerk will investigate this and report back to the committee.

Stray Cricket Balls – Mr [REDACTED] referred to the recent incident where a cricket ball had landed in his garden and he believed that the ball had bounced off his roof. Mr [REDACTED] requested that his roof to be inspected for any damage. Mr [REDACTED] believes he should not be liable for any costs involved and that arrangements should be made by the cricket club or council to inspect his roof. Mr [REDACTED] asked why the height of the net on the eastern boundary was being reviewed and not the western boundary netting.

The Assistant Clerk advised that following the heavy reduction of the trees at the eastern boundary, the committee had been speaking to the cricket club regarding reviewing the boundary netting. The Cricket Club are not carrying out any extension work on this section of the boundary, due to lack of funding.

A discussion took place regarding the recording of stray cricket balls and liability.

Mr Cross offered to speak to the cricket club on Mr [REDACTED] behalf.

Councillor Wilkinson advised Mr [REDACTED] and Mr [REDACTED] the committee will work through all the points raised and respond.

19.45 Mr [REDACTED] and Mr [REDACTED] left the meeting.

The committee discussed the outdoor gym equipment proposal's design and the importance of including intergenerational equipment. Councillor Linton suggested that Councillor McElroy and the Assistant Clerk met to review the designs and recommend one to the committee. Mr Cross said once the design is agreed it can be put out for public consultation. The committee agreed it would then be able to review any public responses.

Councillor Bowman brought to the committee's attention that there is no litter bin in the area by the tennis court. Councillor Bowman believes this area would greatly benefit from a litter bin. The Assistant Clerk advised the committee there is a litter bin within the tennis court and reminded the committee of the recent discussions with ADC Cleansing, who had said it would not be able to empty the litter bin positioned at the south eastern corner of the recreation ground, due to it not being adjacent to any hardstanding pathway. This may be the case with the area next to the tennis court. The Assistant Clerk said will contact ADC Cleansing, to enquire about the possibility of a litter bin facility at the north western side of the recreation ground.

409/25 MINUTES OF THE AMENITIES MEETING HELD ON 10th FEBRUARY 2025

The draft minutes had been circulated to all councillors on 19th February 2025, asking for suggested amendments by 26th February 2024. The committee agreed the minutes as a true record of the meeting, held on 10th February 2025, the minutes were duly signed by Councillor Wilkinson.

410/25 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

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

Matters Arising from 9th September 2019

Minute 369/20 - To receive an update on the construction of a shed in the back garden of the Council Office - The installation of the new shed is complete and the shed is already being put to good use as additional office storage space. The committee will recall Men in Sheds (MIS) had to resolve snags found with the wood during its construction. Garden Buildings Direct unfortunately offered no compensation but did offer to replace any damaged parts. The company replaced two broken window panes.

The above information was circulated electronically for the committee's information.

Dawn Reid – Assistant Clerk to the Council

2nd April 2025

Matters Arising from 14th August 2023

Minute 681/23 - Public Question Time – The installation of a litter bin within the children's playground - The committee will recall ADC Cleansing are planning to install this litter bin at the same time as same the other new litter bins. There has been a delay on this whilst waiting for a decision to be made on the sponsored litter bin at Two Acres. I have informed Cleansing that this bin is no longer required and Cleansing has contacted me to advise they are actioning this request.

Dawn Reid – Assistant Clerk to the Council

12th May 2025

Matters Arising from 12th February 2024

Minute 084/24 EAST PRESTON DISABLED ACTION GROUP (DAG) PRESENTATION - To receive a revised proposal and presentation for improvements to the Village Green access and the Village

Green car-park access - As agreed at the last meeting, Councillor's Wilkinson, Moore and the Assistant Clerk met with Mr Zarzecki to discuss the committee's idea regarding an alternative proposal of improving the south western corner of the Village Green.

At this meeting councillors asked Mr Zarzecki's for his expertise to establish if the area is a suitable space to transform into an accessible picnic area for all the community to use.

Mr Zarzecki was positive about this and offered his services to manage the project, this would include drawings and consultation.

The Assistant Clerk also met at the village green with Marian Mitchel, DAG's chairman, and Jan Quick, secretary, to discuss the committee's idea of improving the south western corner. The idea was received well by both. The Assistant Clerk also updated them both that the cycle hoop in front of the ticket machine will be removed when the fencing work is carried out. The Assistant Clerk is waiting for conformation from the contractor of a date.

The Assistant Clerk attended DAG's April committee meeting to answer any questions regarding the village green south western corner proposal. Mr Zarzecki also attended the meeting and he spoke positively about the idea. DAG's committee thanked the Amenities committee and agreed to support the proposal.

Dawn Reid – Assistant Clerk to the Council

3rd February 2025

Minute 142/24 - Cricket Club Mobile Practice nets - Whilst I met with Cricket Club members, to discuss the location of the proposed new outdoor gym equipment, it became apparent the positioning of the new gym equipment would provide additional

space at the side of the practice nets. This could therefore alleviate the issue of the practice nets being too close to the existing equipment.

Dawn Reid – Assistant Clerk to the Council

12th May 2025

Matters Arising from 24th June 2024

Minute 598/24 - To consider installing a cycle repair station in the village - Cyclehoop Ltd delivered the unit as scheduled, unfortunately there was a delay whilst the council's logo was added.

The council's handyman has collected the unit to install week commencing 12th May. The committee will recall, the unit will be installed on the grass area at the right-hand side as you enter the Warren Recreation Ground car-park.

At the last Amenities meeting Councillor Toney raised his concerns that Angmering PC's unit had been vandalised twice. I spoke to Angmering's clerk and she said the first time was vandalism and the second probably was minor damage and may have been caused by heavy usage.

As the committee is aware the Village Hall's CCTV camera captures the area where the cycle repair station is to be installed. I am currently in the process of arranging the signage to direct users.

Dawn Reid – Assistant Clerk to the Council

8th May 2025

Minute 837/24 TWO ACRES - To consider an offer to donate a litter bin at Two Acres - Following consultation with neighbouring properties regarding the suggested location of the western end at the of Two Acres for the litter bin, the committee decided this location was not suitable. The committee suggested a new location of the eastern end of Two Acres, next the dog bin. Mr [REDACTED] declined this and withdrew his offer. Alternatively, Mr [REDACTED] has asked the committee to consider him sponsoring two further planters outside the council office.

I have contacted Courteney, Ferring Nurseries to enquire about the planters used outside the office and the cost for two additional units seasonal floral displays.

Dawn Reid – Assistant Clerk to the Council

8th May 2025

Minute 128/25 EAST PRESTON VILLAGE GREEN – To consider an application from East Preston Festival Committee, to hold various events on the Village Green, as part of the 2025 Annual Festival - Councillor McElroy has reviewed and agreed the various events Risk Assessment and Method Statements (RAMS). Councillor McElroy is waiting to receive the French Market RAMS documents. Councillor McElroy has arranged to run a Banksman Awareness training session on the 1st June 2025.

Dawn Reid – Assistant Clerk to the Council

8th May 2025

Minute 129/25 EAST PRESTON VILLAGE GREEN – To receive an update on the 2025 Wildflower beds - The committee will recall agreeing to the quotes from Tivoli for the 2025 wildflower beds. I have contacted Dave, Nurture Group, who have taken over from Tivoli to find out when the beds are going to be sown this year. At the time of writing my report I am still waiting for his response.

Dawn Reid – Assistant Clerk to the Council

8th May 2025

Minute 132/25 WARREN RECREATION GROUND – To receive any updates on the Warren Recreation Ground car-park railings - The car-park was closed during the morning of Monday 24th March 2025, to allow New Place Fencing to work on replacing the damaged railings panel.



Dawn Reid – Assistant Clerk to the Council

25th March 2025

Minute 134/25 CORRESPONDENCE - Two Acres Trees – The committee will recall the Clerk was stopped at the end of Two Acres by Mrs [REDACTED] who expressed her concerns regarding the height of the trees at the Sea Road end of Two Acres. Mrs [REDACTED] was concerned the trees are too tall and if that if they were to fall, they would cause untold damage. For the committee's information the 2024 Annual Tree Survey and Report which was carried out in December 2024 does not indicate any issues with these trees. I have asked Phil Arnott, ArbTec Tree Care for his advice on this. Phil advised, 'On our last visit, there was certainly nothing that raised any suspicion over the trees structural integrity bar some minor deadwood etc. On that basis, I would reassure the member of public in the sense that the trees are checked regularly.' Mrs [REDACTED] has been informed of the advice received.

Minute 134/25 CORRESPONDENCE – Warren Recreation Ground western boundary - The committee will recall the correspondence received from [REDACTED], regarding the removal of the elm trees and improvements to the south western corner of Warren Recreation Ground. As committee agreed I met with Garry and Dave, Nurture Group (used to be Tivoli) to discuss what could be done to improve this area. The suggested improvements were:

to remove the grasses with the excavator, move and level the area ready for plants to supply shade tolerant plants and shrubs and add to this area to supply woodland mulch to the new beds to help with the weeds.

Nurture Group advised it would use larger shrubs in this area and it would also work on the area by the gate which frequently gets muddy.

The above information and the quote for the additional work were circulated electronically to the committee for its consideration.

Whilst at the western boundary with Garry and Dave, I pointed out the over grown area behind the cricket nets needed attention. The committee will recall the condition of the western boundary had been raised by Mr [REDACTED] in his correspondence. Garry and Dave suggested killing all the nettles and then clearing the area. I also reiterated that this area should be maintained more frequently.

Dawn Reid – Assistant Clerk to the Council

8th May 2025

The Assistant Clerk updated the committee on the following items:

Minute 369/20 - To receive an update on the construction of a shed in the back garden of the Council Office – The committee NOTED the damaged windows had been replaced. The committee AGREED this item is complete and can be removed from the updates.

Minute 142/24 - Cricket Club Mobile Practice nets – The Assistant Clerk advised the committee depending on the chosen position of the outdoor gym equipment, the practice nets may then not be too close to the equipment. It then may not be necessary to move them.

Councillor Bowman highlighted the poor condition of the surface at the practice nets. Councillor Bowman believed the torn astroturf may be a potential trip hazard for the public and it also looks unsightly. Councillor Bowman also requested the Cricket Club retrieve any stray cricket balls immediately, if a dog manages to retrieve one it can cause damage to dog's teeth.

The Assistant Clerk advised the committee she will raise these concerns with the Cricket Club and report back to the committee.

The committee thanked the Assistant Clerk and will await further updates in due course.

Minute 598/24 - To consider installing a cycle repair station in the village – The Assistant Clerk update the committee, the handyman has installed the concrete base as in the installation guide requirements. The Assistant Clerk has asked to meet the handyman to confirm the positioning of the unit.

Minute 128/25 EAST PRESTON VILLAGE GREEN – To consider an application from East Preston Festival Committee, to hold various events on the Village Green, as part of the 2025 Annual Festival – The Assistant Clerk updated the committee the Festival Committee has withdrawn the French Market application. The French Market is no longer trading.

The committee thanked the Assistant Clerk for her update and NOTED the French Market application has been withdrawn from the Festival's application.

Minute 129/25 EAST PRESTON VILLAGE GREEN – To receive an update on the 2025 Wildflower beds – The Assistant Clerk updated the committee that Garry, Nurture Group, had responded to her email and advised her that the flower beds were rotavated in the Autumn and the seeds have been sown ready to germinate in the spring. He advised that due to the very dry spring Arun has a problem with germination this year, he advised plenty of rain is needed to give them a chance of germination. The Assistant Clerk advised the committee she had checked the beds and was unable to see any seeds so is not sure if anything will germinate at all. The Assistant Clerk suggested the committee may consider purchasing more wildflower seeds to try and help it along.

The committee thanked the Assistant Clerk for her update and suggestion. The committee agreed to wait until after the predicted rainfall to see if the wildflowers germinate.

Minute 132/25 WARREN RECREATION GROUND – To receive any updates on the Warren Recreation Ground car park railings - The committee NOTED the damaged fencing panel had been replaced. The committee AGREED this item is complete and can be removed from the updates.

Minute 134/25 CORRESPONDENCE – Warren Recreation Ground western boundary – The Assistant Clerk advised the committee councillor's Wilkinson and Toney had both visited the south western corner of the recreation ground and had seen the extent of the work required. The Assistant Clerk advised Garry, Nurture Group, confirmed that a two-ton excavator would be used to remove all the grasses and level the area. Garry advised this can be brought to site on a flat back vehicle and providing the ground is dry and solid there should not be a problem with tyre marks on the field.

Councillor Linton questioned the amount quoted given the size of the area. Councillor Toney advised there is a considerable amount of work involved as the site would need to be excavated and not just rotavated. The Assistant Clerk advised that Garry had said larger established shrubs would be planted. The Assistant Clerk said she will contact Danny, the new supervisor at Nurture Group to review the quote.

The Assistant Clerk advised the committee that there are sufficient funds in the WRG - Open Spaces – Improvements budget for this work

The committee thanked the Assistant Clerk for her update and it will await further updates in due course.

Minute 134/25 CORRESPONDENCE - Two Acres Trees - The committee NOTED the tree surgeons advise and Mrs [REDACTED] had been informed. The committee AGREED this item is complete and can be removed from the updates.

411/25 PUBLIC TOILETS – SEA ROAD – 10a) 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:

Toilet Deep Clean – In February 2025, Victoria, Queen of Clean, carried out the six monthly deep clean at the toilets. The next clean is due around August time.

Hoist Assisted Toilet (HAT) Equipment service. Both the bench and hoist equipment in the HAT are on an annual service agreement with Closomat, the company who installed the equipment. The bench is serviced annually and the hoist six monthly. The bench was last serviced January 2025 and the hoist November 2024. The service engineer noted the hoist battery had starting to alarm when under 200kg weight, he suggested to consider replacing the battery. Closomat provided a quote of £347.00 exc VAT for a replacement battery and its installation. This cost will be funded from the Warren Recreation Ground Toilets - Repairs and Maintenance budget.

The above information and quote were circulated to the committee for its consideration.

The committee VOTED and AGREED to accept the quote and asked that the work be scheduled in as soon as possible.

The committee NOTED the deep clean had been carried out at the Sea Road Toilets.

412/25 PUBLIC TOILETS – SEA ROAD – 10b) To consider an application to the Loo of the Year Awards 2025.

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

The committee is asked to consider an application for the 2025 Loo of the Year Awards. The application costs £178.00 exc VAT per entry, this includes an inspection visit and a summary report with star grading. Each entry also is listed on the UK Loo of the Year Map. For committee's information the unannounced judging visits usually take place sometime between August and September.

Funding is available in the Warren Recreation Ground Toilets budget should the committee decide to apply.

Dawn Reid – Assistant Clerk to the Council

29th April 2025

The committee voted and AGREED to submit an application to the Loo of the Year Awards 2025.

The Assistant Clerk advised the committee she will complete and submit the necessary paperwork.

413/25 EAST PRESTON VILLAGE GREEN – 11a) To receive an update on the south western corner proposal.

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

Councillor's Wilkinson, Moore and the Assistant Clerk met with Mr Zarzecki Principal Landscape Architect, Larch, to discuss the committee's idea of creating an accessible picnic space for all.

Mr Zarzecki was positive about the idea and he has offered his services at a reduced rate to manage the project. This will include detailed drawings and consultation work. Mr Zarzecki said he will prepare a fee proposal based on the proposed scope of work, for the committee's consideration.

Dawn Reid – Assistant Clerk to the Council

13th May 2025

The Assistant Clerk updated the committee that she had just received a copy of Mr Zarzecki's fee proposal but unfortunately did not have the time to review its content prior to the meeting. The Assistant Clerk will circulate Mr Zarzecki's fee proposal electronically, for the committee's consideration.

The Assistant Clerk advised the committee, there was insufficient funding in the Amenities Village Green Improvements budget for this project. Councillor Toney asked if the budget could be increased. The Assistant Clerk confirmed the 2025-26 budget had already been agreed so any funding would need to be added in the next financial year. Any remaining available funding could be ringfenced and allocated for the project. The Assistant Clerk advised, once the project's plans are available quotes can be obtained, this will provide the committee with a better understanding of the funding required for this project.

The committee thanked the Assistant Clerk for her update and will await a copy of Mr Zarzecki's fee proposal in due course.

414/25 EAST PRESTON VILLAGE GREEN CAR PARK – 12a) 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, since NPC began managing the car-park at the end of October 2024, the revenue received is £472.00. The committee should note this period mainly covered the winter months. In comparison the revenue received for the same period the previous year was £471.75.

The committee is asked to note the revenue received from the car park.

Car-park management – During April I met with Hayden Carke, NPC Business Development Manager, for a six months review meeting of the car-park management. At the meeting the following points were discussed: revenue, communication, response to the request for information regarding the accident at the car-park and issues with fines sent incorrectly. Hayden has apologised that no remittance payments had been received to date and he immediately dealt with this problem. Hayden advised in the future all remittance payments will be paid on a monthly basis. Hayden explained NPC has a new member of staff who is still undergoing training, he advised addressing queries and complaints will improve. Hayden has suggested we hold regular review meetings so any problems can be dealt with promptly.

Dawn Reid – Assistant Clerk to the Council

29th April 2025

The committee NOTED the revenue received from the Village Green car-park.

The committee asked if the level of complaints had improved. The Assistant Clerk advised the committee, the council office still receives complaints from members of the public but she believes these have decreased. The Assistant Clerk believes moving forward regular review meeting with Hayden would be productive.

The committee thanked the Assistant Clerk for her update

415/25 EAST PRESTON VILLAGE GREEN CAR PARK – 12b To receive information on the accident at the Village Green car-park.

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

As the committee were notified, a vehicle accidentally reversed into the car-park fencing causing damage to the both the fence and bollards. The accident was immediately reported to the police and a claim was logged with the council's insurers.



Quotes for the repair work were obtained from three separate companies. All three quotes and information were circulated electronically to the committee for its consideration.

The committee VOTED and AGREED to accept the quote received from New Place Fencing.

As requested by the council's insurers, copies of the quotes were provided, for the committee's information the council's insurers have agreed to settle the cost of the claim.

As the remaining wooden bollards are rotting at the base, the committee agreed it would be beneficial to replace them with stainless steel bollards which would have a greater life expectancy.

This unforeseen cost was not allocated within the Amenities budget, therefore the committee agreed to request the funding for this work from the Full Council's reserves.

At its March meeting Full Council resolved unanimously to spend up to £2,500 on the provision of four replacement bollards at the Village Green car-park.

For the committee's information, New Place Fencing has scheduled in the work for week commencing 12th May 2025.

Dawn Reid – Assistant Clerk to the Council

28th April 2025

The Assistant Clerk updated the committee that the fencing has been replaced, the cycle hoop by the ticket machine has been removed and the new bollards installed. The appearance of the area has greatly improved.

Councillor Toney asked if the council's insurers had been able to claim back the excess on the claim. The Assistant Clerk advised that they were in the process of doing so.

The committee thanked the Assistant Clerk for her update and NOTED the work at the Village Green car-park has been completed.

416/25 WARREN RECREATION GROUND – 13a) To receive any updates on the Children's Playground

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

The committee has received confirmation that the 2025 ROSPA inspection is scheduled to take place during June 2025. The inspection report will follow shortly afterwards and its findings will be circulated to the committee for its consideration.

Dawn Reid – Assistant Clerk to the Council

24th April 2025

The Assistant Clerk reminded the committee Arun District Councils Parks & Greenspaces Service also carry out three monthly inspections on the playground. Any recommendations are actioned.

The committee thanked the Assistant Clerk for her update.

The committee NOTED the 2025 ROSPA inspection is scheduled to take place during June 2025. The committee will await to receive a copy of the report findings.

417/25 WARREN RECREATION GROUND – 13b) To receive an update on the Intergenerational Play Panels.

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

The four intergenerational Play Panels installed in 2023 require general maintenance work and cleaning, in particular the Bac-Ball Table Game. This item requires dismantling the moveable parts and servicing. Proludic, the company who provided and installed the panels, have provided a quote of £571.22 exc VAT for this work. There is sufficient funding in the WRG - Open Spaces budget to cover this work. The committee is asked to consider budgeting for the play panel's general maintenance and cleaning, this work could be carried out every two years. For the committee's information, this equipment is included in the annual ROSPA inspection and report.

Dawn Reid – Assistant Clerk to the Council

8th May 2025

The Assistant Clerk updated the committee that Proludic are waiting for the parts for the Bac-Ball Table Game to arrive and therefore the work had not been carried out.

The committee thanked the Assistant Clerk for her update and will await further updates when the work has been carried out.

418/25 WARREN RECREATION GROUND – 13c) To consider an event application from East Preston & Kingston Horticultural Society.

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

The committee has received an application from East Preston & Kingston Horticultural Society for its consideration. The society would like to hold its annual Summer Flower Show event on Saturday 2nd August 2025, at the Warren Recreation Ground. The event will run from 2-5pm (8.30am – 6 pm including setting up and clearing away time). Copies of the events Risk Assessment and Public Liability documents have been sent to councillor McElroy for his approval.

For committee's information councillor McElroy and myself met with Celia Buckley and the newly appointed Show Secretary, Simon Smith. At this meeting councillor McElroy discussed the contents of the events risk assessment and method statement (RAMS) and offered to run a Banksman Awareness Training session for the events committee and volunteers. Councillor McElroy queried the need to charge for entry to the event when it is being held on a public recreation ground which is free access for all. Councillor McElroy suggested the committee consider only charging for entry to the Village Hall. Both Celia and Simon agreed to raise this point at its next meeting.

Following its meeting, Simon responded: *'As promised we have also reviewed the small entry fee. This goes a long way to covering the cost of hiring the village hall and some of the attractions, so we feel we need to continue with this'*.

The event application form and all of the above information were circulated to the committee electronically to the committee for its consideration.

The committee VOTED and AGREED in favour of the Summer Flower Show event on Saturday 2nd August 2025.

The majority of the committee voted against the principle of charging for entry to events held on the Warren Recreation Ground. The committee agreed any changes to the policy should be implemented in 2026.

The Assistant Clerk advised the committee to also discuss the principle of charging to enter events with the Cricket Club. The Cricket Club leases the land from the council and it also runs an annual charity event.

The committee thanked the Assistant Clerk and will await an update in due course.

Dawn Reid – Assistant Clerk to the Council

14th April 2025

The Assistant Clerk updated the committee she had contacted the Cricket Club to ask if they hold any type of events and if they charge for entry. Cricket Club, responded, *'we do not hold any events where there is a charge for individual people to attend. We might occasionally let the clubhouse out for a birthday party for a small fee and we do have a Charity Cricket Match but funds are raised via sponsorship / raffle.'*

Councillor McElroy reiterated the discussion which took place with the Horticultural Society and his concerns that members of the public were being charged to enter the recreation ground on its event day.

The committee thanked the Assistant Clerk for her update and NOTED the Cricket Clubs response.

The committee agreed the changes to the events policy regarding no charging for entry to events held on the Warren Recreation Ground should be implemented from 2026.

419/25 TO CONSIDER ANY TREE MATTERS RELATING TO THE VILLAGE – 14a) To receive information on the 2025 annual tree inspection.

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

The 2025 Annual Tree Inspection will take place Friday 22nd August 2025. Phil Arnott, ArbTec Tree Care, prefers to alternate the inspections so he can see the trees both in and out of leaf. For the committee's information the 2024 inspection took place in December. The cost of the annual tree inspection and report with the findings is £420.00, this is the same as the previous year.

Dawn Reid – Assistant Clerk to the Council

20th April 2025

The committee NOTED ArbTec Tree Care, has scheduled the annual tree inspection on the 22nd August 2025. The committee will await a copy of the reports finding in due course.

420/25 BUS SHELTERS – 16a) Bus Shelter general maintenance.

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

The handyman has carried out general repair work and has repainted all three of the council's wooden bus shelters. As the committee had agreed the interiors were painted with vibrant colours to brighten up the insides of the shelters, to create a more appealing waiting place.



The committee asked the Assistant Clerk to thank the handyman for all his hard work repairing and painting the three bus shelters. The Committee agreed this was a great improvement to the overall appearance of the village's bus shelters

421/25 BUS SHELTERS – 16b) To re-consider replacing the North Lane Bus Shelter.

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

The committee has received additional verbal requests from members of the public regarding reinstating the North Lane bus shelter. The committee will recall at the March Full Council meeting, the council considered written correspondence from a member of the public requesting the shelter to be reinstated. It was agreed at the Full Council meeting that this item would be put back onto the Amenities committee agenda.

The committee is asked to re-consider its decision not to replace the North Lane bus shelter.

Dawn Reid – Assistant Clerk to the Council

29th April 2025

Councillor McElroy raised his concerns that in the past the shelter had being vandalised, the back had been damaged. Mr Cross said the council office was not aware and had not received any reports of this damage.

Councillor Linton reiterated as there is an insurance claim logged for the damaged bus shelter, the cost of a replacement shelter may be covered by this.

The committee VOTED and AGREED to reinstate the North Lane bus shelter.

The Assistant Clerk asked the committee to consider what type of shelter it would like to be reinstated. She advised the three existing shelters around the village are all wooden. The Assistant Clerk said she had researched into composite type shelters and unfortunately found none which would be suitable.

The committee agreed in the first instance to explore building a shelter out of composite materials. The shelter should not be enclosed, it should not have perspex windows as they can be easily damaged. The committee asked the Assistant Clerk to contact WSCC Volunteers, to enquire if it would be able to make a shelter to this spec.

422/25 BUDGETS – 2024/2025 Working Budget: 11a) To note the Income and Expenditure to date for the Amenities Committee and the Warren Recreation Ground Trust to date.

The committee thanked Mr Vyse for providing the 2025-26 budget papers to date, for the Amenities Committee and the Warren Recreation Ground Trust.

The Assistant Clerk highlighted the following in the Amenities Budget:

270 Planting – Improvements – £2,000.00. This has been allocated to replace the wooden church sleeper planter with a composite planter. Ferring Nurseries asked this be delayed until Autumn 2025 due to seasonal floral displays being planted ready for the village's festival week.

Councillor Toney noted there is available funding in both the Amenities and Warren Recreation Ground Seating budget. The Assistant Clerk advised this was to cover costs relating to general maintenance and replacing older wooden benches for composite benches as the committee had agreed.

The committee NOTED the 2025/26 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

423/25 CORRESPONDENCE – 12a) 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:

424/25 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

There were no urgent matters arising.

425/25 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA

No items were referred

The date of the next meeting is 11th August 2025.

The meeting concluded at 20.30 hrs.

Chairman: *Councillor S Wilkinson*

Date: 15th September 2025