

Amenities Committee, 10th August 2026
Agenda Items – Supporting Reports

Amenities Committee, 10th August,
Agenda Item 2

Terms of Reference

a) To carry out the Annual Review of the Terms of Reference for the Amenities Committee.

At the May Amenities meeting, the committee was unable to undertake the annual review of its Terms of Reference. This was because the Clerk had noticed a discrepancy between the Terms of Reference for all of the council's committees and the council's Standing Orders. The Clerk has referred this to the council's Personnel Committee following which he will bring the Terms of Reference back for annual review.

Dawn Reid – Assistant Clerk to the Council

28th July 2026

Amenities Committee, 10th August,
Agenda Item 7

Matters Arising from previous Minutes and not covered on this Agenda

Matters Arising from 19th May 2025
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Minute 408/25 - To consider a request to replace the bollards at the end of Sea Road.

At the May meeting, the committee agreed, subject to the latest Land Registry application's findings, to install the four replacement bollards at the southern end of Sea Road. The application's results were as the committee had expected, the findings concluded there is 'no registered landowner'.

The four bollards were ordered and are currently being stored at the side of the council offices whilst awaiting installation.

For the committee's information, some of the boards will need to be removed to allow two of the bollards to be installed. The boards would then need adjusting and refitting after the installation. Cllr McElroy has recommended that Sea Road Beach Access Ltd, the boardwalks current owners should be responsible for removing and reinstating the boards.

The Clerk has suggested the committee considers waiting until after the August Full Council meeting to install the bollards. At this meeting the decision on whether the council accepts the boardwalk as a gift is being discussed.

Dawn Reid – Assistant Clerk to the Council

20th July 2026

Matters Arising from 19th May 2025
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Minute 421/25 BUS SHELTERS – To re-consider replacing the North Lane Bus Shelter.

Darren, WSCC Volunteers, advised that work on the North Lane shelter will begin at its workshop in the coming week. Unfortunately, due to a collision, Darren's vehicle is currently in for repairs which leaves him with unable to transport large loads. Darren advised, the workload will start to fall behind schedule now, therefore the installation date is likely to be September.

For the committee's information, Darren has provided the following information regarding the project's budget:

£1,000 spent on materials to date

£1,000 cladding and roofing yet to be purchased

Dawn Reid – Assistant Clerk to the Council

21st July 2026

Matters Arising from 15th September 2025

Minute 629/25 WARREN RECREATION GROUND – The Playing of Cricket.

As committee is already aware, the Children's playground is now closed for the duration of a cricket match. A closed sign is displayed on each gate and the gates are padlocked. This closure has been publicised in two council e-newsletters and was also publicised in the Spring 2026 Newsletter. To date, the council has received no direct feedback either way about this decision.

Where possible a councillor is present to observe each match for approximately an hour.

All correspondence with WRG Safety Group regarding the playing of cricket at the recreation ground, is now being directed through the Safety Groups solicitor. The council has spoken to the Chief Executive of the West Sussex Association of Local Councils and he plans to speak to the Association's solicitor on the council's behalf.

Simon Cross – Clerk to the Council

29th July 2026

Matters Arising from 10th November 2025

Minute 105/26 PUBLIC QUESTION TIME - East Preston Community Boardwalk - To receive an update on the East Preston Community Boardwalk.

This item is to be discussed at the 3rd August Full Council meeting. Given the outcome of this discussion, the committee will then consider its next actions.

Dawn Reid – Assistant Clerk to the Council

22nd July 2026

Matters Arising from 18th February 2026

Minute 366/26 PUBLIC QUESTION TIME - Warren Recreation Ground - To consider the prevention of unauthorised access and the misuse of the tennis court.

As the committee is aware the council office has received further reports of misuse of the tennis court for the playing of football. It was reported, there was an attempt to gain access via underneath the fencing, this was not successful so access was gained by climbing over the fence next to the gate. The committee will recall at its May meeting, agreeing to the request to install new signage at the Tennis Court, indicating 'Tennis only, no other ball games'. It also agreed, as a starting point to consider installing a physical barrier to deter the unauthorised access.

The new sign has been installed. At the time of writing my report, two companies have provided a quote for work to extend the existing court fencing (angled outward). The third company said they

are waiting to receive supplier's costings and it will be ready for the committee shortly. I will provide an update at the meeting.

Quote 1 - £3,095.00 exc VAT
Quote 2 - £875.00 exc VAT

Dawn Reid – Assistant Clerk to the Council

29th July 2026

Minute 376/26 - EAST PRESTON VILLAGE GREEN - To consider the 2026 wildflowers beds at the Village Green and Sea Lane.

The committee will recall in March 2026, Tivoli provided a quote for the Village Green and Sea Lane wildflower beds. The committee accepted the quote and Tivoli advised the wildflower beds would be rotavated and seeded within the next couple of weeks. Unfortunately, this did not happen, Tivoli has apologised, saying the wildflower beds have been missed and it is now too late in the season to begin rotavating and planting for germination.

The above information was circulated to the committee prior to this meeting.

The committee noted the 2026 wildflower beds have not been planted.

The committee agreed the money which has been saved from this year's wildflowers, should be used to cover the cost of an additional grass verge cut in Sea Road, prior to the council's Food & Drink event in August. The committee were aware that prior to the 2026 Festival events, the verges were cut by two residents. The residents then approached the committee and asked for assistance with this task.

Dawn Reid – Assistant Clerk to the Council

30th June 2026

Minute 379/26 - To receive an update on the request from East Preston & Kingston Village Hall Foundation Trustees, to install reinforcing mesh matting at the exit of the fire exit ramp.

To date I have met with three companies regarding the work to install the fire escape pathways. The advice received regarding the playground, was where possible to link together the playground's existing wet pour surfaces to create a pathway to the recreation ground exit gate. The areas where there is no existing wet pour surfaces would require a sub-base and then wet pour type surfacing. 'Grasslok' type surfacing would be installed for the recreation ground pathway.

At the time of writing my report, the following quotes have been received. The third company said it is waiting to receive supplier's costings and the quote should be with the committee shortly. I will provide an update at the meeting.

Quote 1 - Warren Recreation Ground - £5,328.00 exc VAT

Quote 2
Warren Recreation Ground - £4,698.00 exc VAT
Children's Playground- £5,087.00 EXC vat

Dawn Reid – Assistant Clerk to the Council

29th July 2026

Minute 380/26 - WARREN RECREATION GROUND – To receive an update on the application from East Preston & Kingston Horticultural Society to hold the 2026 Flower Show event at Warren Recreation Ground.

The committee will recall agreeing to the event application received from East Preston & Kingston Horticultural Society, subject to the relevant paperwork being agreed.

The Horticultural Society has updated the paperwork and Cllr McElroy and Bowman have agreed to accept the revised documents. I have informed the events organisers of this decision. The Summer Flow Show event will take place on Saturday 1st August 2026, 2-5pm.

Dawn Reid – Assistant Clerk to the Council

16th June 2026

Amenities Committee, 10th August,
Agenda Item 8

Public Toilets – Sea Road

a) To receive an update on the Sea Road Public Toilets.

For the committee's information, the second impact barrier has been installed at the eastern end of the Hoist Assisted Toilet's external wall.



Whilst on site the council's contractor noticed that the external wall outside the Unisex Toilets was cracked, a section of the brick work had become loose. The wall is adjacent to the footpath leading to the Village Hall, it was therefore a safety issue and important the work was carried out as soon as possible. The committee received quotes from two contractors.

Quote 1 - £1,230.00

Quote 2 - £555.48

All of the above information and quotes were circulated to the committee electronically for its consideration.

The committee thanked both contractors for supplying their quotes.

The committee voted and agreed to accept quote 2. The committee asked for the work to be carried out as soon as possible.

For the committee's information, the remedial work to the Unisex toilets' external wall is complete.

Dawn Reid – Assistant Clerk to the Council

29th June 2026

Amenities Committee, 10th August,
Agenda Item 9

East Preston Village Green

a) To consider an application to place a memorial bench at the north eastern side of the Village Green.

The committee has received a memorial bench application for its consideration. The application is to install a memorial bench in memory of Michael Stuart Grant. Mr Grant was a carpenter and decorator and had lived in Manor Road and then Plantations.

There currently is a council owned wooden bench at the north eastern side of the green (next to the Queen Elizabeth Jubilee tree), which is in a very poor condition and requires considerable remedial work or replacing. The committee may wish to consider replacing this bench with the memorial bench. The memorial bench would be a composite bench, in keeping with the council's policy and matching the design of the neighbouring benches.



The application form and above information were circulated to the committee for consideration prior to this meeting.

The committee asked the Assistant Clerk to thank the member of the public for their memorial bench application.

The committee voted and agreed to grant the request to place a memorial bench at the north eastern boundary of the Village Green.

Dawn Reid – Assistant Clerk to the Council

9th July 2026

b) To discuss concerns raised regarding site security at the Village Green.

The committee has received a request from a member of the public, asking the committee to discuss concerns expressed about the vulnerability of the Village Green. The member of the public is concerned that the Village Green is exposed and therefore vulnerable to unwanted vehicle access. The member of the public suggested a possible solution could be to create a bank area all around the Village Green boundary. The bank would not need to be large, but large enough to prevent unwanted vehicle access. The Clerk informed the member of the public that the police had been satisfied with the site's current level of security. The Clerk said that generally the travelling community would not set up camp in an such an overlooked area.

Dawn Reid – Assistant Clerk to the Council

20th July 2026

Amenities Committee, 10th August,
Agenda Item 10

East Preston Village Green Carpark

a) To receive an update on the Village Green Parking Scheme.

The committee is asked to NOTE the car-park revenue received for April to June 2026 is £1364.49.

For the committee's information, NPC is now providing more detailed reports showing the car-parks revenue separated into, ticket machine payments and online payments via the app. This will make it much easier to provide comparisons in the future.

Dawn Reid – Assistant Clerk to the Council

20th July 2026

Amenities Committee, 10th August, **Agenda Item 11**

Warren Recreation Ground

a) To receive an update on the Children's Playground.

The 2026 ROSPA inspection on the playground took place on the 7th July 2026. The inspection report highlighted the following remedial work is required:

Junior Swings – Wear on bushes

Toddler Swings – Wear on bushes. Surface shrinkage/separation

Sea Lion springer – Missing plastic tail edge cover/spring rusty – descale and re-paint

Roundabout – Bearing Service required

Multi-play Equipment – Item rusty in places – descale and re-paint/remove broken telescope/slide underside rusty – descale and re-paint

Carousel Turnstile – Surface shrinkage/Paintwork in poor condition

For the committee's information, I have begun the process of obtaining quotes for the above remedial work. The handy man will carry out any necessary de-scaling and re-painting work.

The above information and inspection report were circulated to the committee prior to this meeting.

For the committee's information, Arun District Council's (ADC) latest Playground Operational Inspection took place on the 22nd July 2026. The committee will recall ADC carries out four inspections per year.

The inspection report findings were:

Multi Play unit - Minor corrosion to panels/west side telescope seized and cracked lens/chute support beam corroding under unit.

These recommendations have been covered in the ROSPA inspection report.

Dawn Reid – Assistant Clerk to the Council

20th July 2026

b) To receive information on the 2026 ROSPA inspection report on the Play Panels/Fitness Equipment/Ball Play Court and Tennis Court.

The 2026 ROSPA inspection took place on the 7th July 2026. The inspection report has highlighted the following remedial work is required:

Fitness Equipment

Cycle Trainer – Instruction label has missing part – replace/Pedal cap missing - replace/Base bolt caps missing – replace/Rusty - de-scale and re-paint

Cross Country Trainer – Paintwork in poor condition – descale and re-paint

Tennis Court – some areas of fencing are bent and damaged – minor repairs required

Five Courts Ball play – wall cracked – repair

Following concerns raised by the council's handy man, a local structural engineer provided an initial inspection of Five Courts to identify if there was any structural damage. This inspection was kindly carried out without charge to the Parish Council. The report findings were, *'I found nothing to give rise to any concern regarding underlying structural defects being present, and the damage to the render where cracking is present is due to normal thermal and moisture related expansion which is to be expected for such a structure.'*

To date the following two quotes have been received for the remedial work at Five Courts.

Removing and repairing render (cracks/holes) cleaning algae, flaking paintwork and repainting all walls and markings:

Quote 1 - £4,426.00 exc VAT

Quote 2 - £3,871.11 exc VAT

Budget – There is currently only £250.00 in the WRG Trust – Five Courts budget line.

The committee could consider approaching Full Council for funding for this work or use funding from the Amenities contingency budget.

The above information and ROSPA inspection report were circulated to the committee for its consideration.

The committee voted and agreed to accept quote 2.

The committee agreed to fund the Five Courts remedial work using the Amenities contingency budget.

For the committee's information, I am in the process of obtaining quotes for the other remedial work recommended on the ROSPA inspection report. The handy man will carry out any necessary de-scaling and re-painting work.

Dawn Reid – Assistant Clerk to the Council

28th July 2026

c) To consider an application to plant a memorial tree at Warren Recreation Ground's south eastern corner.

Mrs Le Tissier has submitted a memorial tree application, requesting to plant a memorial tree at the south eastern corner area of the recreation ground. The memorial tree is dedicated to Mr Richard Minton. Mr Minton, a former president of the Cricket Club, had originally created the south eastern paved corner, hence the request for the tree to be planted somewhere in this location. The chosen tree species is a Prunus Pandora (Cherry tree).

The memorial tree application and above information were electronically circulated to the committee for its consideration prior to this meeting.

The committee thanked Mrs Le Tissier for her application.

The committee voted and agreed to grant the memorial tree application. The committee asked the Assistant Clerk to liaise with East Preston in Bloom, regarding a suitable position for the tree.

Dawn Reid – Assistant Clerk to the Council

16th June 2026

Amenities Committee, 10th August,
Agenda Item 12

To consider any tree matters relating to the Village.

a) To receive information on the 2026 annual tree inspection.

For the committee's information, the council's arboriculturist has provisionally scheduled the 2026 Annual Tree Inspection for Thursday, 3rd September 2026. The cost of the inspection and report including recommendations is £455.00. In comparison, the 2025 inspection cost £420.00, therefore there has been an increase of £35.00. This has been the first increase since 2022.

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

The committee voted and agreed to accept the quote for the 2026 annual tree inspection. The committee asked the Assistant Clerk to confirm the date with the arboriculturist.

Dawn Reid – Assistant Clerk to the Council

20th May 2026

b) To consider a request for remedial tree work at the south eastern corner of Warren Recreation Ground.

A member of East Preston in Bloom (EPIB), raised concerns that the large maple tree at the south eastern corner of the recreation ground, has a large branch which is overhanging the paving area. EPIB were concerned that the branch is fairly low and is visibly swaying in the wind.

The council's tree surgeon carried out a site visit and advised that the branch does need to be reduced back and that there was another low overhanging branch which also required attention. The Tree Surgeon quoted £250.00 +VAT for this remedial work.

Budget – There is currently £2,000.00 in the WRG Trees – Repair and Maintenance budget and also £7,000.00 set aside in the Trees - Annual Service & Maintenance budget, for any remedial work which arises following the annual tree inspection.

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

The committee voted and agreed to accept the quote for the remedial tree work. The committee asked for the work be carried out as soon as possible.

For the committee's information the tree surgeon has completed the remedial tree work at the south eastern corner of the recreation ground.

Dawn Reid – Assistant Clerk to the Council

15th July 2026

Amenities Committee, 10th August,
Agenda Item 13

Planters

a) To receive information on the Welcome to East Preston planter.

The committee will recall East Preston in Bloom (EPIB), completed an application to West Sussex County Council (WSCC) Highways, asking for permission to install a 'Welcome to East Preston planter' on the grass verge at North Lane (opposite Hares). WSCC has granted the licence to plant and the planter has now been installed by Ferring Nurseries. Cooper Adams sponsored the cost of the planter and Ferring Nurseries donated the plants, compost and planted up the seasonal floral display.



Dawn Reid – Assistant Clerk to the Council

22nd June 2026

b) To receive information on the two planters next to the Diamond Jubilee Bench.

The committee will recall agreeing to replace the two damaged wooden planters which were located next to the Diamond Jubilee Bench. The two new composite planters and seasonal floral displays were installed by Ferring Nurseries. The commemorative plaque will be reinstated in due course.



Dawn Reid – Assistant Clerk to the Council

22nd June 2026

Amenities Committee, 10th August,
Agenda Item 14

Notice boards

a) To receive information on the Historic Village Map display boards.

The committee will recall agreeing to a request from Mr Paul Amoo, the former chairman of The East Preston Film Society, to replace the two Millennium notice boards with composite historic village map display boards. Arun District Council's Graphic Designer, adapted the village walk map to enable it to be printed on the new display boards. The new boards have been installed at the same locations as the Millennium boards were, one at the Village Green and the other at the Northern shops. The Film Society kindly donated £2,000.00 towards the total cost of this project. Mr Amoo has said he is delighted with the end result.



Dawn Reid – Assistant Clerk to the Council

29th June 2026

Amenities Committee, 10th August, **Agenda Item 15**

East Preston War Memorial

a) To consider installing a temporary construction to display the Remembrance Day wreaths.

The Remembrance Day wreaths are always displayed around the base of the war memorial. After a while the wreaths become tangled up and look untidy. For the past two years the wreaths have been fastened together using cable ties in an attempt to prevent them falling over, unfortunately they still become tangled up and look untidy. I have spoken with Men in Sheds (MIS), and asked if it can come up with a solution to this problem.

MIS agreed to a site meeting to look at ideas and a design for a temporary display structure in which to display the memorial wreaths.

Amenities Committee, 10th August,
Agenda Item 16

Junction of St Mary's Drive and Clarence Drive

- a) To receive an update on the request to extend the wooden fencing at the junction of St Mary's Drive and Clarence Drive.**

As the committee is already aware, the residents of St Mary's Drive and Clarence Drive, met with Simon Neville, WSCC Highways, regarding a safety issue with motorists parking and driving their vehicles, especially when there is school traffic about. The residents had requested that the wooden fencing at the junction of St Mary's Drive and Clarence Drive is extended.



Simon has written to Simon Neville at WSCC Highways, to ask whether the parish council would be allowed to do this on behalf of the county council, as the latter Simon believes WSCC will never have sufficient budget for a project such as this. Simon N. had suggested planters, Steve T. preferred the idea of fencing, but let's see what Simon N. replies.

Simon Cross – Clerk to the Council

29th July 2026

Amenities Committee, 10th August,
Agenda Item 17

Budgets

2026/2027 Working Budget:

- a) To note the income & expenditure to date for the Amenities Committee and the Warren Recreation Ground Trust.**

(See appendix A & B)

Adrian Vyse – Bookkeeper to the Council

3rd August 2026

Amenities Committee, 10th August,
Agenda Item 18

Correspondence

- a. **To note any correspondence received relevant to the Amenities Committee, not covered elsewhere on this Agenda.**

All correspondence received has been covered elsewhere on this Agenda.

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

3rd August 2026

Amenities Committee, 10th August,
Agenda Item 19

Urgent matters for information only.

The committee will recall that one of the Two Acres danger open ditch signs had broken and required replacing. The handy man replaced the sign at the beginning of June. For the committee's information, the sign has gone missing completely, despite having been attached securely. A replacement sign has been ordered, once fitted I will carry out regular checks to monitor it is still in place.

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

29th July 2026

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

3rd August 2026