



EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

01903 770050

<http://eastpreston-pc.gov.uk/>

Email: clerk@eastpreston-pc.gov.uk

MINUTES: of the Proceedings of the Monthly Meeting of East Preston Parish Council held at 19:00 on Monday, 6th July 2026 at East Preston Infant School, Lashmar Road, East Preston

PRESENT: Councillors Kit Bradshaw, Andrea Chapman, Lisa Duff, Barbara Gale, John Gunston, Elizabeth Linton, Glyn Mathias, Rick McElroy, David Moore and Steve Toney (Chairman)

ALSO: Simon Cross, Clerk to the Council

Councillors Philippa Bower and Paul Kelly, Arun District Council (both until 19:37)

Four members of the public

ABSENT: Councillor Christine Bowman, Helen Hill and Steven Wilkinson

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The following acronyms may appear in these Minutes:

ADC – Arun District Council;
AoSERA – Angmering-on-Sea Estate Residents' Association
NHS – National Health Service;
NR – Network Rail;
PCSO – Police Community Support Officer;
SLCC – Society of Local Council Clerks;

TRO – Traffic Regulation Order;
VHF – East Preston & Kingston Village Hall Foundation;
WRA – Willowhayne Residents' Association;
WSCC – West Sussex County Council;
WSALC – West Sussex Association of Local Councils

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The meeting opened at 19:01.

496/26 INTRODUCTIONS

Cllr Toney welcomed everyone to the meeting and explained the meeting protocol and safety information before leading a round of introductions.

497/26 APOLOGIES FOR ABSENCE

An apology and a reason for absence had been received from Cllrs Bowman and Wilkinson.

2126 The Council **RESOLVED** unanimously to accept the apologies received from Cllrs Bowman (unwell) , Hill (away) and Wilkinson (domestic matter).

Apologies had also been received from County Cllr Elkins, District Cllr R Bower and three members of the public.

498/26 DECLARATION OF PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

No interests were declared.

499/26 PUBLIC SESSION

Agenda Item 9a – Amenities Committee – Mr S asked whether the council yet knew how much any works to increase the safety netting at the Warren Recreation Ground might cost.

The Clerk replied he believed the cricket club now had quotes and he believed a meeting between the council, the Warren Recreation Ground Safety Group and the cricket club should be convened to discuss any such quotes.

Agenda Item 15 – West Sussex County Council – Mrs B read the following statement to the meeting:

Good evening everyone.

Firstly, I'd like to thank the Parish Council for placing this matter back on the agenda. I'd also like to thank Roger for referring my concerns directly to the Highways Manager, Simon for arranging tonight's discussion, and Sussex Police for acknowledging the concerns and looking at what support they may be able to provide.

I appreciate everyone's time and willingness to discuss this.

The reason I wanted to speak this evening is because I hope tonight's discussion can build on the work that has already been carried out over the last year, rather than starting from the beginning again.

Residents have already raised concerns, a traffic survey was commissioned, the results were presented to this Council, the Parish Council unanimously supported progressing the matter, and West Sussex Highways assessed the road. Although some possible measures were identified, they unfortunately could not proceed because of funding constraints.

However, despite all of that work, the issues that residents raised have not gone away.

If anything, they have become part of everyday life in Clarence Drive.

The expansion of the Infant and Junior Schools several years ago increased pupil numbers and, as a direct consequence, increased the volume of vehicles using Clarence Drive during school drop-off and pick-up times.

I'm not suggesting the school expansion was wrong. The schools are an important part of our community, and providing additional school places benefits local families.

However, the increase in traffic has had a lasting impact on Clarence Drive.

Our road is a residential cul-de-sac and many residents feel it is no longer coping safely with the volume of traffic it now carries.

Every school day we experience speeding vehicles, inconsiderate parking, parking on the grass verges, congestion, reduced visibility, vehicles left idling outside homes and, unfortunately, disagreements between residents and parents.

These issues affect the safety of everyone using the road and also the quality of life for those who live there.

This isn't simply residents' opinion.

The traffic survey carried out last year recorded **1,677 vehicle movements during one week**, with over **1,000 of those occurring during the morning and afternoon school-run periods**. It also recorded vehicles travelling at speeds of up to **40–45 mph** on a residential cul-de-sac.

Although many motorists travel responsibly, it only takes one driver travelling too quickly or one moment of poor judgement for a serious incident to occur.

Sadly, the recent death of a neighbour's Bengal cat has brought these concerns back into focus.

For me, this isn't simply about the loss of a much-loved pet.

It is a reminder that vehicles are travelling through a residential road at speeds capable of causing serious injury.

Residents are increasingly worried that, unless something changes, next time it may not be an animal. It could be a child walking to school, a cyclist or another vulnerable road user.

Our concerns have also been recognised by others.

A tradesman working in Clarence Drive over several weeks independently commented on the volume of traffic, the speed of some vehicles and the congestion during school-run periods.

I've also spoken with PC Rijo Raju, who has advised that he will look at opportunities for patrols and whether Community Speed Watch or additional signage may be appropriate.

I fully appreciate that funding remains a challenge.

I'm not here asking for expensive engineering schemes if they simply aren't affordable.

What I am asking is that we focus on what **can** be done.

Whether that's another review by West Sussex Highways, working with the schools to encourage safer and more considerate driving, exploring Community Speed Watch, looking at lower-cost safety measures, investigating funding opportunities or identifying any other practical options.

Residents simply want to work with the Parish Council and our partners to improve safety.

The one thing I hope comes out of tonight is not simply another acknowledgement that there is a problem.

I hope we can agree some clear next steps.

For example:

- Who will be speaking with West Sussex Highways?
- What discussions can take place with the schools?
- What support can Sussex Police provide?
- Are there any funding opportunities worth exploring?
- And when can residents expect an update?

The residents of Clarence Drive are not looking to criticise anyone.

We recognise and appreciate the support the Parish Council has already shown.

We simply want to continue working together to find practical solutions before somebody is seriously injured.

Thank you.

Cllr Toney revised the running order of the meeting to allow consideration of Mrs B.'s statement.

500/26 WEST SUSSEX COUNTY COUNCIL – CLARENCE DRIVE

The following report had been circulated ahead of the meeting:

West Sussex County Council – Clarence Drive

Council is also asked to consider correspondence from a resident of Clarence Drive. At its meeting on 7th July 2025, "council RESOLVED unanimously to support better traffic management, in whatever form, in Clarence Drive" (Minute 535/25, Resolution 2005). An application was duly

submitted to WSCC Highways, but was rejected. Some months later, the council, County Cllr Elkins and a representative of WSCC Highways have been sent the following email:

Dear Roger, Simon and Gary ,

I am writing to ask that the ongoing road safety concerns on our road be revisited following a tragic incident that occurred during the school run yesterday morning around 8.29am

A neighbour's Bengal cat was struck by a vehicle and suffered severe graphic injuries. The cat was not killed instantly and remained alive for a period after the collision before eventually succumbing to its injuries. The owner has reported the incident to the police.

The circumstances were particularly distressing for the owner, who found his pet after a witnessed rang on his door bell and had altered him of the fact and where another person hand his pet wrapped in his jacket. The owner was left shocked and deeply upset, knowing there was little that could be done to save his cat. For many people, pets are cherished members of the family and this incident has had a significant emotional impact on both the owner and the wider community.

This tragic incident has brought renewed attention to longstanding concerns that residents have raised regarding traffic conditions on our road. As a dead end residential road, we continue to experience problems associated with school run traffic, including excessive speed, inconsiderate parking, parking on grass verges and damage to the tree lined environment. These issues create hazards for residents, pets, pedestrians and most importantly to children and venerable.

Residents are aware that proposals previously supported by the Parish Council that did not progress with West Sussex County Council due to constraints and funding and that even basic speed awareness measures could not be pursued by the Parish Council because unavailable funding . However, this latest incident demonstrates that the concerns raised by residents remain valid and unresolved.

The concerns regarding traffic conditions are not solely those of local residents. A tradesman who has been working in the road for the past three weeks independently commented on how poor and potentially dangerous the situation appears, particularly during school run periods. Having witnessed the daily traffic patterns, he expressed concern about the speed of some vehicles and the congestion caused by parking. His observations provide further evidence that the issues being raised by residents are genuine and noticeable to others who spend time in the area.

The incident has also been brought to the attention of both the local infant and junior schools by a family member of the owner of the cat as there is growing concern about safety during school drop off and pick up times.

In addition, I have spoken directly with PC Rijo Raju regarding the concerns on our road. He advised that he will attempt to carry out a traffic patrol in the area, although no specific timescale can be given at present. He also indicated that efforts will be made to explore the possibility of additional road safety signage and involvement in a Community Speed Watch initiative. While these measures are still at an early stage, it is encouraging that the concerns raised by residents are being recognised and that preventative action is being considered.

While this incident involved a family pet, many residents fear that unless action is taken, it may only be a matter of time before a more serious accident involves a child, pedestrian, cyclist, or another road user again. The loss of a beloved pet is tragic in itself, but it should also serve as a warning that the existing road safety concerns have real consequences and cannot continue to be overlooked.

I would therefore ask the Parish Council to reconsider this matter and engage once again with West Sussex County Council Highways to explore what measures may now be available. These could include speed monitoring, vehicle activated signs, Community Speed Watch initiatives, traffic calming measures, improved parking controls, or further engagement with the schools regarding safe and considerate driving.

Given the history of concerns raised by residents, the previous discussions regarding road safety measures, the observations of independent third parties, the involvement of the police and local schools, and now this tragic incident, I believe there is a strong case for the situation to be reviewed as a matter of urgency.

Residents are keen to work constructively with the Parish Council, West Sussex County Council Highways, the police and local schools to identify practical and effective measures that will improve safety for everyone using the road.

I would be grateful if this matter could be discussed at the next Parish Council meeting and if residents could be informed of any proposed actions or next steps.

Thank you for your time and consideration.

Additionally, having been spoken to by a couple of residents, PCSO Raj asked whether the village's Community Speedwatch (CSW) team could organise some patrols in Clarence Drive. Whilst alerting the CSW lead, Gavin Bernard, to this request, suggesting he visited the site, I replied to PCSO Raj the site would not likely be deemed suitable by Sussex Police because visibility, particularly during school drop-off and pick-up times is not great and is probably below Sussex Police's threshold, which is why the council had previously asked Sussex Police to visit the site during school drop-off and pick-up times.

Please could the council think of any actions it could take in this matter.

Simon Cross – **Clerk to the Council**

1st July 2026

Cllr McElroy said schooltime parking was a nightmare on the other side of the school too, the Lashmar Road and North Lane area. When challenged about their inconsiderate parking, drivers usually said something such as, "Well, I'm only here for a minute." The county council needed to work with the schools and local residents to find a solution.

Thinking of when her son had attended East Preston Junior School, Cllr Duff said the school had frequently communicated to parents to be considerate to local residents and had had initiatives to encourage pupils to walk to school. In response to a comment from Mrs B., Cllr Duff said the football club car-park was always full at school drop-off and pick-up times.

Cllr Gunston said he travelled through Clarence Drive on a weekly basis and had seen the problems for himself. He wondered how the parish council might be able to help.

Cllr Chapman said the schools had a larger catchment area than ever before and that meant there were children who simply could not walk to school. The reduced frequency bus service probably did not help either.

Cllr Toney suggested a time-restricted single yellow line in roads around the school might help. Mrs B. said that had been a hope from the previous Community Highways Scheme application to WSCC Highways and that she felt this restriction worked in Worthing Road.

The Clerk said the single yellow line in Worthing Road had taken something like eleven years to be implemented; an unexpected consequence of the single yellow line was traffic speeds in Worthing Road had increased as hardly any cars now parked along there so the carriageway was clear and visibility was good. The Clerk had gone back to PCSO Raju to challenge his proposal for Community Speedwatch (CSW) patrols in Clarence Drive; CSW could only operate at sites approved by Sussex Police and Sussex Police required a minimum distance of visibility for any CSW shift. As Mrs B. had already mentioned reduced visibility at the appropriate times of day, the Clerk said he did not believe Sussex Police would ever approve Clarence Drive for CSW patrols. The Clerk said WSCC was the key organisation in this matter having responsibility for both Highways and East Preston Infant School.

2127 The Council **RESOLVED** unanimously the council should ask County Cllr Roger Elkins to arrange a meeting with WSCC Highways, representatives of East Preston Infant School, Junior School and Parish Council and local residents.

(Mrs B. left the meeting at the conclusion of this item.)

501/26 COUNCIL RESPONSES

There were no other council responses to points raised by members of the public.

502/26 MINUTES OF THE MONTHLY MEETING HELD ON 1ST JUNE 2026

The draft Minutes were circulated to all councillors on 3rd June asking for suggested amendments by 10th June. None were received.

2128 The Council **RESOLVED** unanimously the Chairman could sign the Minutes as a true record of the meeting held on 1st June. Cllr Toney duly did so.

503/26 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS

Council NOTED the following report, which had been circulated in advance of the meeting:

Monthly Update Report

- 1. Introduction**
- 2. Minute 176/26 – East Preston Allotments**
- 3. Minutes 395/26 to 397/26 – Annual Governance and Accountability Return**

1. Introduction

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 11th May 2026.

2. Minute 176/26 – East Preston Allotments

Cllr Gunston has been liaising further with District Council Philippa Bower and will be able to provide an update to the meeting.

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

Adrian and I completed the paperwork, checked the bundle twice and sent it off on 23rd June, a week ahead of the deadline. Safe receipt has been acknowledged by the bundle being returned (having been scanned by the recipient).

Simon Cross – **Clerk to the Council**

26th June 2026

The Clerk had nothing to add to the above report but was willing to answer questions. None were asked.

504/26 ARUN DISTRICT COUNCIL

District Cllr P Bower read out a reply she had received following asking a question about allotments at ADC's monthly council meeting. The reply said a lease for the transfer of the management of the Roundstone Drive site could be in place within three months. In the interim, ADC would propose an arrangement to allow EPPC to find tenants for any site currently without a tenant. The letter had concluded with an explanation a senior team member was on long-term sick and that meant the matter was not fully receiving the attention it should. Cllr Bower suggested EPPC asked a question at ADC's monthly council meeting in three months if there had been no movement in this matter.

Cllr Bower added she had attended a meeting of ADC's Environment Committee. The meeting had approved a contract for streetscene enforcement which would cover such transgressions as littering, dog fouling and fly-tipping. The legal department apparently needed to employ a further member of staff solely to authorise prosecutions.

Cllr Kelly had nothing to add but the Clerk thanked him for his help in tackling the overflowing bins at Parade Mansions. Cllr Kelly's intervention had resulted in an additional bin being provided which, so far, had stopped the problem of litter falling out of the existing bins and spilling into Willowhayne Crescent and neighbouring driveways.

505/26 ARUN DISTRICT COUNCIL – REGISTER OF INTERESTS

The following report had been circulated ahead of the meeting:

Arun District Council

Council is also asked to note the change to the requirements for a councillor's Register of Interests. Councillors should also note there is no longer a requirement for councillors' home addresses to be published on the council's Register of Interests. The following information has been provided by Amy Mitchell, ADC Executive and Governance Support Officer:

Please be advised that from the 29 June 2026, local authorities will not be required to publish an elected or co-opted member's home address in local authority registers of interest.

The new section 32A of the Localism Act 2011 (as inserted and made by section 65 of the English Devolution and Community Empowerment Act 2026), makes clear that a member's home address should not be disclosed on the authority's public register of interest unless the member has requested otherwise. To aid transparency, public registers of interest will still state that a member has an interest, the address of which is withheld under section 32A. The exact address details will still need to be declared to the monitoring officer, in the usual way, and remain available internally to Arun District Council in order to continue to prevent conflicts of interest.

Please note, for most councillors no action is required, as this council has a dispensation granted by the ADC Monitoring Officer and dating back to November 2023 not to publish councillors' home addresses – this was following threatening correspondence from a member of the public. However, I have contacted a small number of councillors who do need to update their Register of Interests because of recent changes in their circumstances.

Simon Cross – **Clerk to the Council**

25th June 2026

Cllr Toney invited Cllr Bower to shed any light on this if she could. Cllr Kelly explained a little further including councillors can ask for their contact details to be published still if they wish. Cllr McElroy added this arose from attacks on politicians.

The council NOTED the change to the legislation.

(Cllrs Bower and Kelly and the three remaining members of the public left the meeting at this point.)

506/26 FINANCIAL MATTERS

The Accounts for June 2026 had been distributed to Members in advance of the meeting.

- 2129 The council **RESOLVED** unanimously to approve the Outstanding Purchase Orders report for 2026/27, value £4,502.80 (exc. VAT).
- 2130 The council **RESOLVED** unanimously to approve the Regular Monthly Payments reports for June 2026 totalling £1,513.60 (inc. VAT).
- 2131 The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid reports for June 2026 totalling £20,054.20 (inc. VAT).
- 2132 The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report for financial year to date totalling £1,722.17 (inc. VAT) for June 2026 (Year to Date, £179,769.77).

The council NOTED the Bank Reconciliations to 12th June 2026.

The council NOTED the Budget Summary for 2026/27 to date including earmarked reserves.

Cllr Toney thanked the council's bookkeeper, Adrian Vyse, for preparing the above reports.

507/26 REPORTS FROM PARISH COUNCIL COMMITTEES

The council NOTED the following reports which had been circulated in advance of the meeting:

Committees

Since the last Full Council meeting the following committees have met: Community Engagement, Flat & Frontage, Major Events and Planning & Licensing. Draft Minutes have been circulated to all councillors.

Simon Cross – **Clerk to the Council**

30th June 2026

Amenities Committee

Cllr McElroy is chairman of this committee.

The committee did not meet in June.

Planters – The old wooden church planter, which unfortunately was beyond repair, has been replaced with a new bespoke composite sleeper planter. Ferring Nurseries installed the new planter and seasonal floral display.

Two new composite planters have been installed at the Roundstone Drive/North lane junction verge. The planters replace the two damaged wooden planters located next to the Diamond Jubilee Bench. Ferring Nurseries installed the new planters and seasonal floral displays.



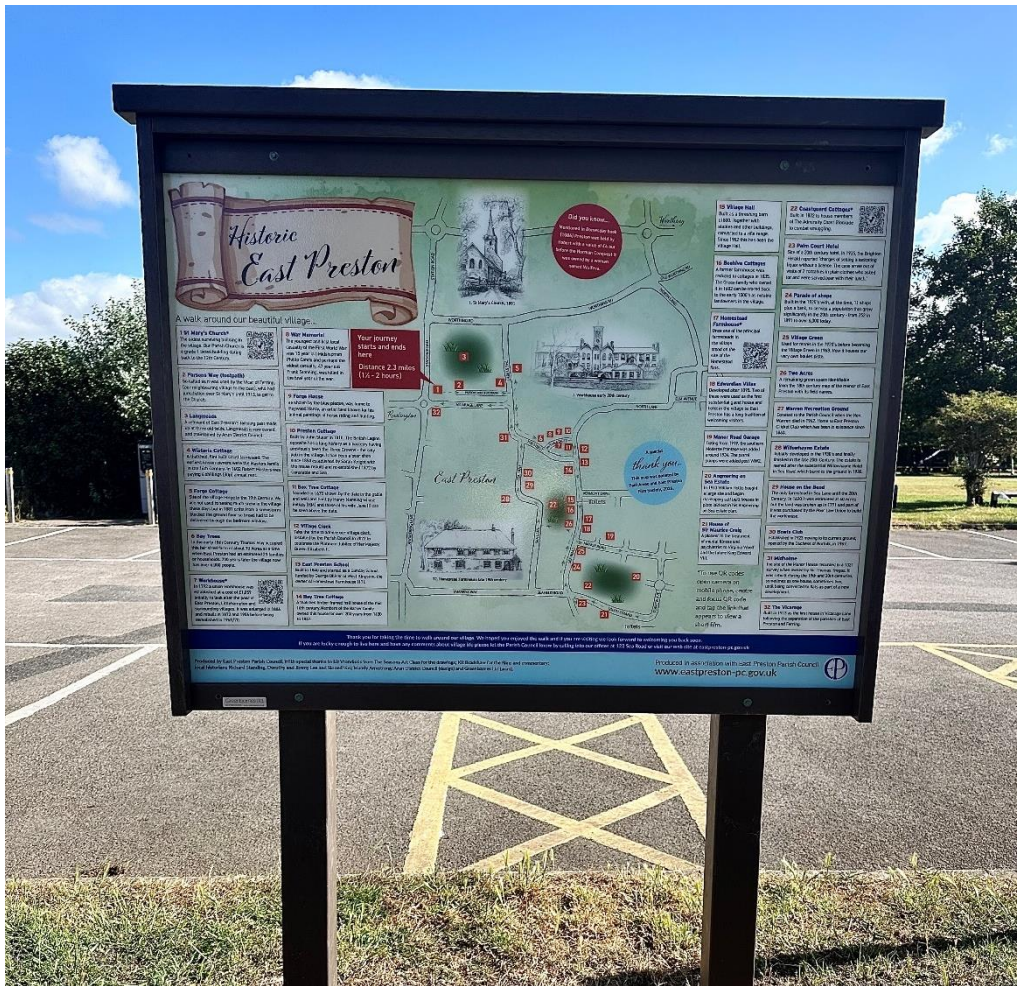
Also on this verge East Preston in Bloom (EPiB) installed the ‘Welcome to East Preston’ planter. Cooper Adams sponsored the cost of this planter and Ferring Nurseries donated the plants, compost and seasonal floral display.

Village Green and Sea Lane Wildflower beds – Unfortunately the preparation and planting of this year’s wildflower beds was overlooked by the councils ground’s contractor and it is now too late in the year to rotavate and seed the beds. An alternative option was considered of planting bedding plants, but given the predicted hot weather this was not advisable. The committee agreed to use the funds allocated for the wildflowers, to provide an additional grass verge cut prior to the council’s Food and Drink event in August.

Warren Recreation Ground Tennis Court - Following discussions with neighbours regarding the misuse of the Tennis Court, the committee has agreed to install new signage and extend the height of the chain link fencing.

Sea Road toilets – Cloud 9 repaired the damaged wall between the toilets and the footpath into the Village Hall. It is not known how the wall was damaged. Meanwhile, in view of the heat it was recommended we check the water coming from the external tap. The water supply comes directly from the underground mains supply, there it is not considered to be a high risk. A tap flush is regularly carried out at the toilets to flush out any stagnant water.

Heritage Maps – these have been installed to replace the Millennium Maps alongside the Village Green car-park and opposite the entrance to Beechlands Close. These have been installed in conjunction with the East Preston Film Society and Paul Amoo.



The committee’s next meeting remains scheduled for 10th August 2026.

Audit & Governance Committee

Cllr Mathias is incumbent chairman of this committee.

To date the composition of this committee for the current council year is: Cllrs Toney and Linton as Chairman and Vice-Chairman of the Council respectively, and Cllr Bowman as Chairman of the Planning & Licensing Committee and Cllr McElroy as Chairman of the Amenities and Finance & General Purposes Committees. Cllr Toney is also on the committee as the chairman of the Flat & Frontage Committee and Cllr Linton as the chairman of the Community Engagement and Major Events Committees.

The chairmanship of the Personnel Committees will be decided this month. I anticipate Cllr Duff will retain chairmanship of that committee. That would give room for a further two councillors to stand for this committee.

Simon Cross – **Clerk to the Council**

25th June 2026

Community Engagement Committee

The committee met on 8th June and re-elected Cllrs Linton and Duff as chairman and vice-chairman respectively.

Some of the matters discussed were:

Playscheme, 27th October – the council is planning a family-friendly visit from Weird Science during the October half-term. More details in due course.

St Mary the Virgin Christmas Tree Festival, 11th to 13th December – Cllrs Chapman and Duff will lead on the council's involvement in this. The likely theme will be a focus on all the charitable organisations to which the council has awarded grants during the current term.

Youth Provision – the project working alongside Angmering and Rustington Parish Councils to provide a website to let local young people and their adults know what is available in the area is moving ahead. Local organisations have been given the chance to contribute content.

Newsletter No. 79, Summer 2026 – the committee is working on this newsletter.

Blue plaques – the committee has a proposed new blue plaque, for which Cllr Moore is seeking further background information. The council needs some finance for this project, see Agenda Item 10a below.

Hearing impairment group – the meeting of this group scheduled for 24th June was postponed due to some members of the public not wishing to venture out during the extreme heat on that day.

The committee's next meeting will be on 20th July.

Simon Cross – **Clerk to the Council**

25th June 2026

Finance & General Purposes Committee

Cllr McElroy is the chairman of this committee.

The committee did not meet in June.

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

Simon Cross – **Clerk to the Council**

24th June 2026

Major Events Committee

Cllr Linton is the chairman of the committee.

The committee met on 22nd June. Cllr Linton was re-elected chairman and Cllr Toney was re-elected vice-chairman.

The committee considered forthcoming events as follows:

East Preston Food & Drink Festival, 29th August – all on track, with Cllr Chapman the lead councillor for this event. Pretty much all pitches have now been booked and paid for. The committee considered some public ideas for music at the event. The committee has a plan for live music this year but will reconsider the public suggestions for next year's event.

Bingo afternoon, 4th October – Cllr Duff is leading on this and needs to meet with the Clerk to finalise some details before we publicise starting with an article in the Summer 2026 Newsletter.

East Preston Christmas Celebrations, 22nd November – following logistical problems with setting up a gazebo at the Village Hall during Friday, 20th November, the committee agreed to move this event to the Sunday, 22nd November. For the time being, the event is being called East Preston's Cool Yule. As previously mentioned, the event will be more of a Christmas market than previous Christmas events have been. The council is liaising with East Preston Library about an offering for children on a different date.

Annual Parish Meeting – the committee agreed to try not to hold this on the same Monday as the Annual Meeting of the Council next year, as this can be confusing for council members and residents.

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

Simon Cross – **Clerk to the Council**

30th June 2026

Personnel Committee

Cllr Duff is the chairman of the committee.

The committee did not meet in June.

Ten councillors attended Chairmanship Training on Monday, 29th June. This training was designed not only for councillors who are or wish to be chairmen but also for all councillors to understand better how to support the chairmen of meetings. The training was provided by Celia Price of Mulberry & Co. Local Authority Services and was well received. From the answers we gave Celia to various questions, she formed the opinion the council was well-run and effective. Celia also provided refresher training on General Data Protection Regulations.

Ocean completed her work experience with the council on 4th June and has subsequently written an article for publication in the Summer 2026 Newsletter. The initiative will be reviewed by the committee at its meeting in July.

From 29th June, Dawn will be working a different pattern of hours; she will work the same number of hours but compress them into three days rather than four.

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

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

30th June 2026

Planning & Licensing Committee

The committee met on 8th and 22nd June. Cllr Bradshaw chaired the first meeting and Cllr Bowman the second.

On 8th June, the committee considered three applications and raised no objections to any of them.

On 22nd June, the committee considered a further six applications. Initially, the committee agreed to object to one of the six, but after I had garnered further information from the planning officer, the committee agreed electronically the council should not object to that application. That said, we have raised concerns about the standard of the drawings submitted for this application, the second such complaint we have raised recently. This meeting was the council's first committee meeting to be held in 118 Sea Road, simply because the room was a little cooler. The Major Events Committee and Kingston Parish Council have subsequently also had meetings in there.

Cllr Bowman and Mrs Vos met on 25th June and agreed further comments for the council to send back to the independent examiner of the revised Neighbourhood Plan although we would welcome a meeting with ADC officers first.

Simon Cross – **Clerk to the Council**

26th June 2026

Major Events – Cllr Linton asked councillors to add East Preston Cool Yule to their diaries for Sunday, 22nd November. Cllr Linton believed no additional help was currently required at the beginning of the day, but would be required as the day progressed. She asked councillors to let her know nearer the time when they could be available.

Personnel – Cllr Duff reiterated the comments trainer Celia Price had made following the council's Chairmanship Training session on 29th June. Cllr Duff thanked all the councillors and officers who had attended the training and given such a good impression of the council.

Planning & Licensing – the meeting scheduled for 13th July had been cancelled as there were no applications to consider.

There were no updates from the council's other committees.

508/26 AUDIT & GOVERNANCE COMMITTEE – MEMBERSHIP FOR 2026/27

The Clerk advised both Cllrs Gunston and Mathias had indicated their willingness to stand for this committee in addition to the councillors who were members by default: Bowman, Duff, McElroy, Linton and Toney.

- 2133 The council **RESOLVED** unanimously to add Cllrs Gunston and Mathias to the membership of the Audit & Governance Committee for the current council year.

509/26 **COMMUNITY ENGAGEMENT COMMITTEE – BLUE PLAQUE FOR WINIFRED SCOTT**

Council NOTED the following report which had been circulated in advance of the meeting:

Community Engagement Committee – blue plaque

Council is asked to expenditure of up to £700 on the provision of a blue plaque in honour of Winifred Scott.

Cllr Linton to lead on this item.

Let last year, local historian Richard Standing alerted the council and the Preservation Society to the history of Winifred Scott who lived an heroic life in World War I and beyond, settling in East Preston in about 1922. At the time of writing, Cllr Moore is tracing Miss Scott's World War I service. Mr Standing himself remembers being with his mother in Miss Scott's kitchen early in World War II, canning fruit.

The relevant (Sea Lane) householder has already agreed to host a blue plaque. On 17th March, the council's previous supplier of blue plaques advised a 14" diameter plaque is current £525 with a further £31.50 delivery charge, both prices excluding VAT. The committee is asking for £700 in case there are any increases to those price and also to cover any installation costs, although in the past a local company has installed these plaques free of charge.

Simon Cross – **Clerk to the Council**

1st July 2026

Cllr Linton spoke in support of this request and thanked Cllr Moore for the research he has undertaken in support of this proposal.

- 2134 The council **RESOLVED** unanimously to expenditure of up to £700 for the provision of a blue plaque in honour of Winifred Scott.

510/26 **FINANCE & GENERAL PURPOSES COMMITTEE – EAST PRESTON COMMUNITY BOARDWALK**

The following report had been circulated in advance of the meeting:

**Finance & General Purposes Committee – East Preston
Community Boardwalk**

Council is asked to agree to expenditure for the commissioning of a risk assessment from the Royal Society for the Prevention of Accidents.

At the council's April meeting, "council **RESOLVED** to accept the offer from Sea Road Beach Access Ltd. to donate the East Preston Community Boardwalk to the council." The decision was not unanimous.

The following morning, I advised the Sea Road Beach Access Ltd. directors the council would be discussing how best to implement this transfer and that was duly considered at the Finance & General Purposes Committee meeting held on 12th May. A member of the public attended the meeting and opined the councillors who voted in favour of accepting the gift of the boardwalk would be personally liable should there be any claim the council's insurers were not prepared to

meet (Minute 342/26). The committee agreed the council should ask the directors of Sea Road Beach Access Ltd. to provide a RoSPA risk assessment of the boardwalk before it transferred the boardwalk to the council (Minute 355/26).

I advised the directors of this requirement, and received the response, partially reported below:

On the question of a RoSPA report we are not prepared to commission a report. EPPC, in full knowledge that there was no RoSPA report in place, agreed, by a significant majority of Councillors, to accept the gift of the Boardwalk, without conditions, and we expect EPPC to honour this commitment.

You will recall back on 20th February 2025 Roy provided you with the email trail he had with RoSPA and our view was that any such report would be of no value (leaving aside for the cost involved) and was not a pre-condition of the liability insurance we have in place.

It is for EPPC to decide whether they wish to commission a RoSPA report, and if they do, we would be willing to assist EPPC in providing RoSPA with any information they require.

As time is now moving on we will make the monthly direct debit insurance payments due at the beginning of June and July, but will then cancel further direct debits.

If by 15th July 2026 EPPC have not assumed ownership of the Boardwalk we will disburse the remaining funds in the bank account as the Board deems appropriate and close the bank account and apply to have the company (Sea Road Beach Access) struck off the Companies House Register.

Of course, if EPPC honours their commitment by this date the balance of bank funds as previously agreed will be gifted to EPPC.

The chairman and vice-chairman of both the council and the Finance & General Purposes Committee, agreed I should contact RoSPA for its view of a risk assessment. Its response was as follows:

As a limited company with at least one employee they will be required under the Management of Health and Safety at Work Regulations 1999 to undertake a suitable and sufficient risk assessment. If you adopt the structure, then the East Preston Parish Council will be similarly duty bound to conduct its own risk assessment too.

The risk assessment may be considered by the company to be of little value, but it is bound by law to undertake one.

We can undertake a risk assessment. Please can you send to me some photographs of the item in question so that I can gauge the extent of the work required.

Yours sincerely,
David Yearley

That's where we stand. I have sent David some photographs, but do not have a price yet. At the time of Roy Allen's email from February 2025, the price quoted was just under £1,200 excluding VAT. Roy did complete his own risk assessment of the boardwalk at the time of its installation.

Council should now consider whether it wishes to commission a risk assessment and ask Sea Road Beach Access Ltd. directors for a bit longer before handover, or does it not want to commission a risk assessment and allow the offer to be withdrawn by Sea Road Beach Access Ltd., leaving the boardwalk without an owner and uninsured.

Simon Cross – **Clerk to the Council**

30th June 2026

On the day of the meeting, the Clerk had circulated correspondence from Roy Allen, designer of the East Preston Community Boardwalk.

During a difficult debate, some of the points raised were:

A structural engineer should be sought to confirm the structure is sound.

Directors of Sea Road Beach Access Ltd. are effectively employees whether or not they are paid. As such, Dave Yearley's comments did apply and the council may have an obligation to report its concerns to the Health & Safety Executive. Closing down the company did not remove any liability from the directors should there be an accident.

One councillor did not want to have any liability should an accident occur under the council's stewardship of the boardwalk, the risk of losing her house was too great.

One councillor believed Sea Road Beach Access Ltd. being a limited company restricted the financial impact of any liability.

Two councillors suggested the council could pay for a RoSPA risk assessment on behalf of the village without any further commitment to accept the gift of the boardwalk.

The Clerk quoted Standing Order 7a, "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." A councillor proposed an indicative vote be held on whether there was support to reverse the resolution.

2135 The council did **NOT RESOLVE** to expenditure for the commissioning of a risk assessment of the East Preston Community Boardwalk from the Royal Society for the Prevention of Accidents.

2136 In an indicative vote, seven councillors said they would support the reversal of the resolution to accept the gift of the East Preston Community Boardwalk; two voted against supporting the reversal and one abstained.

2137 The council **RESOLVED** the Clerk should again tell the directors of Sea Road Beach Access Ltd. the council required a RoSPA Risk Assessment before it would consider progressing the acceptance of the gift of the East Preston Community Boardwalk; eight councillors voted in support of this, two voted against.

In order for the council to consider fully the reversal of the resolution to accept the gift of the East Preston Community Boardwalk, a short Full Council meeting would be held on Monday, 3rd August, with this likely to be the sole topic on the agenda. Six councillors would need to inform the Clerk they were giving their written support to a special motion.

511/26 FLAT & FRONTAGE COMMITTEE

The following report had been circulated in advance of the meeting:

Flat & Frontage Committee

Council is asked to confirm the creation of this committee.

Cllr Toney to lead on this item.

At the council's June meeting, it agreed to upgrade the Flat & Frontage Working Party to the Flat & Frontage Committee, in principle (Minute 402/26, Resolution 2125). The decision was taken in principle as it had not been on the agenda for that meeting and on the understanding the decision would be ratified at this meeting.

The committee has held its first meeting and elected Cllrs Toney and Linton to be chairman and vice-chairman respectively.

In order to populate this committee, any agreement to create this committee will be understood to include the waiving of Standing Order 4e which limits councillors to stand on no more than four committees simultaneously (except for the chairman and vice-chairman of the council). This waiver will stand only for the duration of this committee.

The Finance & General Purposes Committee will allocated the committee a budget at its August meeting.

Following the first meeting, the committee has been seeking further quotes for remedial works to 118-120 Sea Road, including separating the two properties ahead of renting out the flat at 120. The committee has scheduled a second meeting for 27th July.

I am still open to a better name for the committee if anyone has one.

Simon Cross – **Clerk to the Council**

1st July 2026

2138 The council **RESOLVED** unanimously to create the Flat & Frontage Committee as a committee with fully-delegated spending rights.

2139 The council **RESOLVED** unanimously to waive Standing Order 4e to allow any councillor to sit on five committees for the lifespan of this committee. The Clerk believed this currently only applied to Cllr McElroy.

The Clerk suggested maybe Council Buildings Committee could be a better name.

512/26 REPORTS FROM PARISH COUNCIL WORKING PARTIES

The following reports had been circulated in advance of the meeting:

Working Parties

None of the council's working parties met in June.

Simon Cross – **Clerk to the Council**

30th June 2026

Devolution and Local Government Reorganisation (Devo WP)

As agreed at the last monthly council meeting, Cllr Gunston drafted a response to the government's latest consultation on devolution. He then circulated this asking for any comments before the submitted it on behalf of the council.

Simon Cross – **Clerk to the Council**

1st July 2026

Leases Working Party (LWP)

This working party is currently without a chairman.

As part of the Finance & General Purposes Committee meeting held on 12th May, those members of the Leases Working Party present considered the latest correspondence from the bowls club's negotiator and agreed a response. Council reps are meeting with Bowls Club reps, without negotiators, on 7th July. There's room for one more if someone wishes to attend.

Simon Cross – **Clerk to the Council**

30th June 2026

Devolution and Local Government Reorganisation – Cllr Gunston thanked councillor's for their comments upon his draft response to the central government consultation. As per County Cllr Elkins's report later in the meeting, a central government response was likely mid-month.

Leases – the Clerk confirmed Cllrs Gunston and Toney were attending a meeting with representatives of the bowls club on 7th July. Cllr Mathias said he would attend if he could.

513/26 118-120 SEA ROAD

The following report had been circulated in advance of the meeting:

118-120 Sea Road, East Preston

Council is asked to consider any matters relating to 118-120 Sea Road.

An opportunity for any member of the Flat & Frontage Committee to address the meeting on this matter.

Simon Cross – **Clerk to the Council**

1st July 2026

Cllr Gunston asked how the financing of the Flat and Frontage Committee would work. The Clerk said the committee would have fully delegated rights to spend money against its own budget, which the Finance & General Purposes Committee would confirm at its meeting in August.

On behalf of the Flat and Frontage Committee, Cllr Gunston was collating quotations for various works needed in the building, particularly to make 120 a self-contained flat. Works to clear overgrown vegetation from the back garden of the property had been scheduled for later in July.

514/26 WEST SUSSEX COUNTY COUNCIL

County Cllr Elkins had given his apologies for this meeting. He had provided the following report which the Clerk had circulated electronically ahead of the meeting:

Further to the local issues we discussed...

Just a brief update on Local Gov Reorganisation LGR the latest likely time line following the end of the recent consultation on the 15th June is that the Sec Of State is expected to make an announcement by mid July on the preferred local gov structure for Sussex. (This will be subject to Gov)

West Sussex County Council has also had the first round of scrutiny meetings under the new administration with the County Council Meeting Taking Place on the 17th July with Key themes and priorities along with the agreed work programmes for 2026 -27

Kind Regards
Roger Elkins

515/26 WEST SUSSEX COUNTY COUNCIL – WORTHING ROAD TRAFFIC REGULATION ORDER

The following report had been circulated ahead of the meeting:

West Sussex County Council – Traffic Regulation Order **ARN8019-MM**

Council is asked to agree its response to a Traffic Regulation Order consultation for increased parking restrictions in Worthing Road.

On 17th June, the council was invited to participate in a public consultation about “a short extension to existing double yellow lines on the north side of Worthing Road in East Preston, at the western end of a layby located mid-way between the junctions of Copse View and The Street.”

The details were circulated to all councillors electronically on 18th June and also included in the e-newsletter published on the same date. “The new restriction is proposed as part of a scheme to improve access to an existing bus stop in the layby mentioned above. This scheme will include changes to the kerbline at this location and the revised restriction is necessary to accommodate the new layout.”

The council’s response must be submitted by the end of 8th July.

Also, does council feel Traffic Regulation Orders could be considered by the Planning & Licensing Committee on its behalf? This is just a thought.

Simon Cross – **Clerk to the Council**

18th June 2026

2140 The council **RESOLVED** unanimously to support the proposal for extended parking restrictions in Worthing Road to provide better accessibility to the bus stop on the northern side of the road between the junctions with The Street and Copse View.

516/26 SUSSEX POLICE

No report had been received.

517/26 CLERK’S REPORT

The council NOTED the following report which had been circulated in advance of the meeting:

Clerk’s Report

- 1. Introduction**
- 2. Police matters**
- 3. Anti-social behaviour matters**
- 4. Freedom of Information / Data Protection requests**
- 5. East Preston Festival: *Come and Meet Your Local Councillors*, 6th June**
- 6. East Preston Festival: *Putter Madness*, 9th June**
- 7. Community Speedwatch (CSW), 21st May**
- 8. Social media**
- 9. MailChimp stats**
- 10. A selection of things we have been asked since the last meeting**
- 11. Recent bouquets and complaints**
- 12. Leave**
- 13. June meetings and events**

1. Introduction

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

2. Police matters

The council was unable to attend the Arun District Association of Local Councils meeting on 12th May due to existing committee commitments, however, when the Minutes were published on 12th June, I noted the following statement: "Members heard that Inspector Wickings [Arun Neighbourhood Policing Team] visits parishes on a rotating basis to discuss local concerns directly with councils and residents before taking issues away for further action." I questioned this with Insp. Wickings as that was not my understanding. Insp. Wickings replied, "I think there may have been some miscommunication there, I have the All Parishes Meeting that I chair. But I haven't been out to visit the councils on a rotating basis, so not sure where that has come from. At the All Parishes I offer the opportunity for the parish and town councils to raise local issues, so I can either answer questions or task out some work. I wouldn't be able to get around all the councils as there are so many of them."

3. Anti-social behaviour (ASB) matters

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

I did meet with two Rustington residents about an ASB matter as they had previously spoken to me about an ASB matter within East Preston although this new matter was in Rustington. Having heard the actions they had already taken, I advised them to go straight to their MP, advise they accepted. I let my Rustington counterparts know of this and they had no problems.

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

Three new request received during June, all related to the playing of cricket on the Warren Recreation Ground. We have now received 9 FoI requests in the past 13 months; the preceding 9 requests were raised between 2010 and 2021. Other topics in the past 13 months are the sale of the Conservative Hall and the East Preston Community Boardwalk.

5. East Preston Festival: Come and Meet Your Local Councillors, 6th June

Owing to a forecast of poor weather, the council held this event in the office space at the front of 118 Sea Road, a good opportunity for members of the public to see the space currently available ahead of refurbishment works.

Cllrs Bowman, Bradshaw and McElroy were all unavailable, but the other ten were all involved. Cllr Chapman provided home-made mini strawberry cheesecakes, which were well-received. Although not as many as some previous years, enough residents attended to make it worth holding. Some came to discuss serious concerns, others simply to say thank you for all they perceive the council as contributing to the village. I shall write a follow-up article for the Summer 2026 Newsletter.

During the event, a local business donated eight chairs and a sofa suitable for use in a breakout room-type setting. Thanks to all councillors who helped carry these into the new space.

6. East Preston Festival: Putter Madness, 9th June

This event, on the Village Green, was scheduled to run from 16:00 until 19:00. Once again, the weather forecast was not great, but Cllr Linton and I agreed at midday it was worth attempting to run the event. This decision proved a good one as there was no rain throughout the event although

it was windy. Phoebe and Paul from Globetrotters Bar & Golf Ltd. arrived at about 14:15 and took about 75 minutes to set up.

The first putter punters arrived at about 15:30 and set off around the course. Cllrs Chapman, Duff, Gunston, Linton and Moore all took part whilst being on hand for residents; Cllrs McElroy and Toney were on hand for residents without taking part in a round. For the first two hours, the attraction was consistently busy, with attendance dropping off from about 18:00, pretty much as the wind increased. Bearing in mind, the first participants had been early, it was agreed the event could close at 18:30. Paul and Phoebe took about half an hour to pack up.

On the day feedback from participants of all ages was positive. On the morning after, a man I walk past some mornings stopped me to say how much his daughter had enjoyed the event.

7. Community Speedwatch (CSW), 16th June

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 221 vehicles travelling in either direction, only one of which was travelling above the threshold for reporting to Sussex Police.

8. Social Media

Only one of the council's Facebook posts reached more than 500 people in the past month:

- Short-notice notification of temporary closure of eastbound Littlehampton Road at Ferring – 4,523 people
- Publicity for Come and Meet Your Local Councillors, 6th June – 1,466
- Publicity for Putter Madness, 9th June – 1,406
- Publicity for the annual East Preston Festival stoolball match, 5th June – 568

(posts up to and including 30th June)

The number of Followers is currently 2,030, an increase of 3 on the last report.

9. 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 – 28th May – sent to 962 subscribers

Parish Council news – 4th June – sent to 963

Parish Council news – 11th June – sent to 962

Parish Council news – 18th June – sent to 962

Parish Council news – 25th June – sent to 959

Further to my comment last month, the MailChimp software continues to record the open information differently to before and now apparently unreliably. I will continue to monitor this, but until this is fixed, I will not be able to provide a figure for the percentage of recipients who opened the email.

Furthermore, the old way in which an e-newsletter was automatically published to the council's Facebook page is no longer working – this appears to be a setting somewhere within Facebook which I have not found yet. I will try an alternative way of posting this week and see whether that works.

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

Was the parish council consulted on the plans for outside seating at The Podgy Spaniel?

Yes, and I shared with the author the council's letter of objections to this proposal which was granted Planning Permission by ADC.

Can you help with two dogs that are running free in the Manor Road, Upper Drive area?

Not really, but I did suggest the caller contact Sussex Police and I did post this matter on the council's Facebook page.

I live next to the fire station which needs to repair its fence, who should I contact?

I suggested an email to the general Fire & Rescue Service email address in the first place.

11. **Recent bouquets and complaints**

(In addition to anything reported above)

From the chairman of East Preston Festival Committee, Janine Nicholson, before the Festival started, "On behalf of the Festival Committee, I would like to thank you for participating in this year's Festival by organising your supporting event(s), thereby helping us to create an interesting and varied programme. We are very grateful for your continuing support."

From the lady asking about The Podgy Spaniel, "Thank you for your reply, I was sure it was on your radar belt and braces!"

Later in the day in question, I emailed the lady who had called in about the two dogs. She replied, "I phoned 101 and the call handler said that it was unlikely the police would be able to send anyone out, but they noted it all down in case there were more calls. The dogs had two near misses with cars while I saw them so I think it was for the best I phoned, difficult isn't it. I haven't heard anymore, hopefully their owner came looking for them. Thanks so much for your help on the phone, much appreciated!"

Thanks received from two residents of just over the border in Rustington who wanted to see me because I had previously helped them with an East Preston matter. I let my counterparts at Rustington PC know about this and Rosie replied, "Thank you for the heads up and support given to these residents. We would advise the same."

From a resident of Manor Road in response to the e-newsletter published on 25th June, "Thank you for the latest news which, as always, makes interesting reading!"

Following the Chairmanship Training on 29th June, trainer Celia emailed, "You have a great bunch of councillors who genuinely seemed to want to be there - which isn't always the case when it comes to training 😊"

From the chairman of East Preston Festival Committee, Janine Nicholson, after the Festival ended, "Thank you for your very kind words to the Festival Committee in this month's All About East Preston magazine. It means a lot to us all to have the Parish Council's endorsement shown in such a public and positive way and we truly appreciate your friendship, support and – of course – the practical help and advice you always give us."

12. **Leave**

The only leave booked at the time of writing is me, 22nd to 24th July.

13. **July 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.

- 4th East Preston Junior School 75th anniversary open morning (10:00-12:00)
- 6th Full Council (19:00, East Preston Infant School)
- 7th East Preston Junior School 75th anniversary show, *Darwin Rocks* (14:00, East Preston Junior School) (DM)
Meeting with East Preston & Kingston Bowls Club (14:00) (ST, JG and SC)
- 11th East Preston Repair Café (10:00, East Preston Infant School)
- 13th Planning & Licensing Committee (18:00, Council Office)
Audit & Governance Committee (19:00, Council Office)
- 16th Sussex Community Rail Partnership quarterly meeting (10:30, Shoreham Port Authority)
- 20th Planning & Licensing Committee (18:00, Council Office)
Community Engagement Committee (19:00, Council Office)
- 27th Planning & Licensing Committee (18:00, Council Office)
Flat & Frontage Committee (19:00, Council Office)

Simon Cross – **Clerk to the Council**

30th June 2026

No questions were asked; Cllr Duff thanked the Clerk for “a lovely report.”

518/26 **EXTERNAL MEETINGS AND EVENTS**

The council NOTED the following report which had been circulated in advance of the meeting:

Other meetings and events – Part 1

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

ADC Local Cycling and Infrastructure Working Party Phase 2 briefing, 9th June

online

I joined 10 other Parish and Town councillors at a presentation to discuss stage 2 of the ADC Local Cycling and Infrastructure Working Party (LCWIP). The first consultation attracted 859 responses and priority walking and cycling routes have now been planned. The most interesting for East Preston is probably the proposed cycle route between Littlehampton and Worthing.

A second round of consultations from 22nd June to 31st July will gather feedback on the proposals. This will be backed up by a series of roadshows (one planned for East Preston) and guided walks - so look out for details.

Funding and local government reorganisation were recognised as two issues which may delay implementation. Community Infrastructure Levy (CIL), developers and West Sussex County Council have been identified as possible sources of money. The plan also looks at connections to areas outside Arun to make it attractive to the new local authority.

Simon has a copy of the slides for this meeting if anyone would like to see them.

Cllr Gunston advised the consultation dates had been put back a week, start date 29th June. The Clerk said he had been liaising with the relevant ADC contact about having a consultation session on the Council Office forecourt, but nothing had been confirmed.

519/26 RESPONSE TO EXTERNAL MEETINGS AND EVENTS

Nothing was added.

520/26 NEW ITEMS FOR THE NEXT MEETING (3RD AUGUST 2026)

The Clerk confirmed a meeting would be held if at least six councillors indicated they were prepared to put their names to a special motion to have the acceptance of the gift of the East Preston Community Boardwalk reconsidered or even reversed. This was in line with council's Standing Order 7a.

The meeting ended at 20:30.

Chairman: **Cllr Steve Toney** Date: **3rd August 2026**

END