

MONTHLY MEETING OF THE COUNCIL

**6TH OCTOBER 2025
at 18:30**

SUPPORTING PAPERS

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

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Agenda Item 2

Reverend Andrew Perry

Council is asked to observe one minute's silence in memory of Reverend Andrew Perry, vicar of St Mary the Virgin church from 2017 to 2025.

Councillors, officers and members of the public are advised they may stand or sit during the one minute's silence, as is their preference.

Simon Cross – **Clerk to the Council**

26th September 2025

Agenda Item 3

West Sussex County Council

Council is asked to receive a report from the West Sussex County Councillor representing East Preston.

County Cllr Elkins has asked to address the beginning of the meeting as he has another meeting to attend at 19:30 and would like to give an update on devolution and local government reorganisation.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 4

4SIGHT Vision Support

Council is asked to receive a presentation from 4SIGHT Vision Support.

According to its website, "For over 100 years, 4Sight Vision Support has been the leading sight loss charity supporting blind and sight impaired people living in West Sussex."

The presentation will be given by Kirstie Thomas, Chief Executive Officer.

Agenda Item 9

Minutes of the Monthly Full Council meeting, 1st September 2025

The draft Minutes were circulated to all councillors on 2nd September, asking for suggested amendments by 9th September. None were received.

Agenda Item 10

Monthly Update Report

1. **Introduction**
2. **Minute 541/25 – Leases Working Party – East Preston & Kingston Bowls Club**
3. **Minute 670/25 – Voluntary Action Arun and Chichester (VAAC)**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 1st September 2025.

2. Minute 541/25 – Leases Working Party – East Preston & Kingston Bowls Club

The council's surveyor began negotiations with the club's surveyor in a meeting on 10th September.

Please could members of the Leases Working Party stay behind at the end of this meeting.

3. Minute 670/25 – Voluntary Action Arun and Chichester (VAAC)

Following the meeting, Ms Sumner emailed the council, "As always it was a pleasure being in East Preston and meeting everyone. Look forward to having more East Preston VAAC members, and will continue to investigate how we can progress 'banking' options for the smaller groups."

Members of the public who attended also thanked the council for having arranged this presentation.

Agenda Item 12

Committees

Since the last Full Council meeting the following committees have met: Amenities, Community Engagement and Planning & Licensing. By the time of this meeting, the draft Minutes from all these meetings should have been circulated to all councillors.

Agenda Item 12a

Amenities Committee

Cllr Wilkinson is chairman of this committee.

September 2025

The committee met on 15th September.

Warren Recreation Ground – Children’s Playground – The 2025 ROSPA inspection took place at the children’s playground in July and the report highlighted all items of equipment required some remedial work. The multi-play unit required several of its wooden floor panels needed replacing. The committee agreed to replace all the unit’s worn floor panels, this along with the cost of the other remedial work would mean an overspend on the playground budget of approximately £1,800.00.

The committee is approaching Full Council to request £2,000.00 to cover the cost of this work, see Agenda Item 12b below.

Warren Recreation Ground – as per Agenda Item 12a below, the committee is seeking council’s support for a mediation exercise with the Warren Recreation Ground Safety Group and East Preston Cricket Club.

Simon has been talking to mediation companies and individuals in order to make a proposal to this meeting.

Sea Road public toilets – the block has been deep cleaned and non-concussive taps have been installed in the two unisex toilets.

Village Green – south-western corner – on behalf of the council, Michał Zarzecki led consultation sessions on 22nd and 24th September. Some members of the public additionally commented by email and these have been forwarded to Michał.

Warren Recreation Ground pickleball proposal – the committee considered a public proposal to make the tennis court suitable for pickleball as well as tennis. This discussion will continue at the next meeting.

The committee's next meeting will be on 10th November 2025.

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

24th September 2025

Agenda Item 12b

Audit & Governance Committee

Cllr Mathias is the chairman of this committee.

The committee's next meeting is scheduled for 24th November.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 12c

Community Engagement Committee

Cllr Linton is the chairman of this committee.

The committee met on 22nd September.

A few of the topics discussed at the meeting:

Meeting of village sports clubs, 28th July – the committee agreed to schedule a second such meeting for 12th January. Jackie Sumner from VAAC will be invited to attend if available.

Remembrance Sunday, 9th November – the committee agreed to fund the provision of barriers for this event as the Legion branch has been told it cannot spend money on such any more. There probably needs to be a formal conversation between the Legion and the council about future arrangements for Remembrance Sunday events.

Beach Cleans 2026 – the committee agreed to schedule beach cleans for 29th March and 27th September 2026.

East Preston Festival, 5th to 14th June 2026 – in addition to the family-friendly event on the Village Green on 9th June, the committee agreed to host a *Come and Meet Your Local Councillors* event on Saturday, 6th June.

2026 East Preston calendar – availability is imminent.

Warm Welcome Space 2026 – following the committee's agreement to run a further Warm Welcome Space season for twelve sessions on Wednesdays from January to March 2026, the committee agreed it will do its best to keep officer involvement to a minimum.

The committee's next meeting will be on 17th November.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 12d

Finance & General Purposes Committee

Cllr McElroy is the chairman of this committee.

The committee did not meet in September.

The committee's next meeting is scheduled for 17th November.

Simon Cross – **Clerk to the Council**

26th September 2025

Agenda Item 12e

Major Events Committee

Cllr Linton is Chairman of the committee.

The committee did not meet in September.

The following was discussed at the Community Engagement meeting on 22nd September:

Autumn Quiz, 12th October – Cllr Linton is the lead councillor for this event which will run from 14:00 until 17:00. At the time of the meeting, ticket sales were not going well and the committee agreed to decide on 6th October whether or not to proceed with the event. In the meantime, local organisations would be approached about entering a team.

The committee's next meeting is scheduled for 20th October.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 12f

Personnel Committee

The committee did not meet in September.

We have been told we need to give six months' notice to cease using WSCC as our payroll provider. Noting this as an excessive notice period, Simon has asked WSCC to justify this.

The committee's next meeting is scheduled for 13th October.

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

26th September 2025

Agenda Item 12g

Planning & Licensing Committee

The committee met on 22nd September only.

Three Applications were considered and no objections were raised to any of them. An Application for tree works had previously been considered electronically and the committee's agreement to refer it to the ADC arboriculturist was recorded.

Work on the revised East Preston Neighbourhood Plan continues.

The committee's next meeting will be on 13th October.

Simon Cross – **Clerk to the Council**

26th September 2025

Agenda Item 13a

Amenities Committee – Warren Recreation Ground – mediation exercise

Council is asked to agree to the council sponsoring a mediation exercise related to the playing of cricket on the Warren Recreation Ground.

Cllr Wilkinson to introduce this item.

The Warren Recreation Ground Safety Group has been restarted this year, representing at least five properties which neighbour the Warren Recreation Ground. The group has concerns about the risks of personal injury and property damage owing to the playing of cricket at the ground.

The council has proposed a three-way mediation exercise to the Warren Recreation Ground Safety Group and East Preston Cricket Club, and both parties have agreed to investigate this further.

When the council initiated a similar exercise in 2019, it contracted the West Sussex Mediation Service, but that organisation no longer exists. I contacted the Chief Executive Officer for Arun & Chichester Citizens Advice and he directed me towards the Civil Mediation Council and the Dispute Resolution Agency. During this month, I have been in touch with both the latter organisation and some locally-based individual mediators from the Civic Mediation Council website.

Mediator 1	Based in Emsworth	Proposed mediation exercise £1,440 for pre-meets, site visit and 4 hours of three-way mediation; would involve a co-mediator. Would include a follow-up call with each party
Mediator 2	Based in Chichester	£110 excl VAT per hour of support; initial Joint Clarity Session, £330 excl VAT for a three hour session
Mediator 3	Based in Horsham	Has not provided any financial details, but works for Mediator 4 too
Mediator 4	Based in Brighton	£450 for a three-way meeting of up to 2 hours, online or in person Would start with individual online meetings with each set of participants, £100 per meeting Travel and any venue costs additional

Two others did not reply.

I would be happy with any of the mediators above, but have a preference for Mediator 2 because of the offer of a Joint Clarity Session ahead of the mediation itself.

Further information is available in Appendix A below.

Difficult to estimate, but I would suggest the council sets aside £2,000 for this exercise at this time.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 13b

Amenities Committee – Warren Recreation Ground – children’s playground

Council is asked to agree to expenditure of £2,000 to replace the floor panels of the multi-play unit in the children’s play area.

Cllr Wilkinson to introduce this item.

As mentioned in Dawn's report above, this year's RoSPA inspection of the play area identified several of the wooden floor panels on the multi-play needed replacement. The committee agreed to replace all of the panels together, but does not have enough money to do so.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 14a

Planning & Licensing Committee – East Preston **Neighbourhood Plan – Regulation 15**

Council is asked to agree to the draft revised East Preston Neighbourhood Plan progressing to Regulation 15.

Cllr Bowman to introduce this item.

Earlier this year, the revised plan was out for consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. Comments made by corporate stakeholders and local residents have all been considered and, where appropriate, have been incorporated into the latest version of the plan.

This afternoon, in response to a question, ADC has confirmed:

As you say, you have been through the Regulation 14 consultation process and have made appropriate changes following the comments received.

The next stage would be for the Parish to submit the draft plan to Arun District Council – Regulation 15 (as per [The Neighbourhood Planning \(General\) Regulations 2012](#)). This should include:

- a map or statement, which identifies the area to which the plan relates (preferably a map);
- a consultation statement;
- the proposed neighbourhood development plan;
- a statement on how the plan fulfils the basic conditions;
- (i) an environmental report prepared in accordance with paragraphs (2) and (3) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004; or
- (ii) where it has been determined under regulation 9(1) of those Regulations that the plan proposal is unlikely to have significant environmental effects (and, accordingly, does not require an environmental assessment), a statement of reasons for the determination – this may apply if the East Preston NDP is not allocating any sites;
- in relation to a modification proposal, a statement setting out the whether or not the qualifying body (EPPC) consider that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the NDP which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion.

Once we receive this and following sign off of our internal checking of the submission and processes relating to appointment of an examiner, the Regulation 16 process, which is undertaken by Arun, commences i.e. publicising the plan proposals (or a modification proposal). This consists of the LPA (ADC LPA) having to publicise the plan for at least 6 weeks in line with [The Neighbourhood Planning \(General\) Regulations 2012](#).

I trust that this provides you with the necessary clarification for the purposes of next week's Parish Council meeting. Please let us know the outcome of that meeting and any decisions around your timeline, as we need to do our own background work and line up the required processes on our side.

With thanks and best wishes

Victoria Hobday
Senior Planning Officer (Policy & Conservation)

Simon Cross – **Clerk to the Council**

30th September 2025

Agenda Item 15

Working Parties

None of the working parties met in September.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 15a

20mph Working Party

Cllr Wilkinson is the chairman of this working party.

No updates from this working party.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 15b

Devolution and Local Government Reorganisation Working Party (DevoWP)

County Cllr Elkins hopes to provide some update on devolution and local government reorganisation earlier in this meeting.

Simon Cross – **Clerk to the Council**

20th September 2025

Agenda Item 15c

Flat and Frontage Working Party (FFWP)

Cllr Wilkinson is chairman-elect of this working party.

No updates from this working party explicitly.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 15d

Leases Working Party (LWP)

Cllr Wilkinson is the chairman of this working party.

Please could the members of the working party stay behind at the end of this meeting.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 16b

Arun District Council – Mill Pond Way play area

Council is asked to consider any influence it may have over the future of the Mill Pond Way play area.

On 9th September, council received a copy of a letter from the Parks & Greenspace Service at ADC announcing the removal of existing play equipment from the Mill Pond Way play area.

Dear Sir/Madam

The Mill Pond Way Play Area

You may be aware that as part of the play strategy Lashmar Rec Play Area, which has just had an upgrade, has been prioritised over the Mill Pond Way, as it is within a short walk.

The play area strategy was approved by Arun District Council and can be viewed online at www.arun.gov.uk/play-area-strategy-2018-2028/

Whilst we cannot keep this play area open, we would like to work with residents to get their views on how they would like the area to be landscaped once the play area is removed. We have liaised with Hide Housing, but they are unable to assist us in this matter.

There is a small budget for landscaping so we would welcome your views and ideas for the future landscaping of the play area site. Please submit them via email, typing Mill Pond Way in the Subject line, to anthony.baker@arun.gov.uk or by writing to me at the above address.

I look forward to hearing from you.

Yours Sincerely



Anthony Baker
Community Parks Officer
Neighbourhood Services
Arun District Council

I forwarded this letter to all East Preston councillors for info. Two came back asking for this council to have a discussion about this.

The letter had not given a closing date for comments and when I asked, I was advised it would be 17th October. I also asked if the decision could be reversed if, for example, this council offered some money or bid to take responsibility for the site and I asked for any relevant documents he could share me for this meeting. Nothing back to date.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 16c

Arun District Council -

Council is asked to consider correspondence received on the subject of Council Tax Reduction Scheme 2026/27.

Council received the following email on 15th September.

Dear Simon

Council Tax Reduction Scheme 2025/26

Arun District Council is looking to revise its Council Tax Reduction scheme within the Council's area from 2026/27. The reason for the change is to correct issues with the current scheme and to provide more support to those on the lowest incomes.

Experience has shown that leaving the scheme the same will have an adverse effect on both taxpayers claiming Council Tax Reduction and overall collection levels.

Key Proposed Changes:

- **100% support** for households with the lowest income (up from 90%)
- **Full disregard** of all Armed Forces pensions and compensation payments to help our veterans.
- **Support for UC claimants:** disregard the Limited Capability for Work element
- Support for carers: disregard Carers Allowance and the Carers element of Universal Credit.
- **Lower minimum payment** threshold from £5.00 to £1.00.

Details of the changes are designed to:

- support the most vulnerable including those unable to work or who have caring responsibilities.
- assist in the overall administration of claims; and
- assist in the collection of Council Tax.

It should be noted that the Council's Council Tax Base continues to increase and this has been further enhanced by the introduction of empty homes premiums which can now be charged up to 300% and also the introduction of second home premium from 1st April 2025 which will be charged at 100% on all dwellings that are not a person's main residence but are furnished

A public consultation is now open with and we are inviting people to complete the online survey <https://www.smartsurvey.co.uk/s/ARUNCTRFINAL/>

I would welcome Eat Preston Parish Council's comments by 12/10/2025.

Yours sincerely
Keira Stevenson
Revenues & Benefits Manager

I believe the dates in the heading are incorrect.

I publicised the consultation in the e-newsletter published on 18th September.

I did ask Keira whether she could give me some idea of what impact these proposals will have upon this council's council tax base for the coming financial year, but Keira replied, "I'm sorry but I can't answer a question about the council tax base for next year as I don't know what it will be until the preceptors decide the increases for 2026." I don't believe that is correct, but maybe I am wrong.

Does anyone have any thoughts on this we can refer back to ADC?

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 17

Warren Recreation Ground (charity no. 283037)

Council is asked to note the draft Minutes of the charity's Annual General Meeting held on 8th September.

These can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

9th September 2025

Agenda Item 18

Sussex Police

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

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 19

Clerk's Report

- 1. Introduction**
- 2. Police matters**
- 3. Anti-social behaviour matters**
- 4. Freedom of Information / Data Protection requests**
- 5. Visit from Trevor Leggo, CEO West Sussex Association of Local Councils, 29th August**
- 6. Meeting with East Preston Cricket Club, 3rd September**
- 7. Mulberry Local Authority Services Ltd. Governance Assertion 10 Digital and Data Compliance training, 5th September**
- 8. East Preston Floral Club Festival of Flowers preview evening, 24th September**
- 9. Community Speedwatch, 25th September**
- 10. Visit to Ayton House, Angmering, 25th September**
- 11. East Preston Beach Clean No. 24, 28th September**
- 12. Social media**
- 13. MailChimp stats**
- 14. A selection of things we have been asked since the last meeting**
- 15. Recent bouquets and complaints**
- 16. Leave**
- 17. October meetings and events**

1. Introduction

This is the report mainly covering September 2025 and matters which may not arise elsewhere on the agenda.

2. Police matters

No updates at the time of writing.

3. Anti-social behaviour (ASB) matters

No developments in anti-social behaviour matters in the village previously reported to ADC anti-social behaviour team.

4. Freedom of Information (FoI) / Data Protection requests

We received a Freedom of Information request related to the Conservative Hall. I had an informal conversation with the requester and I was able to provide him with information without the need to complete the formal FoI request; "Nothing further required at this time from us."

5. Visit from Trevor Leggo, CEO West Sussex Association of Local Councils, 29th August

Council agreed at its meeting on 30th June to submit a loan application to the government. After a slight problem of only being able to download an incorrect application form from the right website, I submitted the application to Trevor on 3rd July. Trevor added his comments and forwarded the application to the correct government department. Perhaps cheekily, where the form asked for a date by which we would like the money, I put 1st August. Trevor did not think that was a problem and went on leave.

By 29th July, Trevor was back from leave and I asked him if he had heard anything about the loan application as the council had not even had an acknowledgement of its request.

I contacted Trevor again on 4th August and again on the 12th August. It must have been a further week on when Trevor called. Hearing we had still not had an acknowledgement even, Trevor said he would come and see me and booked to see me on 29th August.

On the negative side, the only action Trevor was able to take whilst in East Preston was to have me forward him the application paperwork again.

I chased again on 5th September.

On the positive side, Trevor complimented the "vibrant place" East Preston is. Trevor asked about devolution and I said council was waiting to learn more but has taken part in the appropriate meetings and consultations so far as well as providing useful background information to our MP. In his view, members of the public currently have little interest in the whole devolution and local government reorganisation except in places worried about becoming part of something much bigger than their current hierarchy.

6. Meeting with East Preston Cricket Club, 3rd September

This meeting was called by and chaired by East Preston Cricket Club and sought to look forwards rather than into the recent past.

The council proposed a mediation exercise and the club said it was again willing to enter into such an exercise having also done so in 2019.

7. **Mulberry Local Authority Services Ltd. Governance Assertion 10 Digital and Data Compliance training, 5th September**

Cllr Gunston, Adrian and I all attended this half-hour online training session, on the new Assertion 10 which will be part of the Annual Governance and Accountability Return from the end of this financial year.

As part of Assertion 10, all councils must be able to evidence their website meets legal requirements, such as having a .gov.uk domain, have an accessibility statement and meet accessibility legislation. The website must include documentation as stated in the Freedom of Information Act 2000 and a Freedom of Information Publication Scheme. The council must follow the General Data Protection Regulations and the Data Protection Act 2018. I am pretty confident the council is ok in these respects.

All councils must have a generic email account hosted on an authority-owned domain. The council has clerk@, asstclerk@, admin@ and finance@eastpreston-pc.gov.uk. To comply with the General Data Protection Regulations, councillors and officers must be issued with emails linked to that domain and, equally as important, must only use those email addresses when on council business. I have checked with our internal auditor and he has confirmed Caspar and Stephen do not need an East Preston Parish Council email address.

The council should have an IT Policy, which I don't think we have. NALC has produced a template policy, but I cannot find it on the NALC website. I have added this to the Agenda for the Audit & Governance Committee meeting in November – the policy should not need much tailoring.

The training explained how internal auditors will seek evidence the council is complying with these requirements.

8. **East Preston Floral Club Festival of Flowers preview evening, 24th September**

I am not 100% sure why, but I was invited to this event and attended straight from a day's leave.

The Festival was entitled, "The Arts, A Floral Celebration" and was held at St Mary the Virgin church. Displays were arranged by topics such as Fashion, Literature, Music, Jewellery, Sculpture and Opera.

Cllr Mathias was also present. Mostly, the event was for members of the Floral Club to have a preview of the displays before the general public. There were probably about 50 people at the preview including a few members of the congregation of St Mary's.

Photographs really cannot do the creations full justice, but here is the chancel display by Val Adams and Sarita Nunn, just to give some flavour of the event:



Swan Lake depicted at The Arts, A Floral Celebration

9. Community Speedwatch, 25th September

I did this shift with coordinator, Gavin Bernard. Between 10:00 and 11:00, we recorded 48 vehicle movements, none of which was going fast enough to be recorded. A few residents spoke to us, the usual jokey complaint about vehicles slowing down when they see our hi-vis waistcoats and comments about cars driving at 80mph in the night.

10. Visit to Ayton House, Angmering, 25th September

Caroline Thomas, Customer Services Manager of Ayton House, Dappers Lane, Angmering, contacted the council in August saying she would like Ayton House to be more involved in the local community and inviting East Preston Parish Council to come and visit one afternoon. Having ensured Angmering Parish Council had also been invited, I agreed a date with Caroline and opened the invite to councillors.

On the day, only Cllrs Bradshaw and Moore could attend with me, and Cllr Bradshaw's report can be found below.

Ayton House is run by Care UK and it was interesting to hear Care UK, in addition to over 100 similar homes in the country, runs the drop-in GP surgery just outside Brighton station and the 111 service in some parts of the country, on behalf of the NHS.

Ayton House opened in November 2024 and can host up to 72 residents. At the time of the visit, 36 residents were living in the property with a new suite about to open which would see an increase to over 40 residents. Some residents chose to live here because living as part of a community is a better option for them than living alone at home. Others are here because their families have had to make that choice for them. The residents we saw and spoke to all seemed to be very happy.

Caroline organises events which anyone can attend, for example the (men's) Pie and a Pint lunch (third Thursday) and the Friday Fish and Chips lunch (final Friday), both monthly. During the week, there is a minibus available to take residents to different events. The home is proud to be an officially accredited Veteran Friendly Framework care home and Caroline and David had quite a chat about his service.



(left to right) Kit, Simon, David and Caroline
(photograph courtesy of Uyema, Activities Coordinator)

Caroline has worked for Care UK for seven years and appears to be very happy doing so. The company operates a Duty of Candour which could be the basis for an interesting conversation at the Personnel Committee.

For anyone who was unable to attend this visit, I recommend spending a few minutes on the home's website, in particular looking at the photo and video gallery. Watching just a few of the videos will really give you a good idea of the home. <https://www.careuk.com/care-homes/ayton-house-angmering>

11. East Preston Beach Clean No. 24, 28th September

Weather was good enough for twenty volunteers to come along, aged between very young and quite old. General feeling was the beach was pretty clean although there were also reports of numerous small pieces of plastic at the western end of the beach and the most fishing wire seen for a long time.

I was the sole representative of the council at this event. My thanks to Jenn Hardy and Carol Longman who both offered to help with the administration of the event. Luckily, somehow the twenty volunteers spread their arrival times, so I was able to administer alone. I also thank Cllr Moore for having attached bags to hoops ahead of the event, which also meant I could administer alone.

One surprising thing happened. I was talking to a local resident who had been walking his dog on the beach, off-lead. Two separate people came over to tell him his dog fouled on the beach whilst he was not looking.

The next beach clean is scheduled for Sunday, 29th March, the first Sunday in April 2026 being Easter.

12. Social Media

These are the recent Facebook post which reached more than 500 people.

- A post supporting the Below the Belt PSA test initiative – 5,014 people
- A post publicising the East Preston Floral Club's show at St Mary the Virgin church – 1,096
- A post advising of a found bank card – 646
- A post warning of Palm Oil on East Preston beach - 502

(posts up to and including 28th September)

The number of Followers is currently 1,939, an increase of 6 on the last report.

13. MailChimp stats

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

Parish Council news – 27th August – sent to 964 subscribers, opened by 711 (74.2%)

Parish Council news – 3rd September – sent to 962 subscribers, opened by 733 (76.8%)

Parish Council news – 10th September – sent to 957 subscribers, opened by 729 (76.4%)

Parish Council news – 18th September – sent to 957 subscribers, opened by 688 (72.2%)

Parish Council news – 25th September – sent to 955 subscribers, opened by 769 (70.1%)

14. Things we have been asked since the last meeting

“We are having trouble with a tradesperson – who should we talk to?” (Try WSCC Trading Standards - <https://www.westsussex.gov.uk/business-and-consumers/trading-standards-information-for-consumers/>)

“Would it be possible to have the white line outside our property refurbished?” (White Access Protection Lines are provided only to protect a private access and, as such, are not covered by Highways Maintenance. Once a line needs to be refurbished, it must be applied for again and paid for again, just like a new line.)

15. Recent bouquets and complaints

(In addition to anything reported above)

We arranged for a representative from Stagecoach South to visit the monthly Field House coffee morning. Afterwards, the house manager emailed, “It went well and was very interesting, hopefully gave him and us some info we didn’t have. Really nice guy!” The Stagecoach South rep said, “It was fine. To start with they were predictably, but understandably, upset that their service frequency had been cut from every 12 mins to every half hour. However, after providing them with a reality-check I think they understood the situation better. I can't say they were happy but they appreciated the explanation. A nice bunch of folks to be fair.”

From residents of Russells Close seeking help with a situation in that road, “Thank you so much for your 2 emails and your prompt and useful responses.”

From a resident of Fairlands who had raised a concern about how low a tree there was hanging, “Thank you. It’s much better. Let’s hope they [WSCC Highways] does not leave it so long next time.”

From a resident of Sea Lane Close who asked for further information on “some negative rumblings about the old conservative hall”: “Thank you for a prompt reply. Interesting. I wouldn’t want to live next to or opposite a funeral home. (Though I’d be okay with a graveyard.) However, I’d struggle to raise a legitimate objection. The usage was I thought well publicised so why didn’t the opponents to the usage object to the planning application or did they?”

From a village resident we helped promote the film show of her play, “Thank you for your help and encouragement re the upcoming film show of my play Flowery Shirts and Strange Relations. It's great to see the posters on the notice boards. I loved that you described me as ' village playwright ' in a recent newsletter. Very flattered. I am very touched by how supportive East Preston residents are of such things - not least by our Parish Council Clerk.”

A couple from Redhill booked to have a chat whilst they were house-hunting in the village. They came armed with a number of questions, which we pretty much answered for them. “You have made it so easy for us to learn about the village. What a great facility.”

16. Leave

I am on leave on 2nd October for Fr Andrew's funeral. Adrian is on leave for the week beginning 6th October. Alison is on leave on 8th October and again for the week beginning 27th, and Dawn is on leave between 20th and 22nd October.

17. October Meetings and Events

This list may be incomplete and is subject to change.

- 6th Full Council (18:30, East Preston Infant School)
- 8th South East Community Rail Partnership meeting (14:00, Shoreham-by-Sea) (SC only) (tbc)
- 11th East Preston Repair Café (10:00, Vicarage Lane)
- 12th *Autumn Quiz* (14:00, East Preston Junior School) (tbc)
- 13th Planning & Licensing Committee (18:00, East Preston Infant School)
Personnel Committee (19:00, East Preston Infant School)
- 15th East Preston Festival Committee donations evening (19:00, Village Hall)
- 20th Major Events Committee (19:00, East Preston Infant School)
- 22nd Interim internal audit (09:30)
- 27th Planning & Licensing Committee (18:00, East Preston Infant School)
- 29th Informal hearing impairment meeting (14:30, Council Office) (from EL, HH and SC)

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

Simon Cross – **Clerk to the Council**

30th September 2025

Agenda Item 20

Other meetings and events – Part 1

Council is asked to note any reports.

Mulberry Local Authority Services, Governance Assertion 10 training, 5th September

online

I attended this short session with Simon and Adrian. Our Annual Governance and Accountability Return (AGAR) will now require a statement of compliance to cover the Parish Council website, email management and data processing. We also need an IT Policy. This needs to be in place 31st March 2026. We already comply with many of the requirements but some work needs to be done. The issues will be discussed at the next Personnel Committee meeting to ensure all councillors and officers are aware of their responsibilities.

Cllr John Gunston –
Vice-Chairman of the Finance & General Purposes Committee

16th September 2025

ADC and Western Sussex Rivers Trust (WSRT) water environment meeting, 10th September

Civic Centre, Littlehampton

Along with eight other councils I attended this instructive event at the Civic Centre in Littlehampton. WSRT concentrated on some practical actions for Parish Councils to help with the problems of water pollution including:

- Promote good riparian ownership
- Manage more land for nature
- Remove and report non-native invasive species
- Natural flood management - Reduce surface run-off & store rainwater
- Ponds & wetlands
- Water Quality testing – River Guardians
- Report pollution – to the Environment Agency & Southern Water + inform WSRT
- Information campaigns: reduce water usage - slow the flow - store the water.

I will pass on this information to the Environment Group and write an article on the issue for the next parish council newsletter.

Cllr John Gunston –

16th September 2025

Chairman of the Devolution and Local Government Reorganisation Working Party

Voluntary Action Arun and Chichester (VAAC) annual general meeting, 23rd September

St Laurence Church, Sea Place, Worthing

I attended the AGM in Littlehampton.

VAAC is now in a more secure financial position and re-emphasised its ability to support local groups through training and fundraising support. Among the short presentations were uplifting stories including the High Sheriff of West Sussex who is implementing a number of initiatives to combat men's mental health issues.

Cllr John Gunston –

29th September 2025

Chairman of the Devolution and Local Government Reorganisation Working Party

Greenacres and Ayton House visits, 24th / 25th September

Greenleas, The Leas, Rustington / Ayton House, Dappers Lane, Angmering

It was delightful to be invited to visit an assisted living home and a care home in the same week in a Parish Councillor capacity.

On Wednesday 24th Sep Councillor Moore and I visited Greenleas for their Macmillan Cancer Care fundraiser and coffee morning. We spent a while chatting to some of the residents about bits and bobs on East Preston Parish and enjoyed some delicious homemade cakes and tea along with some nice vegetable pasties. There was also a music duo singing '60 hits for our enjoyment too.



Florence the manager made us feel very very welcome and we recognised some East Preston residents there for the coffee morning too! At the last count, over £200 had been raised.

On Thurs 25th it was time to visit Angmering's newest Care Home - Ayton House which provides short-term and permanent residential care as well as dementia care.

The fabulous Caroline met me, Councillor Moore and our marvellous Mr. Clerk at the door and sat us down in the dining room. We were very thrilled to be greeted with a full cream tea to devour whilst we chatted to Caroline!

A tour of Ayton House took place after and we were most impressed with the modern, airy and comfortable facilities on offer. A particular highlight being the pub called 'The Sailor's Arms' they have on the top floor! This also has a very comfy cinema area.

It is a very impressive place and also very well run and structured too.

Cllr Kit Bradshaw

29th September 2025

Dr Beccy Cooper MP public meeting, 27th September

St Laurence Church, Sea Place, Worthing

The meeting took place in Goring and was attended by about 20 people.

Short presentations from the Southern Water's Bathing Partnership Manager and Sustainable Drainage System Lead outlined what the company have been doing in Worthing to lessen sewage overflows.

Councillor Vicki Wells from Worthing Borough Council then talked about volunteers who are helping the Environment Agency by regularly testing in bathing areas.

I have contacted Hilary Murgatroyd the Southern Water stakeholder Manager responsible for liaising with local government who also attended the meeting. I suggested she visit East Preston and meet some local residents to discuss issues.

Cllr John Gunston –

29th September 2025

Chairman of the Devolution and Local Government Reorganisation Working Party

Agenda Item 19

New items to be referred to the next meeting – 3rd November 2025

The meeting will again start at 18:30 with a presentation from Rustington Death Café.

Simon Cross – **Clerk to the Council**

29th September 2025

Agenda Item 20

To exclude the press and public

Owing to the commercially sensitive nature of the rest of the agenda of this meeting, **council is asked to resolve to exclude the press and public from the rest of the meeting.**

As per Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, a public body can resolve to exclude the public from a meeting because of the confidential nature of the business to be discussed.

Simon Cross – **Clerk to the Council**

30th September 2025

Agenda Item 21

118-120 Sea Road, East Preston

Council is asked to consider any matters relating to the purchase of 118-120 Sea Road, East Preston. At the time of writing, this is likely to be only updates on decisions already taken, but the situation is understandably dynamic and could change several times between now and the meeting.

The loan application continues to be considered by the relevant government department. My thanks to Cllr Gunston and to Adrian for their assistance with their help in answering the financial questions we have been asked.

Although I provided the Minutes of the meeting held on 30th June which I believed covered all the criteria the assessor is asking to have been covered in the appropriate Minute, the assessor has asked for a reworded resolution. Therefore, **council is asked to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for borrowing approval for a loan of £250,000 over the borrowing term of 10 years for the purchase of 118-120 Sea Road, East Preston, BN16 1NN. The annual loan repayments will come to around £32,000.**

Council is also asked to increase the council tax precept for the purpose of the loan repayments by 6% which is the equivalent of an addition £5.72 a year (for a Band D property). This will be subject to a precept increase consultation.

The Finance & General Purposes Committee will look to keep any increase to a minimum.

Simon Cross – **Clerk to the Council**

30th September 2025

Agenda Item 13a

Amenities Committee – Warren Recreation Ground – mediation exercise

Council is asked to agree to the council sponsoring a mediation exercise related to the playing of cricket on the Warren Recreation Ground.

Below is information from each of the mediators / companies that responded.

Mediator 1

Hi Simon

It was good to talk to you and thank you for putting me in the picture about the dispute.

As discussed, I am a member of the Civil Mediation Council Fixed Fee scheme, as per below:-

<https://civilmediation.org/fixed-fee-scheme/>

After discussing your case, I propose the following:-

- 1:1 private virtual meetings (via Teams/Zoom) with each party (preferably max. 2 representatives per party) – approximately 1 hour long, 1-2 weeks prior to mediation. This is an opportunity to meet the mediators, discuss objectives, disputes and what they hope to achieve from mediation. We offer availability evenings and weekends if required.
- A site visit carried out by myself, with a request that I meet yourself/representative on site – prior to the mediation.
- Facilitate with a co-mediator, [REDACTED] - a 4-hour in person Mediation at an agreed local venue with representatives from each party. Flexibility required with hall hire to allow extra 2 hours in case of running over. Availability will include Saturdays.
- A follow up call with each party at an agreed time in 6-8 weeks' time – timing to be agreed.

Fees:

- £890, plus £550 for second mediator – total £1440 (no vat). Extended hours past the 4-hour mediation will be charged at £100 per hour.
- We recommend that mediation costs, along with venue hire costs are split between the 3 parties.
- Payment and cancellation terms will be clarified if mediation is confirmed.
- The total cost includes the full process listed above, along with liaison in setting up the 1:1s etc.

Finally, all meetings are confidential and without prejudice.

If you have any further questions, please do not hesitate to contact me.

Kind regards

Mediator 2

Hi Simon,

Thanks for your time on the phone this morning. Firstly, I am sorry to hear about your situation. As discussed, we can help you with resolving this, and in our experience, taking a staggered approach often works best.

The parties need full authority to agree and commit to outcomes as part of the mediation process, and the residents' representative will need a letter of authority from each of the residents. This can be an email, but it must state that they, as an individual, provide authority for the representative to make decisions for and on their behalf.

The Cricket Club, as I understand, is a small entity and would qualify for our micro-business Fixed Fee Mediation services, see here: [Fixed Fee Mediation Service: Micro Businesses](#). This means that we will guarantee the hourly rate at £55 excl. VAT per party. This is better than any other fixed fee mediation scheme!

We would fix the rate at £110 excl. VAT per hour of support. The total amount of time for support will be estimated once the mediator has spoken to each interested party. As we do not yet have confirmation that all parties are willing to proceed, I suggest that we start with offering a Joint Clarity Session, which is three hours to narrow issues, venting, and to explore if mediation is the best option, or work out what the alternative way forward is.

A Joint Clarity Session is £330 excl. VAT for the three hours. We can use this time for a group meeting, or a hybrid of individual calls and a shorter joint meeting, depending on what works best.

As mentioned, we have professionals covering all types of ADR (alternative dispute resolution), and can explore any or all of the following:

- Conflict Coaching (one-to-one support)
- Mediation
- Arbitration
- Expert Determination
- Conciliation (assessment of outcomes and elected decision-making)

We would suggest arranging a Joint Clarity Session as soon as practicable, and in order to do so, we will need:

- An Agreement to Mediate signed by each party and representative (everyone attending sessions or supporting parties in any capacity)
- A Purchase Order or receipt of payment for the agreed fee
- Written evidence providing authority for the residents' representative to attend and make decisions on their behalf
- Contact details for each party

I trust that this is helpful, Simon. Do let me know if you need anything else at this stage.

Thanks in advance.

Kind regards

Mediator 3

No written follow-up to telephone conversation

Mediator 4

Dear Simon

Following on from our phone call this morning.

Assuming there are 3 parties (the council, the cricket club, the neighbours) with 2 representatives from each, the process we would follow would be to meet each party separately (ie both reps from the cricket club together etc), followed by the joint meeting/s. At this stage we do not know how many meetings might be needed.

The 3 individual meetings would total £300 - these are around an hour long and usually online to save travel time and costs. These meetings help us get an overview of each party's position and an idea of what they would like to achieve from mediation. After these meetings, the mediator/s would decide whether or not the case was suitable for mediation.

A 3 party joint meeting would be £450 - these are up to 2 hours long and can be online or at a suitable, neutral venue. Using a venue would incur venue fees (at cost) and mediator travel costs.

A 2 party joint meeting would be £300 - eg it may be appropriate for 2 parties to meet without the third.

I attach a 3-party referral form, should you wish to proceed. We would also need a signed contract please.

We are assuming that each party would cover their own costs? If not, we would need to know the payment arrangements.

If there are any further questions, just let me know.

I look forward to hearing from you in due course.

Best regards

Appendix B

Agenda Item 17

Warren Recreation Ground (charity no. 283037)

Council is asked to note the draft Minutes of the charity's Annual General Meeting held on 8th September.

Minutes of the Annual General Meeting held on Monday, 8th September 2025 at East Preston Infant School.
(Reviewed at the Full Council meeting held on 6th October 2025, Minute xxx/25)

Trustees Present: East Preston Parish Council members: Christine Bowman, Lisa Duff, Barbara Gale, John Gunston, Elizabeth Linton, Glyn Mathias, Rick McElroy, David Moore, Steve Toney (Chair) and Steve Wilkinson

Also: Simon Cross (Clerk to East Preston Parish Council, notes)

Trustees Absent: East Preston Parish Council members: Kit Bradshaw, Andrea Chapman and Helen Hill

* * *

Introduction – Cllr Toney, Chairman of East Preston Parish Council, opened the meeting at 19:00. He welcomed those present and ran through basic safety information.

Apologies had been received from Cllrs Bradshaw, Chapman and Hill.

Minutes – The draft Minutes had been reviewed and noted by East Preston Parish Council at its meeting on 7th October 2024 (Minute 738/24).

The Trustees AGREED that the Minutes of the meeting held on 9th September 2024 could be signed as a true record of that meeting. Cllr Toney duly completed this action.

Chairman's Report – The Chairman's Annual Report had been circulated to all present in advance of the meeting, as follows:

<insert>

The report had been circulated in advance and all present confirmed they had read it. Cllr Toney thanked those involved with the day-to-day management and upkeep of the recreation ground.

No comments were made and no questions arose from the Chairman's report.

Treasurer's Report – The Trustees NOTED a full budget report for the Year 2024-25 prepared by Adrian Vyse (Book-keeper to the Council), which had been distributed to Trustees prior to the meeting (see Appendix 1). The accounts were in a different format to previous years as the council was using a different accounting software to before.

The Clerk reported the charity's accountants had had the accounts to audit for over a week and no questions nor concerns had been raised.

With no questions arising, the Trustees unanimously AGREED the financial report for the year-ending 31st March 2025. The Trustees authorised Cllr Toney and the Clerk sign the CC16A form for the annual return once it had been supplied by the charity's accountants.

The Chairman thanked Mr Vyse for his production of the report.

Delegation to East Preston Parish Council – The trustees AGREED to delegate formally responsibility for the Warren Recreation Ground for the period 1st April 2026 to 31st March 2027 to East Preston Parish Council.

Questions – Nothing was raised.

Anything Else – the Clerk reported the Warren Recreation Ground Safety Group has been revived and was concerned about the number of cricket balls which landed outside the recreation ground each season. The council had met with representatives of the safety group and the cricket club and had proposed a mediation exercise between the three organisations. The council believed this would provide the appropriate level of independence and impartiality.

Cllr Linton reported she had been approached by someone wanting to give paid-for tennis lessons on the recreation ground court. The council's position, on behalf of the charity, was the facilities could not be used for commercial gain. This referred to the Village Green as well as the Warren Recreation Ground. Cllr Linton thanked the meeting for clarifying this matter.

In response to a question from the Clerk, Cllrs Bowman and McElroy confirmed the East Preston & Kingston Village Hall Foundation's requirement to provide access ramps onto the Warren Recreation Ground from both the Miller Barn and the Warren Room. The Foundation had a meeting scheduled for later in the month at which the detail of these ramps would be agreed. Both ramps would be aluminium. Cllr McElroy said it may be necessary for the council to move one of the benches in the children's playground for the required length of ramp to fit.

Cllr Wilkinson advised the meeting the Amenities Committee was currently considering refurbishment work on the Fives Court. There was some discussion as to what the game of Fives was and whether the court could be renamed.

Close – With no other questions forthcoming, Cllr Toney thanked the council's officers and councillors for their efforts through the year. He then thanked everyone for coming and closed the meeting at 19:20.

Chairman:

Date: 14th September 2026
Cllr Steve Toney