



EAST PRESTON PARISH COUNCIL

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FLAT & FRONTAGE COMMITTEE

- MINUTES:** of the Committee Meeting held on Monday, 15th June 2026 at Council Office, 122 Sea Road, East Preston at 19:00
- PRESENT:** Councillors Barbara Gale, John Gunston, Rick McElroy and Steve Toney
- ALSO:** Clerk to the Council, Simon Cross
- ABSENT:** Councillors Christine Bowman, Elizabeth Linton and 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 19:02.

Following the Annual Meeting of the Council on 11th May, the membership of the Flat & Frontage Working Party was set as Cllrs Gale, Linton, McElroy, Moore and Toney. At the council meeting on 1st June, council agreed in principle to upgrade the working party to a committee (Minute 402/26, Resolution 2125), with Cllrs Bowman and Gunston joining as they had been greatly involved with the purchase of 118 and 120 Sea Road. The ratification of these decisions will be on the agenda for the July council meeting with the financial capability of the committee being confirmed by the Finance & General Purposes Committee in August.

On 10th June, the Clerk had asked members of the committee to let him know whether they wished to stand for Chairman and/or Vice-Chairman of the committee. Cllrs Toney and Linton had replied they were willing to stand for Chairman and Vice-Chairman respectively. Cllrs Gale and Gunston had replied they did not wish to stand for either role.

The committee AGREED Cllr Gale could act as second teller alongside the Clerk.

454/26 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2026/27

Cllr Toney was appointed unopposed.

Cllr Gale confirmed all four councillors present had voted.

455/26 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2026/27

Cllr Linton was appointed unopposed.

Cllr Gale confirmed all four councillors present had voted.

456/26 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were accepted from Cllrs Bowman and Linton (both away).

457/26 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No declarations were made.

458/26 PUBLIC SESSION

No members of the public were present.

459/26 TERMS OF REFERENCE

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

A draft set of Terms of Reference had been circulated with the Supporting Papers for the meeting. No changes were suggested and the committee AGREED unanimously to adopt version 1 of the committee's Terms of Reference.

460/26 118-120 SEA ROAD

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

118 and 120 Sea Road

Committee is asked to agree a basic workplan of works to be carried out and to what priority.

For clarification, 118 is the ground floor property and 120 is the flat across the first and second floors.

The council has owned 118 and 120 Sea Road for 2½ months. Some stripping out work has been completed mostly by Cllr Gunston and a small band of community volunteers.

Cllr Gunston has drawn up this very draft list of tasks which the committee needs to agree and expand upon:

1. Sort out the flat and garden as a priority so we get some income.
2. Identify all the work that needs to be done.
3. Agree order in which work needs to be done.
4. Agree plan for office layout.
5. If funds permit start work on the office.

Adrian can fully confirm the budget when he returns from leave, but John and I believe there is £50,000 set aside for this year. My knowledge of Rialtus accounting software is not good enough to confirm that.

Simon Cross – **Clerk to the Council**

29th May 2026

All committee members had now visited the building subsequent to its purchase.

Looking at the quotations received to date, Cllr Gunston said the work to replace the Velux window, the windows and front door of the flat and electrical work (to include the installation of a fire alarm) would cost about £18,500. Additional expenditure to make the flat rentable included boarding up the doorway between the ground floor and the upstairs, carpets, capping off the gas supply and works in the garden (particularly to make the damp course visible again). Contractors had

visited in the week prior to the meeting to quote for carpets and to board up the doorway and to move the ground-floor kitchen cupboards.

The meeting moved to 118 Sea Road to confirm various things; Cllr Gale elected to stay in the Council Office for this time. Garden works appeared more extensive than originally thought and would include tree removal, soil relocation/removal and new fencing. A new lockable gate would be required, restricting external access to the garden to just the tenant.

Both agencies which have advised on marketing the flat have looked at the boiler and not suggested its replacement. However, confirmation of this from a gas engineer would be welcome.

Back in the meeting room, as the council's Financial Regulations state at least two quotations must be obtained for works between £3,000 and £30,000, the committee AGREED unanimously to obtain second quotations for the electrical and windows works.

The committee AGREED unanimously the Velux window quotation could be accepted and that work could be undertaken at the company's earliest convenience.

The committee AGREED unanimously to leave the upstairs bathroom untouched for the time being. Cllr Gunston reported one estate agent had described it as quirky. If feedback from initial viewings suggested the top bathroom was a problem, it could then be removed.

The committee AGREED unanimously any fire alarm system should be linked to the system existing in 122-124 Sea Road.

461/26 122-124 SEA ROAD

The following report was circulated in advance of the meeting:

122 and 124 Sea Road

Committee is asked to note works needed which could be combined with works at 118 and 120 Sea Road.

For clarification, 122 is the Council Office and 124 is the upstairs flat.

Off the top of my head, works such as replacing the air-conditioning and replacing the front window and doors are work which could be combined with similar works at 118 and 120.

Simon Cross – **Clerk to the Council**

29th May 2026

With the council already working towards replacing the air conditioning system in the Council Office, the committee AGREED unanimously air conditioning could be used to heat 118 Sea Road as well.

The committee felt it was sensible to ascertain whether the cable ties on the 122 and 124 needed to be replaced too and to then get a quote accordingly.

The committee AGREED unanimously not to replace the ground floor windows on the two buildings at this time.

462/26 COUNCIL BUILDINGS PORTFOLIO

The following report was circulated in advance of the meeting:

Council buildings

Committee is asked to consider whether to appoint an architect, a project manager and any other appointments we think may or may not be necessary.

Until we start to discuss this we do not know whether or not we need additional professional support for the above works.

Although the committee FAVOURED employing a project manager, it ultimately AGREED unanimously the project, at this time, was likely too bitty to attract a suitable project manager. Concentrating mostly on tasks needed to market the flat, the committee AGREED unanimously there were enough committee members each could take responsibility for one aspect of those works; for example, the following could be standalone work packages: garden, windows, Velux window, decorating, electrical works and so on.

Employing an architect or project manager may be more important for the ground floor, 118.

Following all the above discussions, these tasks were identified:

Cllr Toney to get a second quotation for replacement windows and door at 120

The Clerk to get a second electrical quotation

The Clerk to contact the cable ties company again

Cllr Gunston to contact a gas engineer about capping the gas supply to the ground floor and confirming the suitability of the boiler

Dawn to get a quote for tree works and another for fencing (1' kick boards with 5' panels and concrete posts)

463/26 NEW ITEMS FOR THE NEXT MEETING (27TH JULY 2026)

Nothing additional was suggested.

The Meeting closed at 20:00.

Chairman: **Cllr Steve Toney** Date: **12th October 2026**

(END)