



EAST PRESTON PARISH COUNCIL

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COMMUNITY ENGAGEMENT COMMITTEE

- MINUTES:** of the Committee Meeting held on Monday, 21st September 2026 at Council Office 2, 118 Sea Road, East Preston at 19:00
- PRESENT:** Councillors Andrea Chapman, Lisa Duff, Helen Hill, Elizabeth Linton (Chairman) and Steve Toney
- ALSO:** Clerk to the Council, Simon Cross
- ABSENT:** Councillor David Moore

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;
EIWP – Environmental Initiatives Working Party;
KEPT – Keep East Preston Tidy
NHS – National Health Service;

NR – Network Rail;
VHF – East Preston & Kingston Village Hall Foundation;
WSCC – West Sussex County Council.

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The meeting opened at 18:57.

Cllr Linton welcomed everyone to the meeting.

740/26 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were accepted from Cllr Moore (unwell).

741/26 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

Cllr Hill declared a personal interest in Agenda Item 8, *St Mary the Virgin Christmas Tree Festival, 11th to 13th December*.

742/26 PUBLIC SESSION

No members of the public were present.

743/26 BEACH CLEANS 2026 AND 2027

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

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The Clerk said he was not available on this date. Cllr Linton said she was available but would have to leave at 11:50.

Cllr Toney said councillor volunteers should meet at the Council Office at 10:30 to collect the kit and take it to the meeting point.

With Cllr Moore currently unavailable, if any other councillors were passing the Council Office during opening hours this week, perhaps they could call in and attach bags to hoops.

The committee unanimously AGREED the proposed 2027 dates and to leave a decision upon the start time until much nearer the time with guidance from KEPT.

744/26 PLAYSCHEMES

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

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Cllr Duff had met with the Clerk immediately prior to this meeting and had discussed advertising the Wild Science event. They had agreed interested parties should be asked to register just to give the organisers some idea of how many people to expect.

Additional publicity would be undertaken through the two village schools, the pre-school, Scouts and Guides.

The committee unanimously AGREED to have Chestnut Tree House Hospice collection buckets or tins on site.

Cllr Duff said she would be at the Scout Hall from 09:00 on the morning to set up; the Clerk would probably be there then too. Cllr Linton said she would pop in sometime during the morning.

745/26 ST MARY THE VIRGIN CHRISTMAS TREE FESTIVAL, 11TH TO 13TH DECEMBER 2026

The following report was circulated in advance of the meeting:

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Cllr Chapman said she had received information on achievements from Cllr Linton and the Clerk but had not yet started to process that information. Cllr Duff clarified the tree would be decorated with logos of organisations the council had helped over the past four years rather than any photographs featuring people.

746/26 MAJOR EVENTS COMMITTEE – EVENT CATERING

The following report was circulated in advance of the meeting:

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Cllr Linton explained why she was suggesting Kifty's Kitchen for the catering of the end-of-term party. The committee unanimously AGREED the council should ask Kifty's Kitchen for a definitive quotation for this commission.

Moving on to talk about the catering for the 2027 Funday Sunday event, the Clerk said he and his fellow officers were keen not to put the council's catering eggs all into one basket again, and said Alison had received a quotation from the Lighthouse and would attempt to obtain one from The Butcher and Deli in Rustington.

All the above quotations could be considered fully at the Major Events Committee meeting.

747/26 EAST PRESTON FESTIVAL, 4TH TO 13TH JUNE 2027

The following report was circulated in advance of the meeting:

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The Clerk will check the Littlehampton Croquet Club insurance will cover the event.

The following report was circulated in advance of the meeting:

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With the celebration happening so close to the village's own annual festival, the committee was unsure whether it would be able to mark the event on 16th June itself, if at all.

The committee AGREED to wait and see what neighbouring parishes might do. Perhaps a village venue might want to lay something on.

There was some talk about finding a Morris dancing team to visit the village. The Clerk said if the croquet did not happen, see above, perhaps a team of Morris dancers could fill in that Tuesday afternoon slot in the Festival, on the Village Green, teaching residents how to Morris dance. The committee liked this idea.

749/26 CHRISTMAS LIGHTING

The following report was circulated in advance of the meeting:

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A third Enerveo document had been sent out after the supporting papers.

Cllr Linton reported she had spent time with the Assistant Clerk, Dawn, on understanding the quotations provided by Enerveo. Cllr Linton explained the quotes covered the proposal from local businesses to have a Christmas tree somewhere in the northern shops and also to light up the dark corner at the northern end of the northern shops.

The Clerk said the northern shops had been asked to propose where, what and how for a Christmas tree but no proposal had yet been received.

Cllr Linton said there was £6,000 in the current year's budget for maintenance of Christmas lighting which included stress testing of streetlamps and £5,000 for the provision of new Christmas lighting. She planned to sit with the council's bookkeeper, Adrian, in the week after this meeting to see whether there was money could be vired from any other budget line.

Cllr Linton proposed the council did nothing this year but built this expenditure into the 2027/28 budget. The quotations already indicated a 5% year-on-year increase which would enable accurate budgeting. The committee AGREED unanimously.

Cllr Hill suggested there would be spare Christmas trees available after the end of the Christmas Tree Festival, perhaps the council could reuse some of those. Battery lighting could be used just for this one time. Cllr Toney thought Ferring Nurseries might be able to help make such an installation more secure.

750/26 YOUTH PROVISION

The following report was circulated in advance of the meeting:

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Cllr Chapman informed the meeting she was hoping to sit with Adrian soon so the Youth Club could pay back the council for the money it had already spent upon this project.

There was nothing further to add at this time.

751/26 NEWSLETTER – AUTUMN 2026

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

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Cllr Linton said she would draft a Cool Yule article for the officers to edit appropriately. Any other articles suggested were already on the list.

752/26 BLUE PLAQUES

The following report was circulated in advance of the meeting:

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Cllr Linton had found a website which offered metal plaques for a little under £40 each. There were 12” in diameter, slightly smaller than the plaques the council has already installed. Cllr Linton asked the committee to undertake further research on the possible materials for blue plaques.

Regarding the blue plaque for Miss Winifred Scott, Cllr Hill said she would ask Cllr Moore whether he had yet heard anything concrete from the London Gazette. Committee AGREED there was no urgency to install this blue plaque.

As for a blue plaque on Coastguard Cottages, the Clerk had spoken to Richard Standing about this and Richard had agreed half-way along Coastguard Cottages would be a suitable location for a plaque commemorating the coastguard station. He had subsequently provided information on suitable humans to commemorate on the plaque too. Cllr Chapman said she liked seeing buildings commemorating.

Cllr Linton said the committee may also want to consider again installing a plaque on the property in South Strand that had been the Roger Dee Hotel in the 1970s. This was believed to be one of the first openly-advertised LGBT+ hotels outside the country’s main conurbations. The hotel had been the subject of an article in the most recent *All About East Preston and Kingston*.

There was also still the Preservation Society’s suggestion for a blue plaque to commemorate the East Preston Workhouse although the society had been unsure where a blue plaque could be placed.

753/26 CENTRE FOR AGEING BETTER

The following report was circulated in advance of the meeting:

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Cllr Duff said the answers could be used to help formulate the council’s Community Hub in the coming months and years. Also, if the new Community Hub included a Blue Billboard, as previously discussed, that could include an ever up-to-date listing of what was happening within the village at any given time.

Cllr Duff AGREED to write an article for the Autumn 2026 Newsletter thanking those who completed a form and advising how the council hoped to use the information.

The Clerk asked Cllr Chapman whether she would be happy to meet with a resident who was seeking help with her technology and Cllr Chapman said she would be.

754/26 HEARING IMPAIRMENT

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

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Cllr Hill said she needed to agree a date and then publicise it. She suggested a networking event different relevant organisations there to talk with members of the public. After some discussion, the committee AGREED to an event on the afternoon of Wednesday, 28th October, hopefully at East Preston Infant School, in the upstairs meeting room as it probably had the best acoustics. The committee AGREED the invite should be to the initial group of interested residents so they can talk amongst themselves and indicate what they particularly want from a local support group.

Cllr Hill had been in touch with a charity, Action Deafness, which offered specialist services for Deaf, Deafblind and Hard of Hearing people. As a charity, it offered help for people wanting to set up support groups within their community.

755/26 COMMUNITY SPEEDWATCH – SPEED INDICATION DEVICES

The following report was circulated in advance of the meeting:

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The committee expressed concern about the expenditure of annually stress testing columns that would host a speed indication device. This added considerably to the council's Christmas lighting bill each year. As stress testing was not mentioned in the information provided by Angmering PC, the Clerk said he would find out what happened in Angmering about this.

756/26 DEFIBRILLATORS

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

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Cllr Toney reported from 1st April 2027, West Sussex Fire & Rescue Service (F&RS) would become an independent Fire Authority again. As such, it was not yet clear whether the ownership of current F&RS buildings would transfer from WSCC to the new Fire Authority.

The committee AGREED unanimously to investigate attaching a defibrillator and cabinet to the bus shelter soon to be installed at the northern end of North Lane. This would be attached to council property and not need any permission from WSCC. A lined cabinet could be provided or possibly even a solar-powered one.

757/26 EAST PRESTON SPORTS CLUBS

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

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Cllr Duff suggested the meeting be cancelled until the spring. The committee unanimously AGREED with this proposal.

758/26 QUEEN ELIZABETH II PLATINUM JUBILEE CLOCK

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

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The Clerk said he felt this should at least be discussed. When the clock had been installed he had asked the supplier for any recommendations for a programme of annual maintenance and had been advised no. [Clerk's Note: email from Oliver Mordecai, As Time Goes By Ltd., dated 26th September 2022 – "Know (sic) need for annual maintenance. Just give us a call if there are any issues, but all should be good for many years."]

Cllr Linton said she felt it was too young a product to require any testing.

Cllr Toney suggested asking Rustington Parish Council whether it did any testing on its clock and also asking the council's insurers whether it had any special requirements. Cllr Toney also said he thought the greatest danger was likely from a vehicle hitting it.

759/26 WARM WELCOME SPACE 2027

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

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Cllr Linton reported on her discussions with the British Legion. The committee unanimously AGREED to run Warm Welcome Space sessions in 2027 and unanimously AGREED these should take place on a Monday. Therefore, the 2027 sessions would run from 4th January to 22nd March, the 29th March being Easter Monday.

The Clerk had not yet been informed as to whether or not ADC would be offering grants this year. He would find out.

760/26 WEST SUSSEX COUNTY COUNCIL – EMERGENCY COMMUNITY HUBS

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

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The committee unanimously AGREED to host a council-only session of What If? training early in the new year. This would allow the council to consider its value before offering the public the chance to attend. If the council felt the training was useful, it would invite members of the public to attend a further session. From these the council might be able to gauge interest in the setting up of an Emergency Community Hub.

761/26 MINUTES OF THE MEETING HELD ON 20TH JULY

The draft Minutes of the meeting held on 20th July had been circulated to all members on 28th July asking for suggested amendments by 4th August. No changes had been suggested.

The committee AGREED unanimously the Minutes could be signed as a true record of the meeting which had taken place on 20th July and Cllr Linton duly completed this task.

762/26 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

The following report was circulated in advance of the meeting:

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Minute 583/26 – New Items for the Next Meeting (1st September 2026) – Cllr Toney confirmed he had flown both Merchant Navy and Emergency Services flags as agreed and the committee duly thanked him.

763/26 TERMS OF REFERENCE

The following report was circulated in advance of the meeting:

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The committee REVIEWED the Terms of Reference and AGREED no further changes were necessary. These would be published as Version 8.

764/26 PARKED PROJECTS

The following paper was circulated in advance of the meeting:

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Nothing was added or removed at this time. Cllr Duff thought it might be possible to tie in First Aid training with the Emergency Community Hubs initiative.

765/26 NEW ITEMS FOR THE NEXT MEETING (16TH NOVEMBER 2026)

Nothing was suggested.

The Meeting closed at 20:13.

Chairman: Date: **16th November 2026**
Cllr Elizabeth Linton

(END)

Version	Date / Action	Changes from previous version (if any)
Draft	22/09/2026 / sent to Cllr Linton for initial approval	
	23/09/2026 / approved by Cllr Linton for distribution to all councillors	
	23/09/2026 / distributed to all councillors	