

MONTHLY MEETING OF THE COUNCIL

**3RD AUGUST 2026
at 19:00**

SUPPORTING PAPERS

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

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Agenda Item 6

Minutes of the Full Council meeting, 6th July 2026

The draft Minutes were circulated to all councillors on 8th July, asking for suggested amendments by 15th July. None were received.

Simon Cross – **Clerk to the Council**

20th July 2026

Agenda Item 7

Monthly Update Report

1. **Introduction**
2. **Minutes 395/26 to 397/26 – Annual Governance and Accountability Return**
3. **Minutes 499/26 and 500/26 – West Sussex County Council – Clarence Drive**
4. **Minute 505/26 – Arun District Council – Register of Interests**
5. **Minute 508/26 – Audit & Governance Committee – Membership for 2026/27**
6. **Minute 515/26 – West Sussex County Council – Worthing Road Traffic Regulation Order, ARN8019-MM**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 6th July 2026.

2. Minutes 395/26 to 397/26 – Annual Governance and Accountability Return

The auditors came back to us on 27th July, asking for more information on the purchase of 118-120 Sea Road. Adrian and I will compile and provide the information shortly.

3. Minutes 499/26 and 500/26 – West Sussex County Council – Clarence Drive

I let County Cllr Roger Elkins know the council would like him to arrange a meeting of parties with an interest in improving the safety of Clarence and St Mary's Drives. Roger asked for more information which I provided him.

4. Minute 505/26 – Arun District Council – Register of Interests

Prompted by the update to the Register of Interest form, three councillors have recently called into the office to update their particular form. These forms have been forwarded to the Monitoring Officer at ADC.

5. Minute 508/26 – Audit & Governance Committee – Membership for 2026/27

At the committee's meeting on 13th July, Cllr Mathias was elected chairman and Cllr McElroy vice-chairman for the year.

6. Minute 515/26 – West Sussex County Council – Worthing Road Traffic Regulation Order, ARN8019-MM

I submitted the council's lack of objections to this proposal on the day after the last meeting.

Simon Cross – **Clerk to the Council**

28th July 2026

Agenda Item 9a

East Preston Community Boardwalk

Council is asked to reconsider the offer from Sea Road Beach Access Ltd to donate the boardwalk to the council.

In April, council agreed to accept the donation of the East Preston Community Boardwalk to the council. The decision was not unanimous and other councillors expressed doubts at the July council meeting.

The council's Standing Order 7a states, "A resolution shall not be reversed within six months except either by a special motion, which requires written notice of at least six (6) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the report or recommendation of a committee or a working party."

Subsequently, six councillors necessary have come forward to ask for the council to reconsider a decision made within the last six months. (Cllrs Bradshaw, Gale, Gunston, Linton, Moore and McElroy)

As agreed at the July meeting, I wrote to Sea Road Beach Access Ltd. again advising the council would like the company to undertake an independent risk assessment. The reply received was:

Dear Simon

In response to your email which we have all unanimously agreed on.

We notified your in February 2025 of why we were not commissioning a RosPa report;

We confirmed this in the presentation we made to EPPC;

We again made reference to the matter at the EPPC meeting at which the Council voted to take on the Boardwalk, in the full knowledge there was no RosPa report;and

We restated our position in my email to you of 27 May 2026.

The answer remains NO but our offer remains that if EPPC decides to commission a RosPa report we will assist you in the process.

We will take no further action until the previously set deadline of 15th July has passed.

Regards
Russell Granat
On behalf of Board of SBRA Ltd

I replied advising the council had the necessary six councillors who had requested a special motion asking for the council to reconsider this matter.

Sea Road Beach Access Ltd. has said it will not insure the boardwalk beyond the end of July. Roy Allen has confirmed he had cancelled the insurance direct debit with effect from 1st August. By the time of this meeting, the boardwalk will no longer be insured.

The money left in Sea Road Beach Access Ltd.'s bank account has, I believe, been donated to the East Preston Festival Committee, three members of which have registered to attend this meeting.

Simon Cross – **Clerk to the Council**

20th July 2026

Agenda Item 10a

Freedom of Information Panel

Council is asked to approve a policy and procedure for handling internal reviews of Freedom of Information requests.

Twice recently, members of the public have responded to my responses to their Freedom of Information requests by asking for an internal review of my response. This had not happened before and the council did not have a specific policy and procedure for this.

I contacted local expert, Maureen Chaffe, who provides governance services for a number of local councils. Maureen was able to provide the proposed policy which you can find at Appendix A below.

Simon Cross – **Clerk to the Council**

1st July 2026

Agenda Item 11a

Leases Working Party: East Preston & Kingston Bowls Club

Council is asked to consider the following update on the renewal of the lease to East Preston & Kingston Bowls Club.

The Leases Working Party is usually discussed at Finance & General Purposes Committee meetings. As Vice-Chairman of the Finance & General Purposes Committee, Cllr Gunston will lead on this item.

Representatives of the club and the council agreed to meet on 7th July. The club explained it runs the facility for the village at no cost to the council. The council argued it had been using the renewal as an opportunity to bring the club's annual rent in line with that of the tennis club, using a square metreage figure based upon the tennis club's 2019 lease. Recognising the different demographics between the two clubs, the council had already reduced the opening point of the rent for the renewed lease. For the past eighteen months or so, negotiations have taken place between surveyors employed by both parties. The council's current offering is £500pa for the first five years, rising to £1,150 for years six to ten, and £1,500 for year eleven to fifteen, with further increases in years 16 and 21.

Cllr Gunston has provided the following thoughts as starting points for this discussion.

Two of the council's option are –

Agree to the club's request for a peppercorn rent. This can be in recognition of the fact the club does run the facility for the village at no cost to the village. In the past ten years, the council has given the club just one grant; for £1,000 in May 2023 for the replacement of the sprinkler system used on the bowling green (Finance & General Purposes, 16th May 2023, Minute 395/23).

The council could wait for the club to come back with its next offer. Any agreed sum will be backdated to the start of any renewed lease which would be 1st May 2025.

Councillors may well have other options to suggest. It would be useful for the council's representatives to know what council would like them to propose in a further meeting.

Simon Cross – **Clerk to the Council**

28th July 2026

Agenda Item 12

Clerk's Report

- 1. Introduction**
- 2. Police matters**
- 3. Anti-social behaviour matters**
- 4. Freedom of Information / Data Protection requests**

5. **Meeting with East Preston & Kingston Bowls Club, 7th July**
6. **Presentation to East Preston Junior School pupils, 10th July**
7. **Meeting at Lancing signalbox, 10th July**
8. **Community Speedwatch (CSW), 21st May**
9. ***Cube Storage, 15th July***
10. **A selection of things we have been asked since the last meeting**
11. **Leave**
12. **June meetings and events**

1. **Introduction**

This is the report mainly covering July 2026 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

On 10th July, council was informed the Office of the Sussex Police & Crime Commissioner would again be running fora for local councils to interact with the commissioner's office. This year, the sessions will be held in person. More details to follow as and when.

On 14th July, I reported the criminal damage to the Station Road bus shelter to Sussex Police. This damage has taken place over a number of occasions. As there are not clues as to the perpetrator(s), Sussex Police will, at best, only be able to keep an eye out. It has not helped we have been unable to get a handyman Here is a photograph provided by a member of the public:



Unsurprisingly, with no evidence to go on, Sussex Police closed the crime report immediately. I contacted PCSO Raj separately, and he confirmed patrols in the area had been increased as a response to this damage. In the e-newsletter published on 21st July, I did ask residents to let Sussex Police know if they had any thoughts as to the perpetrators.

On 27th July, I contacted Sussex Police when the council was informed the bollards where Sea Lane reaches the footpath down to the beach had been removed and their holes filled with tarmac. I also let the Willowhayne Residents Association know and Dawn let West Sussex County Council know as the land is its but, feasibly, the lack of bollards gives vehicular

access to the greensward to the south of Tamarisk Way. PCSO Raj quickly replied to say Sussex Police would patrol the area when possible.

3. **Anti-social behaviour (ASB) matters**

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

A new case relating to The Street is currently building.

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

One new Freedom of Information request received in July. Two Freedom of Information internal reviews requested in July; these were considered by the Freedom of Information Panel on 27th July.

5. **Meeting with East Preston & Kingston Bowls Club, 7th July**

Together with Cllrs Toney, Gunston and Mathias, I met with representatives of East Preston & Kingston Bowls Club – Jon Clear, Russell Granat and Craig Baker – to discuss the terms of the lease renewal, now overdue by over a year. The club explained why it feels it merits a lower rate than currently being proposed by the council; the council explained its stance. A further meeting was set for 28th July but subsequently postponed at the request of the Bowls Club.

6. **Presentation to East Preston Junior School pupils, 10th July**

In response to an application for Grant Aid to help fund the presentation to every pupil of a 75th Anniversary bookmark, the Finance & General Purposes Committee agreed to underwrite the costs of the whole production run in exchange for the council logo being included on the bookmarks.

On this morning, Cllrs Duff, Linton and McElroy met pupils representing each year group and, by the new 75th Anniversary tree, were photographed with Mr Tidd, Headteacher. Everyone in the photograph had a quick chat about their favourite books and the children were genuinely pleased with their bookmarks. They were then going to hand out bookmarks to all their fellow pupils later in the day.

The new tree has been named Mighty Oak in honour of the song the school wrote with Waves Music Therapy to commemorate the anniversary.

Here is the school's Facebook post:



Subsequently, the council received this card:



Dear Parish Councillors

Thank you all for your help making our 75th anniversary celebration such a success. The Bookmarks have made a great memento for us all.

From Elsie-may and everyone at EPJS.

7. Meeting at Lancing signalbox, 10th July

Dr Beccy Cooper MP called this meeting which included representatives of East Preston, Ferring and Kingston Parish Councils, West Sussex County Council, Worthing Borough Council and Network Rail. Angmering Parish Council's invite was misdirected and not known about. I attended with Cllr Linton.

The meeting started in the driveway outside the signalbox as there is no meeting room in the signalbox. Pairs of attendees were invited to spend some time watching the level crossings operation. Cllr Linton and I discharged this part of the visit before the meeting started.

After about fifteen minutes of standing in the heat of the driveway, where there was little shade, Beccy suggested the meeting moved to The Railway pub across the road from the signalbox. Although an agenda had been published, the meeting did not follow much of it, and was more a forum for people to chip in their concerns and comments. At one point, one of the Network Rail reps, Harry, who had attended the public meeting his council hosted in July 2024, thanked me for being at the meeting and said I knew more about the topic than he did.

Amongst other things, we learned the technology in the signalbox probably dates back to the late 1980s and also there are no public level crossings on the London-Brighton mainline.

Unsurprisingly, Network Rail does not currently have the money to make necessary improvements. However, Beccy said she would meet with Heidi Alexander MP, the current Secretary of State for Transport. Beccy hoped she would be able to persuade Heidi to meet with the same representatives in the future; this might help with funding in the future. On 27th July, Beccy's colleague, Ian Walker, forwarded us the letter Beccy had sent to Heidi.

The meeting concluded with Beccy committing to quarterly meetings on the same topic.

Cllr Linton may well have more to add.

8. Community Speedwatch (CSW), 15th July

Gavin Bernard and I completed a Community Speedwatch shift in Sea Road for an hour from 08:30. On a busy morning of bright sunshine, we recorded 216 vehicles travelling in either direction, none of which was travelling above the threshold for reporting to Sussex Police.

A former councillor advised there is a speeding problem in Lavinia Way. Gavin said he would go and spend an hour in the suggested spot to see how many vehicle movements there are before suggesting the site to Sussex Police.

Gavin confirmed he had spent morning drop-off time in Clarence Drive and agreed visibility is too low to meet Sussex Police's criteria for a safe CSW site.

9. **Cube Storage, 15th July**

I visited the new Cube Self Storage facility in Station Road with Cllrs Gunston, Linton and McElroy. Cllr Gunston's report can be found further down these supporting papers.



(left to right) John, Cllrs Gunston, Linton and McElroy, and Olly

10. **Things we have been asked since the last meeting**

Do you know where I can borrow or buy a top hat?

Some suggestions given, the asker thought they were useful.

Should a recently upgraded café provide toilet facilities?

I raised this with ADC Environmental Health, whose officer replied:

Thank you for your email concerning the above premises.

I am aware of the recent upgrade and transfer to new owners having inspected the business for food hygiene relatively recently. The lack of customer toilets was noted at the time and was subsequently discussed with my colleagues in planning to determine whether permission was required for the upgrade.

Planning have recently concluded that no further action is to be taken from a planning perspective and I will therefore be contacting the owners in due course to advise that they need to make toilets available for customers under our toilet and wash basin provisions. [Running a food business | Arun District Council](#)

If you have any further questions please contact me directly.

It's interesting that once a premises has 21 or more seats, toilet provision becomes gender-specific.

11. Leave

Dawn is on leave 3rd to 5th August; Adrian is on leave 24th to 26th August; I am also on leave on 26th.

12. August Meetings and Events

This list may be incomplete and is subject to change. Where committee meetings fall on the same day, the timings of these meetings may also be subject to change.

- 3rd Full Council (19:00, East Preston Infant School)
- 10th Planning & Licensing Committee (18:00, Council Office)
Amenities Committee (19:00, East Preston Infant School)
- 17th Finance & General Purposes Committee (18:00, Council Office)
Major Events Committee (19:00, Council Office)
- 24th Planning & Licensing Committee (18:00, Council Office)
East Preston Environment Group *Sync and Think* (19:00, East Preston Infant School)
- 29th East Preston Food & Drink Festival (12:00 until 17:00, Village Green)

Simon Cross – **Clerk to the Council**

28th July 2026

Agenda Item 13

Other meetings and events – Part 1

Council is asked to note any reports from Members attending other meetings and events.

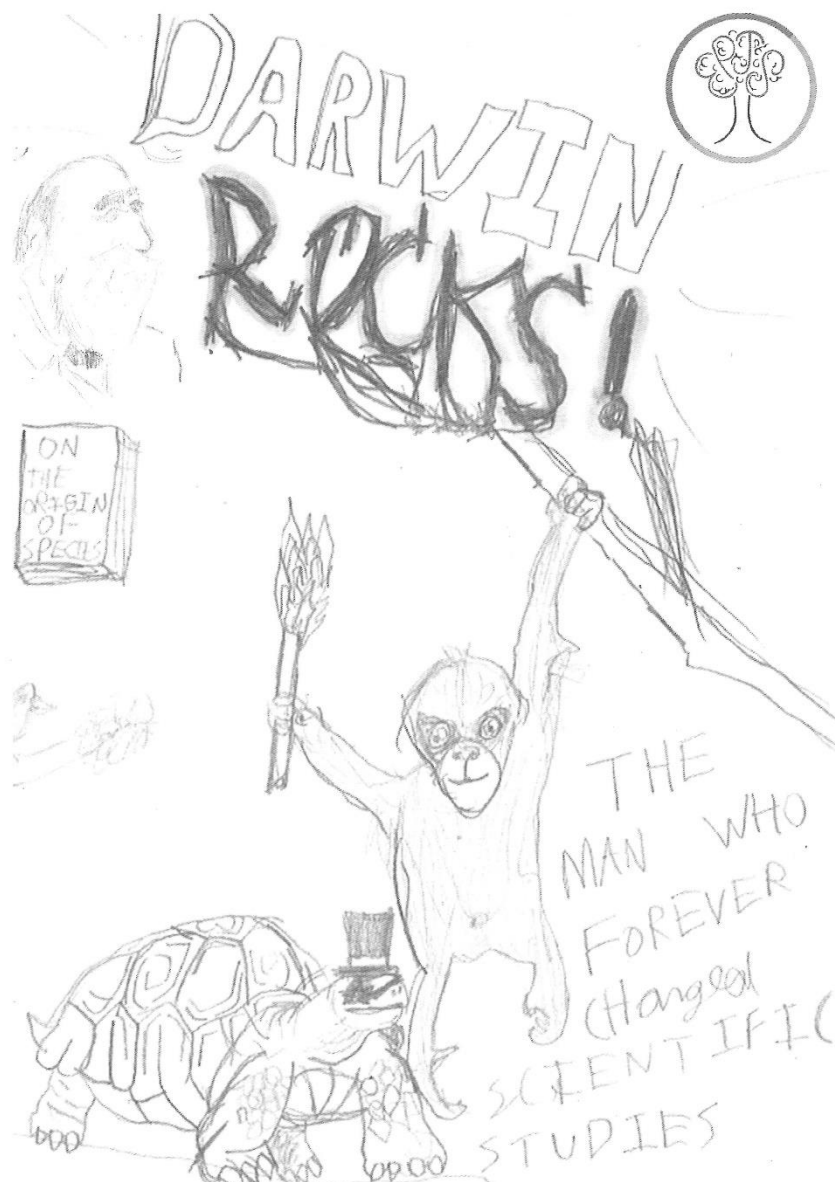
East Preston Junior School, *Darwin Rocks*, 7th July

East Preston Junior School

As part of the 75th Anniversary celebrations at the Junior School, the council was invited to attend a matinee performance of a show called *Darwin Rocks*.

The show lasted just under one hour and was brilliantly performed by year six. Acting and singing was at a very high standard considering the performers age. I was also impressed by the diction which was delivered very clearly. The songs were very catchy and the choreography fitted the libretto perfectly.

Both Dawn and I had wonderful time being entertained by year six of East Preston Junior School.



Cllr David Moore

7th July 2026

Energise South Downs, 14th July

Arundel

I attended this event run by Energise South Downs who last year fundraised just over £300k for three roof top solar projects. They are now reviewing what motivates people to invest in community energy. The session focussed on Arundel, Warningcamp and Burpham. 5 tables were each given a technology to discuss - wind, solar panels, solar farms and heat pumps and asked to decide what would be appropriate in the parishes. Solar farms were unpopular as there was no obvious space. Onshore wind turbines proved divisive but 1 group suggested 5 medium turbines could be sited in the area. Domestic solar panels and heat pumps for 50% of

houses were proposed. Each suggestion was then run through a computer model and showed the significant power generated and the decrease in CO2 emissions for the area as a whole. The turbines, solar panels and heat pumps together would provide enough energy for the whole area.

Other interesting comments - 10 times more heat pumps were installed last year in France compared to the UK. Although wind turbines reportedly kill 100,000 birds a year it is estimated 40 million are killed by cats. We were reminded reducing energy demand by draught proofing, insulation and triple glazing can be done in all properties regardless of age or listing. A thought provoking event.

Cllr John Gunston

15th July 2026

Cube Self Storage visit, 15th July

Station Road, East Preston

Councillors Linton, McElroy and myself joined Simon for a visit to the new Cube Self Storage building on the edge of the Parish near the station. We were shown around by Olly and John.

About half of the site has already been fitted out with 2 sizes of storage unit and they have welcomed their first customers. They hope to open officially in 2 weeks and the rest of the site will be developed as the business grows. They have a similar facility already operational in East Sussex together with facilities in countries such as Thailand and Vietnam.

Units are rented by the month and typical customers are people moving house or working abroad and small businesses who need stock storage space. The current plan is to have approximately 250 units available in the main building, after which some independent, drive-up units may be added into the western car-park. Eventually, access to the site will be via keycodes, each tenant having their own code. The site will be operational between 6am and 10pm, but staffed only during office hours.

We offered to help with any local information they may need. Thanks to Simon for organising the visit.

Cllr John Gunston

15th July 2026

Agenda Item 15

New items to be referred to the next meeting – 7th September 2026

As already communicated to councillors, the September meeting will start at 18:30 with a presentation from Hope Blandamer, WSCC Resilience & Emergencies Team Adviser, on the subject of Community Emergency Hubs. This presentation has been requested by the Community Engagement Committee.

Agenda Item 16

Confidential business

Council is asked to resolve to exclude the public and the press from the remainder of the meeting, owing to the confidential nature of the business to be transacted. This is in line with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Agenda Item 17

Personnel Committee

Council is asked to consider a staffing matter.

Cllr Duff will lead on this item.

Agenda Item 10a

Freedom of Information Panel

Council is asked to approve a policy and procedure for handling internal reviews of Freedom of Information requests.

Freedom of Information Internal Review Policy and Procedure

1. Purpose

East Preston Parish Council is committed to openness, transparency and compliance with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

This policy explains how applicants may request an internal review if they are dissatisfied with the council's response to a request for information.

The internal review provides an opportunity for the council to reconsider its handling of a request before the applicant refers the matter to the Information Commissioner's Office (ICO).

2. When an Internal Review May Be Requested

An applicant may request an internal review if they are dissatisfied with:

- The council's decision to withhold information.
- The application of an exemption or exception.
- The completeness of the information provided.
- The handling of their request.
- The time taken to respond.
- Any other aspect of the council's response.

3. How to Request an Internal Review

Requests for an internal review should:

- Be made in writing by email or letter.
- Be submitted within 40 working days of the council's response.
- Explain why the applicant believes the response should be reconsidered.

Requests should be sent to:

Clerk to the Council
East Preston Parish Council
clerk@eastpreston-pc.gov.uk
Council Office, 122 Sea Road, East Preston, BN16 1NN

Where the Clerk handled the original request, the review will be conducted by another appropriate person wherever possible, such as the Chairman of the Council or a nominated councillor who was not involved in the original decision.

4. Conducting the Review

The reviewer will:

- Consider the original request.
- Review the information held.
- Examine the exemptions or exceptions applied.
- Consider whether the request was handled in accordance with the FOIA or EIR.
- Take account of any additional information provided by the applicant.

The review will be impartial and independent of the original decision wherever practicable.

5. Timescales

The council will normally complete the internal review within 20 working days of receiving the request.

Where the review is particularly complex, the council may extend this period to a maximum of 40 working days. The applicant will be informed if additional time is required and the reasons for the extension.

6. Outcome of the Review

Following the review, the council will write to the applicant explaining the outcome. The review may:

- Uphold the original decision.
- Partially uphold the complaint.
- Overturn the original decision and release additional information.
- Provide further explanation of the council's decision.
- Identify improvements to the council's procedures.

The response will explain the reasons for the decision.

7. Complaints to the Information Commissioner's Office

If the applicant remains dissatisfied following the internal review, they have the right to complain to the Information Commissioner's Office.

The Information Commissioner's Office can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

The ICO will normally expect applicants to have completed the council's internal review process before making a complaint.

8. Record Keeping

The council will maintain records of:

- Internal review requests.
- Correspondence.
- Decisions made.
- Reasons for decisions.
- Any actions identified to improve procedures.

These records will be retained in accordance with the council's retention policy.

9. Monitoring

The Clerk will report any significant findings or recurring issues arising from internal reviews to the council so that policies and procedures can be improved where necessary.

10. Review of this Policy

This policy will be reviewed every three years, or sooner if legislation or guidance changes.