



EAST PRESTON PARISH COUNCIL

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AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 15th September 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, E Linton, B Gale and C Bowman.

ALSO: Dawn Reid (Assistant Clerk to the Council)
Kelvan Gale

APOLOGIES: Councillor K Bradshaw

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

691/25 INTRODUCTIONS

Cllr Wilkinson welcomed all those present.

692/25 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received from Councillor K Bradshaw (Holiday).

693/25 PERSONAL AND/OR PREJUDICIAL INTERESTS

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

694/25 PUBLIC QUESTION TIME

There were no questions.

At this point in the meeting Councillor McElroy gave an apology to Mr Jull, for his behaviour at the May 2025 Amenities meeting.

695/25 MINUTES OF THE AMENITIES MEETING HELD ON 19th MAY 2025

The draft minutes had been circulated to all councillors on 29th May 2025, asking for suggested amendments by 6th June 2025. The committee agreed the minutes as a true record of the meeting, held on 19th May 2025, the minutes were duly signed by Councillor Wilkinson.

696/25 MINUTES OF THE AMENITIES MEETING HELD ON 11th AUGUST 2025

The draft minutes had been circulated to all councillors on 14th August 2025, asking for suggested amendments by 20th August 2025. The committee agreed the minutes as a true record of the meeting, held on 11th August 2025, the minutes were duly signed by Councillor Wilkinson.

697/25 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

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

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 agreeing to purchase a frog novelty litter bin to install inside the children’s playground. I recently meet with Stephen, Arun District Council (ADC) Cleansing, to identify a suitable position to locate the bin. Following this Stephen informed me that Biffa had advised ‘an unforeseen issue has come up regarding emptying the bin, which result is that Biffa would not be able to empty it. Biffa said it has reservations about its staff entering a children’s playground due to them not having the appropriate DBS check level’.

I asked Stephen who empties the bins in all the other children’s playgrounds in the area. Stephen responded, ‘I appreciate your points, I must admit it sounds strange. If parks or green spaces are owned by Arun the contractor is Tivoli rather than Biffa’.

For the committee’s information, emptying bins has never been included on Tivoli’s task list for the village and I cannot see how this would work for regular emptying. For the committee’s information, Casper, the council’s village orderly, currently empties two other litter bins within Warren Recreation Ground (tennis court and south eastern corner). The committee may wish to consider asking Casper to add emptying the playground litter bin to his rounds. As a council employee, Casper has a current DBS certificate.

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

Councillor Linton expressed how annoyed she was that Biffa cannot empty yet another litter bin in the area. The committee agreed to ask Casper to empty the playground bin.

ADC Cleansing has installed the frog litter bin and Casper will empty it on his rounds.



The committee is asked to **NOTE** the frog bin has been installed at the children’s playground.

Dawn Reid – Assistant Clerk to the Council

1st September 2025

Matters Arising from 12th February 2024

Minute 142/24 Outdoor Gym Equipment – For the committee’s information the 2025 ROSPA inspection took place in July. The report’s recommendation on the Double Air Walker is: Mechanism has failed/cracked and split around joints. Replace. Refer to manufacturer for replacement.

The committee will recall back in 2023 this problem was identified and the manufacturer, Freshair Fitness, carried out welding and repairs in an attempt to hold the limiters in place. This was successful in the short term but the problem remained. The C-shaped holder was failing and will no longer keep the limiters in place. The advice was 'the unit is no longer under warranty and at some point, it will need replacing'. The committee will recall this was one of the reasons it began researching new outdoor gym equipment. As you can see from the picture below the issue with the mechanism has deteriorated further.



All of the above information was circulated electronically to the committee for its consideration. The committee was asked to consider, 'is this unit safe for public use' and if not, 'should the item be closed until it can be removed'?

The committee VOTED and agreed unanimously the unit is not safe for public use and should be closed until it can be removed.

The committee asked the Assistant Clerk to make arrangements for the item's removal.

Cloud 9 kindly erected safety fencing around the double air walker to prevent any attempt to use the item. The following quotes were obtained for its removal:

Quote 1 - £500.00 exc VAT
Quote 2 - £1,250.00 exc VAT

The quotes were circulated electronically to the committee for its consideration.

The committee VOTED and agreed unanimously to accept quote 1 for the removal of the double air walker.

The committee asked the Assistant Clerk to schedule in the work as soon as possible

At the time of writing this report I am waiting to receive a date of when the equipment will be removed.

Dawn Reid – Assistant Clerk to the Council

1st September 2025

Matters Arising from 24th June 2024

Minute 598/24 - To consider installing a cycle repair station in the village – The new Cycle Repair Station unit has been installed at Warren Recreation Ground. The unit is located next to the cycle hoops on the right-hand side as you enter the car-park. The unit consists of a wheel holder, high pressure compact pump and nine essential bike tools on retractable stainless-steel cables, all the essential tools which are needed for general cycle repairs. Additional information signage has been installed and an article has been placed in the council's newsletter informing the public of the newly installed Cycle Repair Station.

Councillor Wilkinson was the first person to try out the repair station.



The committee is asked to **NOTE** the cycle repair station has been installed.

Dawn Reid – Assistant Clerk to the Council

24th July 2025

Minute 134/25 CORRESPONDENCE – Warren Recreation Ground south western boundary – As agreed at the last meeting, I contacted Danny, Tivoli, to arrange another site meeting to confirm what work had previously been agreed and quoted for improving the corner at the south western boundary. I also aimed to ask if there are any options for flexibility on its cost. I have tried contacting Danny several times now and to date have not received a response. Eventually this week I received an email advising me there now is a new person who will be working on this project. I will update the committee further when we have carried out a site meeting and reviewed what was originally agreed in the quote.

Dawn Reid – Assistant Clerk to the Council

4th September 2025

Matters Arising from 19th May 2025

Minute 408/25 PUBLIC QUESTION TIME - Sea Road bollards - To consider a request to replace the bollards at the end of Sea Road - The committee will recall the request from Roy Allen, a director of Sea Road Beach Access Ltd, asking for the Sea Road bollards to be replaced. Roy advised the existing plastic removable bollards have been identified on its company's recent risk assessment, as a risk. Roy is concerned that should a vehicle drive at speed through the existing bollards, the bollards could easily be displaced and may cause injury to a member of the public. Roy believes that the existing bollards are also not suitable for a severe marine environment. Roy has suggested that the committee considers replacing them with a fixed cast iron or steel type bollard.

As agreed at the last meeting, councillor's Wilkinson, Toney and myself met with Philip and Zoë Steel, owners of the caravan site, to consult with them on the bollards at the end of Sea Road.

Both Philip and Zoë said *'having fixed bollards is far preferable to removable ones, in the past we have experienced "the travelling community" removing a bollard to gain access on to the beach. Should ever the emergency services vehicles require a little further access, then they can go through the caravan site'*.

I also enquired with ADC planning, if the council should have applied for planning permission to install the four existing bollards. The question was not answered and instead I was directed to apply for a Lawful Development Certificate for a proposed development. There is a small fee for this application.

Should the committee agree to replace the existing bollards, then a new planning application could be sought, if the committee agrees to keep the existing bollards, a retrospective planning application can be applied for.

The committee is asked to **CONSIDER** the request to replace the existing four plastic bollards at the end of Sea Road.

Minute 417/25 WARREN RECREATION GROUND – To receive an update on the Intergenerational Play Panels - The service on the Play Panels took place on 28th May 2025. The work was carried out by Proludic the company who installed the panels. Work involved:

- a) Cleaning of Panels
- b) Tightening of panel fixings
- c) Replaced internal components of the Bac Ball Table Game

As agreed by the committee, future services will be scheduled in every two years. A budget line to fund this has been created within the WRG Trust Budget.



The committee is asked to NOTE the Intergenerational Play Panels have been serviced.

Minute 418/25 WARREN RECREATION GROUND – To consider an event application from East Preston & Kingston Horticultural Society - Following further amendments to the events Risk Assessment and Method Statement (RAM's), councillor McElroy approved all the events documents. In preparation for the event on the 2nd August 2025, members of the Horticultural Society attended a Banksman Awareness session which Councillor McElroy ran. The event went ahead as scheduled.

Whilst reviewing event procedures the committee will recall agreeing to amend the council's events policy commencing 2026, to include no charging for entry to any events held on the Warren Recreation Ground. The suggested changes to the event application paperwork were sent to councillor McElroy for his consideration. Councillor McElroy reviewed the document and was satisfied with its contents. As agreed by the committee the changes to the events booking procedure will be enforced from 2026.

Minute 421/25 BUS SHELTERS – To re-consider replacing the North Lane Bus Shelter - Councillor Wilkinson and Myself met with Darren Rolfe, WSCC Volunteers, at the North Lane bus shelter site. Councillor Wilkinson outlined the committee's requirements for the new shelter and Darren has agreed to research composite materials and how he would design of the shelter in this material. The current concrete base at the site measures 2mtrs x 1.45mtr which appeared very small. Darren said there is scope to extend the base and build a slightly larger shelter. Darren advised he has two more shelters to build and then he would be available to work on the North Lane shelter. He thought this would be around Autumn time. If there are any changes to the shelters existing footprint, I will need to re-apply to WSCC Highways for a new licence.

Minute 627/25 WARREN RECREATION GROUND – The misuse of the Tennis Court – The committee will recall agreeing to consider what the best longer-term solution would be, for accessing the tennis court. The committee will recall receiving information on installing a key coded locking system and an online booking system (copies will be available at the meeting).

Given the recent misuse of the court for playing football, Mr Jull offered his assistance should the committee wish to install CCTV at the area. Mr Jull advised there is the facility to run the CCTV from his electric supply. Councillor McElroy offered his expert knowledge in advising the committee on this subject.

The committee is asked to CONSIDER the best long-term solution for accessing the tennis court.

Dawn Reid – Assistant Clerk to the Council

19th June 2025

Minute 629/25 WARREN RECREATION GROUND – The Playing of Cricket – Following the meeting held in August 2025 with the Warren Recreation Ground Safety Group (WRGSG), to discuss issues relating to the recreation ground, including the playing of cricket. On 3rd September, Councillor Wilkinson, Toney, the Clerk and myself, met with representatives of the cricket club to discuss the issues raised by the group. The meeting was a positive meeting and following this the committee would like to fulfil its promise of a tripartite meeting between the Safety Group, the cricket club and itself. In order to ensure impartiality, it has been suggested this meeting is part of a mediation exercise. A previous mediation exercise which started in 2019 and was hosted by the West Sussex Mediation Service, had gone well before it had to be curtailed for the personal reasons of one of the participants. Unfortunately, that service no longer exists, so the Clerk has asked Arun and Chichester Citizens Advice to provide details of other mediation services it has used, and it has provided three organisations the council will now contact. The Clerk wrote to the WRGSG to ask if it is willing to move forward in this way.

Dawn Reid – Assistant Clerk to the Council

4th September 2025

The Assistant Clerk updated the committee on the following items:

Minute 681/23 - Public Question Time – The installation of a litter bin within the children’s playground - Councillor Linton expressed how strongly unhappy she is that Biffa said it cannot empty yet another bin in this vicinity.

Councillor Bowman thought that all Biffa staff would have a basic DBS check in place.

Councillor Linton advised the committee, there are now no bins from the south end of Sea Lane to the South end of Pigeonhouse Lane. She advised the litter bin and the dog waste bin have both been removed. Councillor Linton felt there was no justification for the removal of these bins and said given this is a seaside area, and therefore heavy usage, it is short of bins.

A lengthy discussion took place, the committee queried the contract with ADC Cleansing, which includes bin emptying. The committee asked when a bin is removed, is there any reduction or reimbursement to the cost for this service.

The Assistant Clerk said, likewise, when the council has installed additional bins is there an additional charge for this service. The Assistant Clerk believes this was all covered in the original contract with ADC but will check this with the council’s Finance Officer and report back to the committee.

Councillor Linton advised the committee that she had written to the district council regarding this matter but has not yet received a response.

Councillor Wilkinson asked the Assistant Clerk to liaise with Councillor Linton on this matter and to report back to the committee with the outcome.

The committee NOTED the frog litter bin has been installed and Caspar the council’s Village Orderly will empty it on his usual rounds.

Minute 142/24 - Outdoor Gym Equipment - The Assistant Clerk updated the committee that the company removing the double air walker had emailed on Friday last week, asking if it could remove the item that day. Unfortunately, as the council office is closed this email was not picked up until Monday morning. The Assistant Clerk has contacted the company again and is waiting for a new date.

Minute 598/24 - To consider installing a cycle repair station in the village - Councillor Wilkinson said when he tried the cycle repair station out and he realised there is no puncture repair kit, which he said is necessary to be able to fix a puncture. Councillor Linton said cyclist are likely have their own and a repair kit is not included as it would likely go missing.

The committee NOTED the Cycle Repair Station has been installed and thanked the Assistant Clerk for her work on this item.

Minute 408/25 PUBLIC QUESTION TIME - Sea Road bollards - To consider a request to replace the bollards at the end of Sea Road – The Assistant Clerk reminded the committee that the existing removable bollards had rusted in place and therefore could not be removed unless they were cut off and dug out. Councillor McElroy said, should the committee decide to replace these bollards, it should consider why the bollards are in place, this will help determine the type of bollard needed is fit for purpose.

A discussion took place on bollard types and bollard padlocking systems.

Councillor Toney advised it is the fire service's policy for a vehicle to stay on hard standing, therefore a vehicle would not need to go through the bollards on to the beach. Councillor Toney suggested the committee considers replacing the two centre bollards and not the two on the side areas as they are not obstructing access should it ever be needed.

Councillor Wilkinson asked the Assistant Clerk to work with Councillor McElroy to establish the type of bollard suitable for Sea Road. Once the committee has agreed this, he asked the Assistant Clerk to complete the necessary application to ADC Planning .

Minute 417/25 WARREN RECREATION GROUND – To receive an update on the Intergenerational Play Panels.
To receive an update on the Intergenerational Play Panels- Councillor Bowman said she had seen the play panels frequently in use.

The committee NOTED the Intergenerational Play Panels have been serviced and the future services have been planned for within the WRG Trust budget.

Minute 418/25 WARREN RECREATION GROUND – To consider an event application from East Preston & Kingston Horticultural Society - The Assistant Clerk updated the committee that the annual summer show event took place as planned.

The committee NOTED the events application paperwork has been amended to reflect the changes to the events policy in 2026.

Minute 421/25 BUS SHELTERS – To receive an update on replacing the North Lane Bus Shelter - Councillor Linton said members of the public would like the shelter replaced before the winter months if possible. Councillor Wilkinson updated the committee on the conversation he and the Assistant Clerk had with Darren, WSCC Volunteers. Darren said they had two other shelters planned first before the North Lane shelter. The Assistant Clerk said Darren was researching composite materials as he had never used this type of material to build a shelter. Darren said he was up for the challenge. The Assistant Clerk said she will contact Darren to see how he is progressing and will update the committee in due course.

Minute 627/25 WARREN RECREATION GROUND – The misuse of the Tennis Court – The Assistant Clerk reminded the committee of how the on-line booking system worked. LTA provide an on-line booking system which is free to its members. Due to the council having one court membership would be free. There is a cost involved with replacing the gate to a key code locking system gate. This would then be a permanent longer-term solution to accessing the court.

The committee asked if there were enough funds in the WRG Trust Tennis Court budget. The Assistant Clerk advised currently there is £900 in the budget, therefore not enough to cover the cost to replace the gate.

Councillor Linton updated the committee that she had discussed with Dane, the proprietor of The Great Dane, how the current system is going and also the prospect of using an online booking system. Dane feels the system works well, he said it is not an onerous task for him and he enjoys giving a service back to the community. Dane said he enjoys interacting with the players and he is happy to continue as is.

Both Councillor Linton and Bowman mentioned that the access information signage has blown off the tennis court fencing. The Assistant Clerk said the office was aware of this and it was being replaced.

The committee VOTED and AGREED unanimously to proceed as is with The Great Dane as key holder.

The committee asked the Assistant Clerk to replace the current laminated sign with more robust signage.

Minute 629/25 WARREN RECREATION GROUND – The Playing of Cricket - Councillor Wilkinson updated the committee, WRGSG had confirmed its willingness to take part in the mediation exercise. The Clerk has advised he is currently in touch with four different mediation companies/mediators in the hope we will be able to move this forward without undue delay. The Assistant Clerk said she will update the committee when the mediation service has been established and sessions begun.

The committee thanked the Assistant Clerk for her updates.

698/25 PUBLIC TOILETS – SEA ROAD – 7a) To receive any updates on the Sea Road Public Toilets.

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

Hoist Assisted Toilet - The committee will recall during the recent service on the Hoist Assisted Toilet (HAT) the report highlighted that the hoist battery had starting to alarm when under 200kg weight and the engineer suggested replacing the battery. As agreed by the committee Closomat replaced the battery on the 9th May 2025. This cost has been funded from the Warren Recreation Ground Toilets - Repairs and Maintenance budget.

The committee is asked to NOTE the hoist battery has been replaced.

Unisex toilets tap – Concerns were raised by a resident who had found one of the Unisex Toilets taps had been left running. Luckily on this occasion the resident found it in time and no flooding or damage occurred. The committee may wish to consider, as a preventative measure, to replace the taps in the Unisex Cubicle's with push-down timed taps. I contacted four plumbing companies, two of which have previously done jobs for the council, asking for a quote. To date only one company quoted for the work.

Company 1- To supply and installation of 2 pairs of non-concussive (push down) basin taps on cubicle 1 and 2 - £224.97 exc VAT.

Budget – For the committee's information there is currently £2,470.00 in the Warren Recreation Ground's Sea Road Toilets – Repair and Maintenance budget.

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

The committee VOTED and AGREED to accept the quote and asked for the work to be completed as soon as possible.

When the plumber was on site, he realised due to the existing one tap system, he would need to alter the pipework to accommodate the new push down taps. In addition, thermostatic mixing valves were required to avoid any scalding. The plumber also checked the electric water heater located in the storage cupboard and found it not to be working. Given his findings the plumber re-quoted for the work:

Re-quote

Supply and installation of 2 pairs of non-concussive (push down) basin taps on cubicle 1 and 2 including alteration of pipework to facilitate the installation.

2 x thermostatic mixing valves set at 38c to prevent scalding and safe use by visitors.

As highlighted on our last visit the Ariston water heater is not working, we have costed to replace this within the quote as it is more cost effective to do so.

Total £926.25 exc VAT

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

The committee VOTED and AGREED to accept the re-quote which included a replacement water heater and additional alterations.

The plumber has installed the non-concussive taps in both cubicles.

The committee is asked to NOTE the non-concussive sink taps have been installed at the unisex toilets.

Dawn Reid – Assistant Clerk to the Council

4th September 2025

The Assistant Clerk updated the committee that the deep clean had been carried out at the public toilets.

The committee thanked the Assistant Clerk for her update.

The committee NOTED the hoist battery has been replaced and the non-concussive sink taps have been installed at the unisex toilets.

699/25 EAST PRESTON VILLAGE GREEN – 8a) 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:

A site meeting was held to discuss suggestions for the accessible inclusive picnic area at the south western corner of the green. Present were Michal Zarzecki, Landscape Architect, Councillor's Wilkinson, McElroy and Moore, Connor and Toni McElroy. Connor a wheel chair user kindly gave ideas on how the accessibility could be improved to the area. Michal has planned two consultation sessions to engage and talk to residents about their current experience of the green and their preferences for its future use. The sessions will take place on 22nd September 2025, 10am-1pm and 24th September 4-7pm. Michal chose different times of the day to be able to observe people's usage of the green. The sessions have been publicised in the council's newsletter, notice boards and website. Local community groups have also been informed of the sessions.

Dawn Reid – Assistant Clerk to the Council

27th August 2025

The committee NOTED the two consultation sessions will take place on 22nd September and 24th September 2025.

700/25 EAST PRESTON VILLAGE GREEN CAR PARK – 9a) To receive an update on the Village Green Parking Scheme.

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

Car-park revenue - For the committee's information, the revenue received for the period April 2025 to July 2025 is £703.34. This figure appears to be less than in previous years but we don't have the exact dates to compare correctly. I have asked National Parking Control (NPC) to provide more clarity and a breakdown of the income into machine and on-line payments. At the time of writing my report I am waiting to receive this information. I asked the council's Finance Officer to provide a breakdown of revenue from the accounts which I will present at this meeting.

The committee is asked to NOTE the car-park revenue for the period April 2025 to July 2025.

Car-park management – The council office has received several complaints regarding Public Charge Notification's (PCN) which were wrongly issued for parking after 6pm. As the committee is aware the car-park tariffs are Mon – Sun, 8am – 6pm. These PCN's were all issued on the same date. NPC cancelled these PCN's and apologised for any inconvenience caused this has caused. Its processing team has been informed about this issue.

The following correspondence was received from a resident regarding parking:

Dear Sir

At 8.45am on Thursday 1st May, I took my wife for a dental appointment at a surgery opposite the car park. Sea Road had parked vehicles on both sides of the road, some on single yellow lines. This appears to be the case every weekday and probably weekends. I parked in the car park to wait for my wife and paid the fee. There was only one other car in the car park. While I waited, a large car turned the corner and parked half on the pavement, over the double white lines. The driver crossed the road to a café, presumably for breakfast. Shortly afterwards, another large car pulled in behind the first, again partly on the pavement and over double white lines. The driver also crossed the road to a café. I was in the car park for approximately 45 minutes, during which time neither driver returned to their car. One more car parked in the car park during that time.

At 12.10pm on Wednesday, 14th May, I again parked in the car park and paid the fee. Parking in Sea Road on both sides was the same as it had been on 1st May. This time, there were two other cars parked in the car park. I was parked for about 15 minutes while I delivered some printing to a print shop.

It is obvious that a number of drivers are not prepared to pay the parking fee and would rather risk a parking ticket for parking offences. Many of the cars probably belong to local business people who park there all day but there could, surely, be some incentive for parking in the car park for short times if the first hour was free, this might be used by those who merely pull up for a café meal, visit local shops, get a haircut, visit the dentist etc.

I have no idea whose responsibility it is to issue tickets or take proceedings against those drivers who park unlawfully, but clearly action needs to be taken.

I should be grateful if you would add this problem to the agenda for the next council meeting.

T Forward

The Clerk has responded to the resident's correspondence and invited them to attend the Amenities meeting to discuss the matter with members of the committee in person.

The committee is asked to consider the issues raised in the correspondence regarding the Village Green car-park.

Dawn Reid – Assistant Clerk to the Council

3rd September 2025

The Assistant Clerk read out the breakdown of revenue for the same period over the previous two years, which had been provided by the council's Finance Officer. The figures highlight a significant decrease in 2025 of approx. 50%. Councillor McElroy asked if the removal of overnight parking charges could have accounted for some of the decrease. The Assistant Clerk said she is waiting for a breakdown from NPC of how the figure was reached, this will then help with comparing on a like for like basis. The Assistant Clerk will arrange a meeting with Hayden, NPC, to discuss the figures more closely.

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

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

Car-park management – Councillor Gale informed the committee someone she knows has received parking tickets incorrectly, on two occasions. Both were issued for parking after 6pm when parking should be free. The person has reported this to the council office.

The Assistant Clerk said most of the complaints received about this issue had been on the one date. NPC has highlighted this to its processing team and has apologised to all concerned for any inconvenience caused.

The committee thanked Mr Forward for his correspondence and agreed the inconsiderate parking in the area is frustrating. The committee said ADC's Parking Enforcement Officers, regularly visit the area and the council requests extra visits to address the issue. Unfortunately, in most cases vehicles are moved very quickly before the enforcement officer can issue any fines. As a deterrent the committee installed the planters along the Sea Road island to prevent drivers parking on the island.

A lengthy discussion took place on the suggestion of one-hour free parking. The committee said, even if the grace period was extended, drivers who are not prepared to pay for parking would still do so and risk getting a parking ticket. The committee recalled, the car-park charges were introduced to cover the cost of the car-parks upkeep and to address the numerous complaints to council that the car-park was overrun with business vehicles, which left no spaces for members of the public to use.

The committee agreed the 15-minute grace period and parking tariff of 50p an hour is reasonable and AGREED this would remain in place.

701/25 WARREN RECREATION GROUND – 10a) To receive an update on the Children's Playground.

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

Playground Roundabout - The last service was carried out on the 18th July 2025, by Foster Landscape Ltd. The roundabout's internal mechanism was cleared of debris and thoroughly packed with greased the bearings. Foster Landscape Ltd advised, 'there appears to be very minimal wear to the bearing, deeming it sound'.

The committee is asked to **ACKNOWLEDGE** the playground roundabout has been serviced.

Playground Inspections:

Arun District Council playground inspection - the recent inspection report has highlighted that the chute's metal support beam, which runs across the underneath of the multiplay unit's slide has begun to rust. I have asked the council's handy man if it can be descaled and repainted. I have also contacted HAGs, the equipment's manufacturer, to obtain a quote for a replacement part should it be necessary.

2025 ROSPA inspection – The 2025 inspection took place during June and its report highlighted the following recommendations which require attention:

Rocker – Seal

Finger entrapment. Eliminate the entrapment.

Item has some parts missing. Replace the missing parts.

The spring is rusty. These have been known to fail without warning, leading to a collapse of the unit. De-scale back to good base material and coat with lead free paint, using appropriate precautions.

Carousel - Roundabout

Bearings require service. Service the bearings.

Bolt(s) loose. Tighten.

Swing - Junior - 1 Bay 2 Seat

There is wear in the bushes. Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.

Loose swing seat eye-bolts. Tighten connecting nuts.

Rocker - Animal - Red

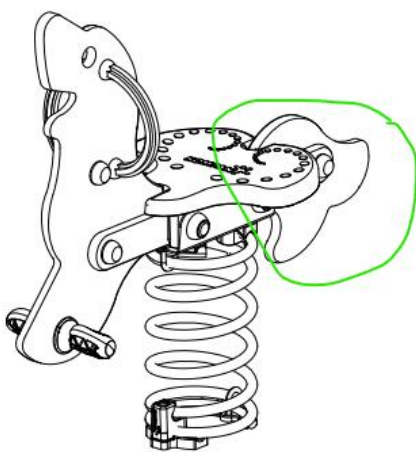
Bolt(s) loose. Tighten.

Timber is rotting. Read the notes for further action.

Swing - Toddler - 1 Bay 2 Seat

There is wear in the bushes. Remove shackle bolt and check bush and shackle pin wear, replacing as necessary.

Regarding the reports entrapment issue on the sea lion springer, I contacted KOMPAN, the springer's manufacturer who advised, 'the springer's tail panel is upside down, resulting in the entrapment risk observed on the report. For reference, please see pictures below to show what the unit should look like vs your unit'.



The manufacturer quoted £361.20 exc VAT to remove and correctly replace the sea lion springer's tail. I also asked the company who carry out the roundabout services to provide a quote. This quote was £300.00 exc VAT.

In addition, the company provided a quote of £1,779.64 for the remedial work highlighted in the ROSPA Inspection Report. It provided two options for replacing the multi-play unit floor panels.

Option 1 (replace 2 floor panels) = £1407.90 exc VAT

Option 2 (replace all floor panels – 10 left in total) = £3279.92 exc VAT

For committee's information there currently is £4,114.00 in the WRG Trust Play area budget. Therefore, depending on which floor panel option the committee chooses, it may need to consider approaching Full Council to ask for additional funding to cover the recommended remedial work.

I would recommend when the committee sets the 2026-27 budget, to consider setting aside an amount perhaps over the next five years (as we did with the benches), to replace some of the ageing playground equipment.

All of the above information was circulated to the committee prior to this meeting for its consideration.

The committee VOTED and AGREED to accept the above quote and option 2 to replace all floor panels.

I will update the committee when the remedial work has been completed.

Dawn Reid – Assistant Clerk to the Council

4th September 2025

The committee NOTED the service has been carried out on the playground roundabout.

The Assistant Clerk advised the committee there is insufficient funding within the WRG playground budget to cover the cost of the agreed chosen option, of replacing all the multi-play unit's floor panels. This would mean there would be an overspend of approximately £1,800.00.

As this work had been highlighted in the 2025 ROSPA Inspection Report, the committee agreed it is advisable it is completed.

The committee AGREED to approach Full Council at its October meeting to request £2,000.00 to cover the cost of this work.

The committee asked if the council's handy man can carry out the remedial work on the sea lion springer.

A discussion took place about the age of the playground equipment and if the amount being spent on remedial work was increasing year on year. Councillor Bowman suggested obtaining figures from the past five years for the committee's comparison. The Assistant Clerk said she will ask the council's Finance Officer for this information.

Councillor Bowman suggested if the committee were going to replace the equipment, it would be easier to budget for if it was all replaced at the same time.

The committee asked the Assistant Clerk to research the cost of playground equipment items for budgeting.

702/25 WARREN RECREATION GROUND – 10b) To review the emergency access procedure at Warren Recreation Ground.

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

Following a recent accident next to the recreation ground's play panels, it was highlighted that due to the height restriction of the car-parks height barrier, the emergency services vehicle was unable to access the site. On this occasion the crew were able to access the site on foot and attend to the patient. This highlighted that future occasions may arise when the named key holders are unable to attend and access is then limited.

In consultation, councillor McElroy, the Clerk and myself have reviewed the current emergency access procedure for the site. The recommendation is to install a police certified key safe and register the code with the emergency services. In the event of an accident the emergency service will be able to access into the car-park. The sites risk assessment and method statement (RAMS) has been updated to reflect the suggested changes.

If access is necessary onto the recreation ground the security gate access information would also need to be registered with the emergency services. The two drop down bollards located just prior to the security gate may need replacing or completely removing as they are aging and beginning to fail.

The committee is asked to CONSIDER the recommended changes to the access procedure at Warren Recreation Ground.

Dawn Reid – Assistant Clerk to the Council

3rd September 2025

The Assistant Clerk reminded the committee of the accident which occurred on the 29th May 2025 by the recreation grounds play panels. The Assistant Clerk advised the lady had visited the office and said she has recovered well from the accident but is concerned that the ambulance was unable to gain access at the time.

Councillor McElroy said, further to his recommendations to install a police certified key safe and register the code with the emergency services, he would advise having one key which enables access at all points.
The Assistant Clerk was not sure how this would work with the sites drop down bollards but she will look for a solution and report back to the committee.

The committee thanked Councillor McElroy and the Assistant Clerk for reviewing the sites emergency access procedure.

The committee VOTED and AGREED to install a police certified key safe and register the code with the emergency services.

703/25 WARREN RECREATION GROUND – 10c) To consider a request to facilitate the playing of Pickleball at the Warren Recreation Ground Tennis Court.

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

The committee has received the following correspondence from, Arun Pickleball Club, for its consideration. For the committee's information Pickleball is a paddle sport that combines elements of tennis, badminton, and ping-pong, played on a badminton-sized court with a net. Players use solid paddles to hit a perforated plastic ball over the net, with games played as either singles or doubles. The sport is known for being accessible and easy to learn, making it popular with people of all ages and abilities due to its fun, low-impact nature.

I noticed in the recent parish newsletter that the tennis court in the Warren recreation ground had closed temporarily because of increasing misuse.

For some time now Arun Pickleball Club has been trying to find an outdoor court to play on (the club usually plays on indoor badminton courts at Angmering school or The Littlehampton Academy and we bring our own club nets).

We wondered whether the council would consider adding pickleball court markings to the tennis court, as we feel this could:

- decrease opportunities for misuse/vandalism, as the court would be used as intended more often throughout the day
- provide a much-appreciated recreational asset
- possibly create a useful source of revenue from those willing to pay to use the court

The club has around 54 members living in East Preston and the local area alone, and 72 members in total, most of whom play at least once a week and I suspect would play more often with a facility in the heart of the village!

It's easy to adapt a court to allow both pickleball and tennis to be played (at different times) - Arundel Lawn Tennis Club has marked out two pickleball courts on one of their tennis courts (see photo), which I understand cost about £400+VAT.

Furthermore, pickleball:

- is reputed to be the fastest-growing sport globally
- experienced an 87.5% increase in players in England in 2023 (15,000 players vs 8,000 in 2022), according to PickleballEngland
- had a 58% increase in pickleball venues (449 vs 284 in 2022), again according to PickleballEngland
- is a really social sport, usually played in doubles, with a low barrier to entry and can be played by all ages (we've had members playing in their teens and eighties)

Would it be possible for you to put this idea on the Amenities Committee agenda for the next meeting please? I'd be very happy to supply further information.

Thank you and kind regards



The committee is asked to **CONSIDER** the request to facilitate the playing of Pickleball at the Warren Recreation Ground Tennis Court.

Dawn Reid – Assistant Clerk to the Council

15th July 2025

The committee thanked the Arun Pickleball Club for its request. Councillor Linton who plays pickleball herself provided the committee with a basic idea of how the game is played. Councillor Linton raised her concerns about the level of noise during play, which is due to the type of ball used. Councillor Linton gave a demonstration of this using her personal racket and ball. Councillor Linton asked if the tennis court net would need to be changed to be able to facilitate Pickleball, as this is the case when she plays.

The committee asked the Assistant Clerk to obtain more information on the net requirements and how it would work with the current tennis court net.

704/25 TO CONSIDER ANY TREE MATTERS RELATING TO THE VILLAGE – 11a) To receive an update on the 2025 Annual Tree Inspection.

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

The 2025 tree inspection took place at the end of August when the trees were in leaf. The inspection report highlighted the following numbers of priority work required. The report had no recommendations for any trees to be removed:

Village Green

2 Red

11 Amber

Two Acres

7 Red

8 Amber

Warren Recreation Ground

5 Red

3 Amber

3 Green

The report and its recommendations were given to the council's tree surgeon. The tree surgeon carried out site visits to assess the work and has quoted £2225.00 exc VAT for the reports remedial work.

All of the above information was circulated to the committee prior to this meeting for its consideration.

Dawn Reid – Assistant Clerk to the Council

4th September 2025

The committee **VOTED** and **AGREED** to accept the tree surgeons quote and asked the Assistant Clerk to schedule in the remedial tree work as soon as possible.

705/25 TO CONSIDER ANY TREE MATTERS RELATING TO THE VILLAGE – 11b To consider a request to prune back trees at the northern boundary of the Warren Recreation Ground.

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

The committee has received two requests regarding the trees at the northern boundary of the recreation ground. The first was from the tenant of 1 Field Court Cottages, who has asked for one of the larger trees to be cut back adjacent to the property. The tenant said the tree now blocks the light getting into the garden and it is touching the properties roof ariel.

The second was from a resident, Mr Standing, relating to the trees along the north boundary which are beginning to spread across gardens and will soon endanger telephone lines one of which is to the cricket pavilion.

I met Tom, The Urban Surgeons, on site to assess the trees. Tom advised the following:

Whitebeam (#107): crown reduction

Hornbeam (#108): Height reduction

Whitebeam (#163): Removal to ground level as tree is dead (small tree next to gate in northern boundary fence)

3 x cherry trees (#164,165 and 166): crown reductions

Holm oak (#110): trimming back of Northern side

Ash (#112): crown reduction/ crown lift

Tom quoted £1,350 (+ VAT) for this work.

Currently there is sufficient funds in the Warren Recreation Ground Trust -Trees- Annual service & Maintenance budget for this work.

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

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

The tree work was carried out on the 1st August 2025.

The committee is asked to NOTE the work on the trees at the northern boundary of the Warren Recreation Ground has been completed.

Dawn Reid – Assistant Clerk to the Council

3rd September 2025

The committee ACKNOWLEDGED the work to the northern boundary trees is complete.

706/25 TO CONSIDER ANY TREE MATTERS RELATING TO THE VILLAGE – 11c) To consider an application to plant a memorial tree.

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

The committee has received an application from Mrs Debbie Wright to plant a memorial tree in memory of Christopher Anton Wright. Mrs Wright chosen location is the Village Green. As the committee is aware the space along the green's western boundary is kept clear for visibility, therefore this limits the space available.

I asked the council's arboriculturist if he could advise if there was a suitable position on the green to plant the memorial tree. He advised: *'the only place I could see on the village green was between the two benches on west boundary but it could be a little too exposed. The only other place I could think would be on Two Acres or the north boundary of the recreation ground'*.

I have contacted Mrs Wright to inform her of the arboriculturist recommendation, I suggested she have a look at the alternative locations for suitability.

At the time of writing this report I am waiting to hear back from Mrs Wright.

Dawn Reid – Assistant Clerk to the Council

3rd September 2025

The committee thanked Mrs Wright for her memorial tree planting application and will wait a further update on the choice of location.

707/25 PUBLIC SEATING 12a) To receive information on the renovation of the Diamond Jubilee Bench.

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

Men in Sheds (MIS) has kindly agreed to renovate some of the wooden benches in the village. The first bench to be renovated is the Queen Elizabeth II Diamond Jubilee Bench, located at the North Lane/Roundstone Drive. MIS asked for the bench to be taken to its workshop for renovation. Courteney, Ferring Nurseries, has kindly offered to transport the bench. A sign will be placed at the site to inform members of the public of the bench's renovation.



The adjacent planters which were originally donated by East Preston Film Society, back in 2013 are in very poor condition. MIS advised the planters are beyond repair and will need replacing.

I asked Courteney, Ferring Nurseries, for his advice on suitable composite planters as a replacement. Courteney said whilst the summer floral displays were in place, as a short-term measure, he will make the existing planters safe. He suggested considering replacing them in the Autumn.

I have begun researching composite material planters of a similar size. For the committee's information the existing planters measure, 70cm/57cm/50cm.

The following planters are supplied by Broxap, a company which Courteney has previously recommended.

1. Oakamoor Medium Square Recycled Plastic Planter £325.00 exc VAT
600mm W x 600mm L x 580mm H
2. Alton Large Square Recycled Plastic Planter £448.00 exc VAT
900mm W x 900mm L x 880mm H



The committee is asked to **CONSIDER** replacing the planters at either side of the Diamond Jubilee Bench.

Dawn Reid – Assistant Clerk to the Council

14th July 2025

The committee NOTED Men is Sheds is renovating the Diamond Jubilee Bench.

The committee VOTED and AGREED to install two new composite planters, one at either side of the Diamond Jubilee Bench.

708/25 EVENTS – 13a) To consider a recommendation from the council's Personnel Committee regarding the risk assessments for council events and other organisations' events on council land.

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

The Personnel Committee has recommended the committee have a pair of councillors acting together to consider risk assessments for council events and other organisation's events on council land.

As the committee is aware Councillor McElroy currently reviews the risk assessments for all events on council land. Having a pair of councillors working together will help to share the workload and support on all aspects of the reviewing events risk assessments.

The committee is asked to CONSIDER the recommendation from the council's Personnel Committee to have two councillors working on events risk assessments.

Simon Cross – Clerk to the Council

3rd September 2025

Councillor McElroy questioned the reason why this request had been made. Councillor Linton who also sits on the Personnel committee said, should any urgent decision be necessary and councillor McElroy was unavailable, there would then be another person who could advise. Councillor McElroy raised his concerns about the additional person having the correct knowledge and he felt a history in events would be beneficial. Councillor McElroy suggested councillor Bowman took up the role due to her past working history. Councillor Bowman agreed to her name being put forward.

The committee AGREED councillor Bowman would work alongside councillor McElroy on events risk assessments and method statements (RAMS).

709/25 LITTER AND DOG BINS - 14 a) To consider a request to install a dog waste bin in the vicinity of Sea View Road and Sea Road.

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

The committee has received a request from Matt, Shortcuts Barbers, who has asked for a dog waste bin to be installed in the vicinity of Sea View Road and Sea Road. Matt has complained about the number of dog waste bags being left in the area which are likely from dog walkers who are leaving the beach.

For the committee's information there are waste bins at the Sea Road beach exit which can be used.

The committee is asked to CONSIDER a request to install a dog waste bin in the vicinity of Sea View Road and Sea Road.

Dawn Reid – Assistant Clerk to the Council

3rd September 2025

The committee thanked Matt for his request for an additional dog waste bin. Councillor Bowman said this is the inconsiderate behaviour by some dog owners. The Assistant Clerk advised the committee there is a dog waste bin at the Sea Road beach exit and then the next available bin is outside Reema. This is a litter bin but it can be used to dispose of dog waste.

Committee members queried if a normal waste bin could be used for dog waste bags. The Assistant Clerk referred to the campaign launched a while back by Keep Britain tidy which was, 'Bin that poo any bin will do'.

The committee AGREED, in the attempt to re-educate dog owners, to place an article in the council's Newsletter reinforcing responsible disposal of dog waste.

710/25 GRASS CUTTING – 15a) To consider buying a battery-operated lawnmower for use by (trained) volunteers around the village.

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

Vic and Linda Ruocca are very community-minded residents living in the centre of the village. Since moving to the village, they have taken part in council initiatives such as beach cleans and the sprucing up of the library.

The Ruoccas also do a lot of tidying around the village, both in terms of litter-picking and weeding.

For several years, the Ruoccas have been willing to do extra grass cutting in the centre of the village and have, on occasion, used their own mower to do such.

Now the council has a shed, they are proposing the council buys a battery-operated mower, which could be stored in the shed, but could be used by willing local residents around the village.

We would need to keep a register of volunteers, and they would need to give notice of when they were to use the mower so we could have it charged. We would need to know where they were cutting too. We would need to agree what training was needed and then ensure that takes place for all volunteers. We would probably need to let WSCC Highways know too, although we would not want them to stop cutting in the village.

The committee is asked to CONSIDER buying a battery-operated lawnmower for use by (trained) volunteers around the village.

Simon Cross – Clerk to the Council

4th September 2025

The committee thanked Vic and Linda Ruocca for their proposal. There was a lengthy discussion relating to the health and safety around this task and what training would be necessary to encourage correct usage.

Councillor Toney advised the committee that the council shed does not have an electricity supply, therefore the office would be responsible for ensuring the battery is fully charged and keeping a register of who is using the equipment and training undertaken.

Further discussions took place and the committee agreed this should be done by the volunteers at their own risk, as done by other community groups in the village.

The committee AGREED to contribute in the way of a grant for the purchase of the mower and other related equipment.

The committee asked the Assistant Clerk to inform Vic and Linda of its decision.

711/25 BUDGETS – 2025/2026 Working Budget: 16a) 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 committee NOTED the 2025/26 Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

712/25 BUDGETS – 2026/2027 Working Budget: 16a) To consider the initial draft Working Budgets for the Amenities Committee and the Warren Recreation Ground Trust for next financial year 2026/27.

The committee NOTED that Councillor Wilkinson and the Assistant Clerk are due to meet on 22nd September 2025 to continue working on preparing the draft budget papers. The committee AGREED when this has been done the draft budget should be circulated electronically for the committee's consideration and approval.

713/25 CORRESPONDENCE – a) To note any correspondence received relevant to the Amenities Committee, not covered elsewhere on this Agenda.

No correspondence was received.

714/25 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

There were no urgent matters arising.

715/25 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA

No items were referred

The date of the next meeting is 10th November 2025.

The meeting concluded at 20.44 hrs.

Chairman: *Councillor S Wilkinson*

Date: 10th November 2025