

**MONTHLY MEETING
OF THE COUNCIL**

5TH MARCH 2018

SUPPORTING PAPERS

Agenda Item 3

Appointment of a Chairman of the Council

Following Cllr Duijf's resignation as Chairman of the Council, there is a vacancy for this role. Until a new Chairman is appointed, this item will remain on the Agenda for each Full Council meeting. Cllr Tester remains happy to chair Full Council meetings and to answer queries from the council's officers in the interim.

If you wish to stand for Chairman of the Council at the March meeting, please let me know. This does not prevent you from deciding to stand actually at the meeting. As with co-options, it may be an idea for any candidates for the role of Chairman of the Council to have up to three minutes in which to address the meeting before any vote is taken. Also as in a co-option, any candidate must receive a majority of Yes votes from the councillors present to be eligible.

Simon Cross – **Clerk to the Council**

22nd February 2018

Agenda Item 7b

West Sussex County Council - Sussex Day

Council is asked to note the following letter from the Chairman of West Sussex County Council, received on 6th February:



Mr Lionel Barnard
Chairman of West Sussex County Council
County Hall, Chichester, West Sussex, PO19 1RQ
lionel.barnard@westsussex.gov.uk, Telephone: 01798 813258
www.westsussex.gov.uk

06 February 2018

Dear Parish and Town Council

As you may be aware, Sussex Day takes place on 16 June each year. I am writing to ask Parish and town councils across the County that if they are celebrating our special day and to let me know so we can share your activities on the local events webpage.

If you are holding an event, I'd be pleased if you could either add your event to the website <https://www.westsussex.gov.uk/leisure-recreation-and-community/events-activities-and-community-venues/events-in-west-sussex/> or confirm the details to Gina Hall on gina.hall@westsusex.gov.uk and we will then help publicise your event on the webpage.

We also have a dedicated webpage which gives some detail about Sussex Day, including possible themes, which I hope you enjoy using.
<https://www.westsussex.gov.uk/leisure-recreation-and-community/events-activities-and-community-venues/sussex-day/>

I hope that you will join in the marking of our very special county on or around 16 June 2018.

Yours sincerely,

Lionel Barnard

Chairman of West Sussex County Council

I imagine this is something the Community Engagement Committee may wish to discuss further.

Simon Cross – **Clerk to the Council**

22nd February 2018

Agenda Item 8b

Arun District Council – Code of Conduct

Council is asked to note the content of the email received on 15th February from Liz Fatcher, Arun District Council Group Head of Council Advice and Monitoring Officer.

This council adopted the revised Code of Conduct at its meeting in December 2017. (Minute 904/17, Resolution 1154)

Dear Clerk

I know you have all been in contact with Shirley about your Parish's progress in determining whether to adopt Arun's revised Code of Conduct or continue with current arrangements. Now that a number of you have adopted Arun's Code, I thought it might be helpful to offer some advice to support a review of the processes you follow for introducing and recording declarations of interest from councillors and officers.

If your Parish has adopted Arun's Code, then this aims to provide guidance on what needs to be declared and when; and particularly when a councillor may no longer participate in a meeting. However, even if your Parish has decided not to adopt the new Code, you may want to review your processes to ensure you are offering transparency to fellow Councillors and the public.

Declarations should always cover –

- whether the interest is pecuniary or the term you have adopted for interests that are not pecuniary
- that the councillor confirms the nature of their interest

whether the councillor will be withdrawing from the meeting when the item is discussed where this is a pecuniary (*or prejudicial if you have adopted Arun's Code*) interest

This declaration would then need to be recorded in full in the minutes. I have provided a suggested template for agendas that you can use below:

DECLARATIONS OF INTEREST

Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

Taking this type of approach will show a transparency to the residents of your Parish Council and assist with any complaints made under the Code of Conduct.

I hope this guidance is of help to you. If you need any further information, please do contact me.

Best wishes
Liz

The suggested revised wording has been incorporated into the Agenda for this meeting.

Simon Cross – **Clerk to the Council**

20th February 2018

Agenda Item 9

Minutes of Monthly Full Council meeting, 5th February

The draft Minutes were circulated to all councillors on 6th February, asking for comments by 13th February. No suggested changes were received.

Simon Cross – **Clerk to the Council**

19th February 2018

Agenda Item 10

Monthly Update Report

1. **Introduction**
2. **Minute 17/18 – New Items for the Next Meeting (5th February) – Resignation of Chairman**
3. **Minute 88/18 – Public Session – Village Green car-park**
4. **Minute 88/18 – Public Session – Millennium Wall-hanging**
5. **Minute 90/18 – West Sussex County Council – East Preston Infant School Travel Plan**
6. **Minute 92/18 – Arun District Council (ADC) – The Seaview Hotel**
7. **Minute 98/18 – Community Engagement Committee – Royal British Legion Silent Soldiers**

1. **Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 5th February 2018.

2. **Minute 17/18 – New Items for the Next Meeting (5th February) – Resignation of Chairman**

In Cllr Duijf’s absence, the Council Office received the following letter from Mr Simpson of Selhurst Close:

“Dear Councillor Duijf. I just wanted to express my personal thanks to you for all your hard work in recent years on behalf of our local community. Under your chairmanship, the parish council has achieved a great deal and the community owes you a great debt of gratitude. I wish you well in the future.”

On behalf of Cllr Duijf, I have written to Mr Simpson to thank him for his letter.

Proving you cannot please all of the people all of the time, this letter arrived an hour after a councillor told me a member of the public had stopped her to say how outrageous Cllr Duijf’s sudden resignation was.

3. **Minute 88/18 – Public Session – Village Green car-park**

Mrs Akhurst emailed her questions to me on 21st February, along with apologies for not having submitted them sooner. The questions and answers thereto are:

Question	Answer
What are the two payments periods for the paying of parking charge fines eg. 14 days and 28 days and how much do each cost ?	£100 if paid within 28 days of issue, reduced to £60 if paid within 14 days of issue
At previous PQTs, the Council has said that the parking charges are being monitored and reviewed, and can be changed or removed at any time. When are these periods of review ?	I think there has been a misunderstanding. The council is reviewing the usage of the car-park rather than the charging scheme.
Was Arun District Council asked to quote for this	No. Arun District Council had advised it

parking contract ?	would not contract with us for a privately-owned car-park.
Was legal advice sought on the content of the contract and what was their advice ?	No.

4. **Minute 88/18 – Public Session – Millennium Wall-hanging**

My meeting with Vicki Davey, West Sussex County Council Cluster Manager for this area, is scheduled for Tuesday, 6th March. Ms Davey hopes to be able to provide some footfall figures for the library as a whole.

5. **Minute 90/18 – West Sussex County Council – East Preston Infant School Travel Plan**

I have downloaded the East Preston Infant School Travel *Policy*, published in March 2017, from the school's website. Please contact me if you would like to see it. The published Travel *Plan* remains that from 2015.

6. **Minute 92/18 – Arun District Council (ADC) – The Seaview Hotel**

Following the agreement the Finance & General Purposes Committee could meet with Mr Marshall concerning his business's objections to the listing of The Seaview Hotel as an Asset of Community Value, I contacted Mr Marshall to invite him to attend the committee's meeting on 19th February. On the 9th February, Karl Roberts, ADC Director of Place, published his decision on the appeal hearing held on 30th January, "The Seaview Hotel satisfies the criteria to amount to an Asset of Community Value, and accordingly the Listed Asset is confirmed as an Asset of Community Value." Mr Roberts's report has been circulated to councillors.

In an email on the morning of 19th February, Mr Marshall thanked the council for the invitation to its committee meeting but agreed there was little point in meeting at this time. He stated he was discussing with his lawyer the next steps. I replied saying the council's offer to meet still stood if he changed his mind.

7. **Minute 98/18 – Community Engagement Committee – Royal British Legion Silent Soldiers**

Vicki Davey emailed, "The Library will be happy to support the Silent Soldier, had you any idea as to where the Parish would like it to be placed? May I suggest somewhere closer to the Memorial than the bench, I welcome your thoughts....." I have replied expressing my concerns a soldier might be in the way or partially obscured near the memorial itself. This will be another topic for discussion at my meeting with Vicki.

Simon Cross – **Clerk to the Council**

23rd February 2018

Agenda Item 12

Committees

Since the last meeting, the following committee meetings have taken place: Finance & General Purposes on 19th February and Planning & Licensing Committee on 12th and 26th February.

Draft Minutes from these meetings will have been circulated to all councillors by the time of this meeting.

Simon Cross – **Clerk to the Council**

23rd February 2018

Agenda Item 13a

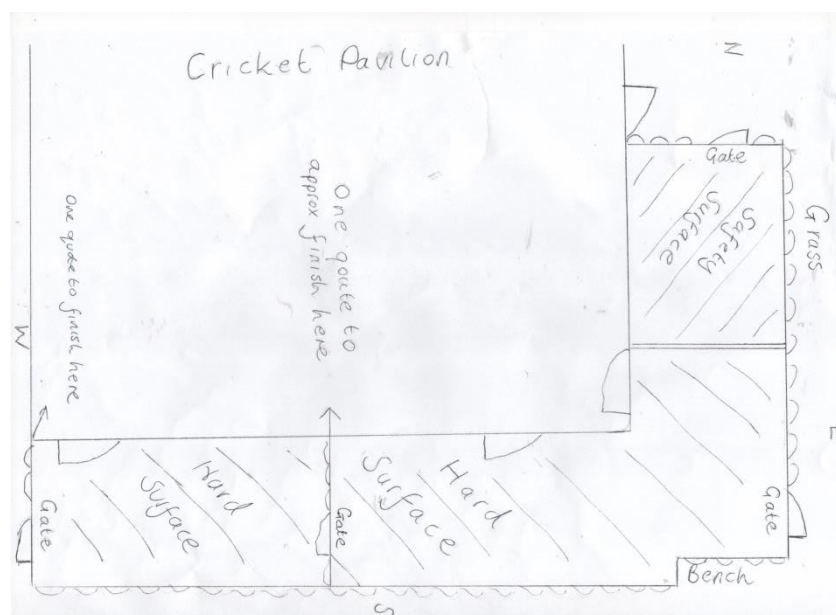
Amenities Committee – Warren Recreation Ground

Council is asked to note East Preston Village Pre-school's request for specific use of part of the Warren Recreation Ground leased to East Preston Cricket Club.

The East Preston Village Pre-school operates from the Pavilion on land at the Warren Recreation Ground leased to East Preston Cricket Club. The Pre-school approached the council towards the end of 2017 with plans to expand and contain an outside area as the government is very keen on all forms of schools having a decent quantity of outside play area. I met with representatives of the Pre-school and the Cricket Club in early December.

Subsequently, the plans have been scaled-down. Revised plans have been submitted to the council for an outside fenced area in which the pre-school children can safely play. Keith Chamberlain, Chairman of East Preston Cricket Club, has been into the Council Office to say the club does not object to this proposal. The proposal has also been circulated to members of the council's Amenities Committee and they are broadly supportive of the proposal.

The proposal is as follows:



Good Morning Simon

We have had Foster Landscapes re-visit us to quote in connection with revised improvements to the outside play area and we have also spoken again with the Cricket Club

It will be too expensive to remove the existing concrete and slabs and tarmac over the whole surface. It is now our intention to leave the current surface as it is and just put a green fence (same style as the play park) around the East and South side and have a small "wetpour" safety surface just to the side of our main front door. All of the work would be within the land that the Cricket Club currently leases and we would not need to use any other surrounding area. The only thing we have asked is for the Cricket Club to contact the Stool ball ladies to see if they would mind us moving their memorial bench slightly to the East (20ft or so). Keith Chamberlain said I would have to also check with you as this would mean placing it just outside of the "leased area"

If permission were given, obviously the cost would be down to Pre-school to reposition it. However, if you think this would delay proceedings, we would probably just have to settle with keeping it where it is, as we are keen to get the work started as soon as we possibly can.

Finally, I have enclosed my rough plan that I gave to the companies that quoted for us, it may or may not help with explaining what we would like to do!

Kind Regards

Lorraine and the Team

(PS We intend to go with the quote for fencing along the entire length of the south side)

East Preston Village Preschool

Following suggestions from members of the Amenities Committee, we have gone back to the pre-school saying we would expect to enter into an agreement which made clear it was the pre-school's responsibility for removing the fencing and making good the area when the time came. The Cricket Club also has some points it would want to build into an agreement with the pre-school. The council has also offered some advice on the design of gates so they are in line with those on the children's playground both in design and safety aspects. The Stool ball Club has confirmed they would be happy for the bench to be moved and have suggested possibly moving it along the pathway along the northern boundary may be a good place.

The appropriate use of gates would ensure the area could be kept secure whilst the pre-school was open but would allow members of the public access the rest of the time.

Simon Cross – **Clerk to the Council**

26th February 2018

Agenda Item 14a

Finance & General Purposes Committee – East Preston Youth Club

Council is asked to agree to release £5,000 from earmarked reserves to the East Preston Youth Club.

At its meeting on Monday, 19th February, the Finance & General Purposes Committee considered the following letter from the East Preston Youth Club:

Mr Simon Cross
Clerk to the Council
East Preston Parish Council
122 Sea Road
East Preston BN16 1NN

8th February 2018

Dear Simon

The East Preston Youth Club Management Committee, would like to request assistance from the Parish Council, with funding the youth club next year.

The new youth club, which launched in January 2016, has gone from strength to strength due to the hard work and dedication of Arun Youth Projects (who run the youth club on the Management Committee's behalf). After just a year and a half of operation, the new youth club has grown quickly in membership and has engaged with 66 youngsters and has had as many as 43 youngsters attending one session. Due to only one night being made available by Rascals for a youth provision, the membership age range for the new youth club has gone from 11 to 14 years to 11 to 18 years, which shows there is a need for this facility for the older teenagers. Initially, the club was run with a Youth Worker in Charge and a Support Worker and this has had to increase during the first year of operation, introducing an additional Support Worker to accommodate these numbers.

Arun Youth Projects has now recommended to the Management Committee that in order to operate the youth club safely and effectively, it needs to look at opening a second night at an alternative venue for the Seniors (15 to 18 years) as soon as possible. It would also like to keep the youth club operating throughout the school holidays, when the youngsters have more free time and are looking for things to do.

The proposal to do this is to make these changes from 20th February 2018 but this will inevitably incur additional costs and an additional venue charge for the extra night. The proposed second venue, the local Conservative Hall, will be charging the youth club for use of the hall. Budget figures for both this year and next year are provided (please see budget sheet attached to this letter).

The Management Committee had £18,500 in the bank at the beginning of this financial year (April 2017) but this is forecast to significantly reduce by the end of the year (31st March 2018). At its last meeting of the Committee in January, members agreed it would be prudent to aim to maintain a reserve of £10,000 in the bank, which equates to around six months expenditure budget to run the youth club based on 2018/19 budgets.

The Management Committee recognises the Parish Council already kindly provides an office free of charge, for the Management Committee to use as their administrative base and thanks the Council for this. It would also like to take this opportunity to request the £5,000 which the Parish Council allocated to the youth club back in 2014/15, to help fund the youth club during 2018/19. The Committee will also be looking into other external funding options to support the youth club's future running.

On behalf of the Management Committee, I would like to thank the Parish Council for taking the time to consider its request and its continued support in providing such a valuable facility in East Preston. I look forward to hearing from you in due course.

Yours sincerely

Don Richardson

(Treasurer - East Preston Youth Club Management Committee)

The committee agreed to recommend to Full Council the release of the reserves which have been earmarked for the Youth Club for the past few years, £5,000. It is now asking Full Council to agree with this recommendation.

Simon Cross – **Clerk to the Council**

26th February 2018

Agenda Items 15a-d

Working Parties

The Christmas Celebrations Working Party has not met since the last Full Council meeting.

The Food & Drink Festival Working Party has also not met but plenty of applications are coming in from businesses wishing to be part of the event, Saturday, 25th August. The working party is scheduled to meet on 9th March to sift through the applications to create the best-balanced event possible from those businesses.

The Leases Working Party has not met but work on the new lease to the Angmering-on-Sea Lawn Tennis Club is continuing in the background.

The Website Working Party met again briefly on 19th February and reviewed some design proposals which had been discussed at meeting a week earlier with Mrs Maureen Chaffe, Cllr Wilkinson (Chairman of the working party) and me. The working party is hoping to meet again with Mrs Chaffe in mid-March.

Simon Cross – **Clerk to the Council**

22nd February 2018

Agenda Item 16a

Leases Working Party – Angmering-on-Sea Lawn Tennis Club lease

Cllr Mathias to introduce this item.

The Leases Working Party has been working with the council's solicitor on the renewal of the council's lease to the Angmering-on-Sea Lawn Tennis Club. At the time of writing, the Leases Working Party is happy with the latest draft (v6) of the lease which would start from the surrender of the existing lease. The lease will be a twenty-five years lease with a one-off, goodwill end date of 31st March 2045 to reflect the start date if the existing lease ran to term.

The Leases Working Party is asking the council to agree its recommendation the lease can be signed by the council.

In the event there are further changes suggested by the club's solicitor, **the Leases Working Party is asking for the council's agreement it can sign the lease when ready to do so, without further recourse to the council.**

The latest version of the draft lease can be seen by councillors upon request.

Simon Cross – **Clerk to the Council**

22nd February 2018

Agenda Item 17a

East Preston Cricket Club – Warren Recreation Ground safety netting

Council is asked to consider a request for financial assistance with essential maintenance to the safety netting at the Warren Recreation Ground.

The Cricket Club emailed on 26th February:

Dear Simon

I am writing to advise the Parish Council of the works arising from the annual report on the condition of the boundary netting at the Warren Recreation Ground and to request a financial contribution towards the cost of these essential works.

A copy of a quote dated 16 Feb 2018 from Arun Construction Services Ltd. is attached, together with a photograph of the section of the eastern boundary netting that requires extensive repair and replacement. The quotation is provided by the company usually engaged to undertake work to the netting and to carry out the annual inspection. The quote for the work is £1065 +VAT.

The netting has been in place for 20+ years for the protection of residents, property and other persons outside the ground. The cost of providing the original netting was met two thirds by the Parish Council and one third by East Preston Cricket Club. Since this time, the cricket club has met the entire costs of annual inspections and minor repairs. However, the netting is reaching the end of its natural life and it is thought that replacement of other sections of the netting will be required over the next 5 years. It would therefore be helpful to establish the principle for apportioning the costs of replacement of the netting. We would be grateful if the two thirds Parish Council / one third cricket club split could continue for such works.

The works required at the moment are urgent and must be undertaken before the start of the 2018 cricket season (last week of April) to allow East Preston Cricket Club to continue to provide facilities for recreational cricket for local children and adults. Therefore, we would be grateful for an early response to this request for a contribution towards the cost of the current works (£1065 + VAT in total) and agreement regarding future apportionment of costs for replacement of protective netting.

Please do not hesitate to contact me if you require any further information.

Thank you

Regards

Keith

Keith Chamberlain
Chairman and President

Here is the photograph mentioned in Mr Chamberlain's email:



A copy of the quotation can be provided to members on request.

Simon Cross – **Clerk to the Council**

27th February 2018

Agenda Item 18

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **East Preston Business Community Business Breakfast, 7th February**
5. **Meeting with Reverend Perry, 7th February**
6. ***Fitness and Fun* playscheme, 16th February**
7. **Six-monthly meeting with Angmering-on-Sea Lawn Tennis Club, 20th February**
8. **Six-monthly meeting with East Preston and Kingston Bowls Club, 20th February**
9. **New and improved dropped kerbs**
10. **Social Media**
11. **MailChimp stats**
12. **A selection of things we have been asked since the last meeting**

13. Recent bouquets and complaints

14. Leave

15. March meetings and events

1. Introduction

This is the report mainly covering February 2018, and covers matters that may not arise elsewhere on the agenda.

2. Police matters

I contacted Sussex Police for clarification about urinating in public following a concern raised by a member of the public. The response given was “It is an offence to urinate in public.” This has arisen after a resident reported seeing a man in a wheelchair urinating in the Village Green car-park. The resident himself called into the Council Office and explained there are times when he gets caught short and whereas the previous owners of a restaurant at the southern end of the village were happy for him to use its facilities, the current owners no longer do. This gives him a dilemma few of us would willingly face. In conversation he asked whether a long-term portable accessible toilet could be provided somewhere in the southern end of the village. I have asked the Amenities Committee to consider this at its meeting on Monday, 19th March.

Although not directly involved, this council was informed a group of youths had bust some of the dragon’s tooth fencing on Lashmar Rec on the afternoon of 19th February. We forwarded details to Arun District Council’s Parks department which confirmed it would contact Sussex Police about this. The ADC officer also asked us to contact the reporter and ask him to contact Sussex Police too, as he had eye-witness information – this message was passed on to the reporter. The fencing was urgently repaired on 20th February.

3. Freedom of Information / Data Protection requests

No new requests received this month.

4. East Preston Business Community Business Breakfast, 7th February

The first Business Breakfast of this year was held at Kerry’s Tea-room. Seven businesses were represented. Councillors Tester, Shah and Moore were all present.

The meeting considered the news of two local businesses ceasing trading at short notice: A. Harfield Ltd had ceased trading in January following the sudden death of proprietor Alan Harfield. The business started in 1982 and specialised in provision of lightning protection and steeplejack services, operating from an office behind the Masala Lounge and neighbouring businesses. The other business to have ceased trading at short notice was Hedgers which had been in business under differing ownerships since the 1970s. Hedgers ceased trading owing to the ill health of proprietor, Peter Field. The newspaper delivery side of the business is currently being run from Seaview Stores.

We have also learnt unofficially that Thermotor in Station Road (service road) has ceased trading. Thermotor was set up in 1977 and supplied electrical highways signs such as speed detection signs, motorway signage and a lot more besides.

From a council perspective, the meeting talked about the 15-minutes grace period at the Village Green car-park and this seemed to be well-received, the Royal British Legion Silent

Soldiers scheme and council events this year such as the Food & Drink Festival and the Christmas Celebrations. There was praise for the Multi-Use Games Area at Lashmar Rec.

The meeting also discussed this year's Festival, this year's Business Community Directory, the loss of the butcher, the opening of the healthy eating café beside the Council Office and the germ of an idea of the Business Community taking part in the Festival Carnival Procession.

5. Meeting with Reverend Perry, 7th February

Reverend Andrew Perry asked me for a meeting. Since taking office in October, he has spent a disproportionate amount of time trying to organise the records relating to the churchyard. Andrew was asking for advice on how best to find people willing to undertake a full survey of the churchyard to help improve the records. This will assist him when he receives enquiries from families of people interred there or people researching their family histories and such like.

The council can help in this matter by advertising a meeting Andrew will be hosting on 24th April for people willing to get involved in this project. I was also able to get a suitable map from Arun District Council for Andrew to start working on.

6. Fitness and Fun playscheme, 16th February

I spent part of the morning opening up for and seeing the playscheme settle in. This event was held at the Infant School as the Guide Hall was unavailable at the time we needed it. I have written to the Headteacher to thank her for allowing us to use the school.

The event was the first run for us by Tina Le Merle at Bee-Fit. After several years working together, ACCelerate told us in June 2016 it would no longer be able to run playschemes for the council, "due to some changes in our team and an increase in commitments".

Although the publicity and booking period was short, the event attracted 15 child participants, more than we have had on a playscheme for a long time. All children had to be accompanied throughout by an adult. Cllrs Duff and Tester were present throughout, representing the council and ensuring refreshments were available as and when needed. Cllr Linton also popped in at the beginning to see how the Community Engagement Committee's budget was being spent.

The event overran its three hours but only because children did not want to go home. In the photo below, children and adults play a human version of Hungry Hippos:



I sent out a SurveyMonkey survey on Monday, 19th February. Some of the results:

How likely are you to recommend a similar Parish Council event to a friend? – 100% extremely likely

How easy was the registration process for Fitness and Fun? – 100% extremely easy

Do you think the event was good value for money? – 100% very or extremely

How friendly were the staff? – 100% extremely friendly

Do you have any comments about the venue? – “ideal venue”; “great venue”

Freeform comments – “The activities were varied and inclusive and changed often with a good knowledge of that age groups attention span. The two leaders interacted well with the children”; “much fun was had by all”; “they both had a great time.”; “They definitely enjoyed the real life hungry hippos game”.

7. Six-monthly meeting with Angmering-on-Sea Lawn Tennis Club, 20th February

I attended this meeting together with Cllrs Mathias, McElroy and Shah. The Club was represented by Ian Robinson (Chairman) and Trish Stanley (Secretary).

The council has agreed the latest draft version of the new lease. This will run until 31st March 2045 which represents twenty-five years on top of the current lease’s expiry date. The new lease makes it clear the lease is only a twenty-five year lease and any new lease negotiated once the new lease is in place will not automatically add on twenty-five years to whatever is left of the new lease at that time. There was some confusion over whether the club’s solicitor also agreed the latest draft version and Mr Robinson agreed to find out.

The club’s improvements to the existing club house had been given Planning Permission and were due to be started in August or September of this year. This would involve the complete recladding and insulation of the building plus some changes to the fenestration. A proviso of the loan from the Lawn Tennis Association was publicity of that loan. The club hoped a celebrity name could be persuaded to come to the “re-opening” of the club. A few names were suggested.

Those were the major topics discussed. The next meeting is scheduled for 23rd July. The draft notes from this meeting were circulated to all councillors on 26th February.

8. Six-monthly meeting with East Preston & Kingston Bowls Club, 20th February

I attended this meeting together with Cllrs Mathias, McElroy and Shah. The Club was represented by Gordon Leaman (Chairman) and Patrick McAvoy (Secretary).

The club reported improvement works to the kitchen and bar area have completed. In the next few weeks, £5,000 worth of drains work will be undertaken, this figure mostly covered by insurance. The club has set aside money for the replacement of the clubhouse roof when that becomes necessary in the next few years.

Currently, the club foresees no reason to surrender the current lease early. Messrs Leaman and McAvoy seemed to appreciate the annual rental of 5p has enabled the club to stay on top of some of the maintenance issues it has faced recently.

A recruitment drive in 2017 brought 27 new members to the club. A similar drive will be undertaken this year. The club will host a county match this year and three more next year

and this will give additional profile and status to the club which will reflect upon the village as a whole.

Social events raised £2,946 for charity during 2017. The money was donated to Guild Care. Profits from 2018 social events will be divided between MIND and St Bridget's Cheshire Home in Rustington.

The next meeting will take place in August. The draft notes from this meeting were circulated to all councillors on 26th February.

9. **New and improved dropped kerbs**

New dropped kerbs appeared at the southern end of Normandy Lane on about 21st February and those at the western end of Vicarage Lane were improved at about the same time.



New dropped kerbs at the junction of Normandy Lane and Seaview Road.

Unaware either of these works had been planned, I asked Ben Whiffin, WSCC Area Highway Manager – Arun District, for details on what process had led to these dropped kerbs. He replied, “Both of these sites were requested by members of the public and I believe Vicarage lane was supported by the PC? These requests are assessed for suitability and then scored against a fixed set of criteria which will give the site priority rating. When funding becomes available the sites are delivered on a priority basis each year and clearly this year these sites formed part of the programme. I would encourage any of the parish councillors to submit these types of requests in the normal way and they will be assessed and scored accordingly. If we can demonstrate that a request is supported by the PC it can actually attract more points and therefore a higher priority.”

10. **Social media**

Only these Facebook posts published since the last supporting papers reached more than 500 people:

- Poster for East Preston Festival Committee Table Top Sale - 1,541 people

- Late 1920s photograph of Parade Mansions – 1,524 people
- Photograph of missing toy rabbit (see bouquet below) - 504

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 26th February)

The number of people currently following the council on Facebook is 1,070, an increase of three over last month.

No posts placed on Nextdoor.

11. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council's e-mailing list:

Parish Council news – 1st February – sent to 733 recipients, opened by 461 to date (63.1%)

Parish Council news – 15th February – sent to 741, opened by 454 to date (61.4%)

Parish Council news – 22nd February – sent to 742, opened by 464 to date (62.5%)

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

“Can you give me some advice on sowing wild flower meadows in Belgium?” (Yes.)

“Would you like some blue pickled onions?”

“How come we have ended up with two vets and no GP surgery?”

“We’ve moved to Angmering but can we stay on your e-mail list?” (Yes.)

13. **Recent bouquets and complaints**

(In addition to anything reported above)

Thanks from a resident, “Very very impressed with the new basketball court area on the Lashmar recreation ground. A superb addition to the area”

From a resident of Ferring, “Just seen your newsletter. Your multi use games area looks amazing. Well done.”

From a resident of Lashmar Road, “I haven't tried out the MUGA but it's great to see the area being used for things other than low level drug taking. The removal of that wretched green Hut has stopped that at the moment. It's used all the time Simon. Fantastic for everyone.”

From a resident of Golden Avenue who was looking for WSCC to install a No Entry sign at the junction with North Lane. WSCC said there was insufficient evidence of the need for such a sign. The resident thanked this council for its attention in this matter.

A resident of Willowhayne Avenue emailed in seeking advice on how to get an allotment, "Thank you for your swift response it seems I chose the wrong spot to live for allotments! Very frustrating as Angmering and Rustington are so close. I will try Arun thank you for the link. Re newsletter yes please I'd be delighted to be on your mailing list."

A resident of Manor Road contacted us after her child's toy rabbit was lost in the village. I posted a photo of the rabbit onto the council's Facebook page and within an hour Elayne Jones from the library replied saying the rabbit was watching over the books for the night. The owners collected the rabbit the following day. "Bunny and E reunited! Thank you again SO much."

Thanks received from a resident to whom we lent the council's Red Ensign for her father's funeral, "The funeral was fine, a celebration, thank you. Thank you once again for lending me the Red Ensign. It made such a difference."

An Angmering resident called in and thanked us for being "so much more available, welcoming and approaching than my local council." The resident, a former East Preston resident, has stayed on the council's e-mailing list and said how much she appreciated the information contained within.

A resident of Angmering Lane expressed concerns last August about the build-up of surface water at the western end of Vicarage Lane and how that impacted upon the suggested pedestrian crossing points. I referred this to County Cllr Elkins and improvements were carried out during the week beginning 19th February. The resident subsequently emailed in, "I see you've come up trumps again."

Two separate residents of Palm Court Cottages, South Strand and a further two separate residents of Sea Road all called into the Council Office to thank the council for its opposition to the proposed redevelopment of the Tudor Lodge site which has now been given Planning Permission by the Planning Inspectorate. Work has started on the demolition of the existing c.1990 chalet bungalow for it to be replaced by a single two-sided block comprising five houses and two flats.

14. **Leave**

I will be on leave on week beginning 19th March.

15. **March Meetings and Events**

This list may be incomplete and is subject to change.

5 th	Full Council (19:00, East Preston Infant School)
6 th	West Sussex Association of Local Councils Conference (09:30, Avisford Park) (HT only) WSCC Joint Eastern Arun Area Committee (19:00, White Swan, Arundel)
7 th	Business Breakfast (08:00, The Seahorse Café) Home-Start Arun 18 th Birthday Celebration Lunch (12:00, Manor House, Littlehampton) (HT only)
9 th	Food & Drink Festival Working Party (10:00, Council Office) Christmas Celebrations Working Party (tbc, Council Office)
12 th	Commonwealth Day (from 09:45, War Memorial, The Street) Planning & Licensing Committee (18:00, East Preston Infant School) General Data Protection Regulations Training session (19:00, East Preston Infant School)
19 th	Amenities Committee (19:00, East Preston Infant School)
21 st	Arun District Association of Local Councils (19:00, Angmering tbc) Friends of St Mary's Annual General Meeting (19:00, Spire Room)
26 th	Planning & Licensing Committee (18:00, East Preston Infant School)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

26th February 2018

Agenda Items 19a-b

Other meetings and events – Part 1

Council is asked to note the following reports:

Sussex and Surrey Associations of Local Councils (SSALC) General Data Protection Regulations (GDPR), 6th February

Chichester

Maureen Chaffe, who incidentally is setting up the Parish Council's replacement website, gave a very interesting talk on, what some would find, a very boring and tedious subject.

The finer points are too numerous to mention but, owing to the magnitude of work for the Clerk, I will give some more important details.

- General Data Protection Regulation (GDPR) comes into effect on the 25th May 2018 by which time all councils must be compliant.
- Any data breach **MUST** be reported to the Information Commissioners Office within 72 hours.
- Council business should be carried out on a dedicated machine and each Councillor should have their own email address, which belongs to the Parish Council, and not be able to divert business to their home account.
- Business software, not residential, should be used.

The Clerk is to be in control of data and see it operates within the confines of the law.

Data

Privacy notices are to be tailor made and an opt in/out tick box system can be used to prove consent to use data e.g. by post, email, telephone etc.

Personal data must be used for specific purposes, be up to date, relevant and not excessive.

Personal data must be accurate and up to date and should not be kept longer than necessary to fulfil that purpose. (Remember when collecting data someone might ask for it so ensure it is correct)

A data sharing agreement with other parties, e.g. WSCC, should be in place.

There should be a policy for getting rid of old data and equipment especially the hard drive.

There should be a nominated lead for data protection and that is normally the Clerk.

A Data Protection Officer, not the Clerk, also needs to be appointed.

This all costs money so provision needs to be made in the budget. SSALC may be able to offer advice.

Register any breaches to ICO.gov.uk

On a lighter note I had lunch with the Clerk from Ebernoe Parish Council. They have a precept of about £2000, 6 Parish Councillors and their assets comprise three benches! Only in England...

Cllr Elizabeth Linton

7th February 2018

**West Sussex County Council (WSSC) Joint Eastern Arun Area
Committee (JEAAC) Highways and Transport sub-group, 8th
February**

Littlehampton

On Thursday 8th February I attended a JEAAC meeting in Littlehampton.

After introductions the meeting started with a presentation by Steven Shaw who spoke about planning there are just over 3500 applications per year. They have 21 days to assess highways and transport before making a decision.

The discussion then turned to the A259 improvements. The proposed by-pass has been delayed but it's 2019 and hoped they will be on site by spring. A point was raised concerned the A259, plans had changed at the roundabout by the Angmering by pass, the new plan does not allow for a slip road into East Preston. There were comments made and most of us felt aggrieved. My only thought was its changed once so could possibly change again.

My first JEAAC meeting and I found it very interesting. Simon has a copy of the draft Minutes of the meeting if anyone wants to read them.

Cllr Hazel Tester – **Vice-Chairman of the Council**

15th February 2018

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Hazel and I attended this meeting and as Hazel is writing the main report I thought I would just outline the matter that most affects East Preston.

Tony Bathmaker, WSSC, mentioned that the slip road off the A259 into Old Worthing Road was being dropped from construction, saving about £200,000. Arun District Councillor Terry Chapman raised an objection, especially as he thought some of the land had been purchased. Cllr Mrs Geraldine Walker, Chair of Kingston Parish Council, supported Cllr Chapman's stance. I also raised an objection and mentioned the consultation that had taken place supported the slip road and the residents of East Preston were of the belief that it was going to be included in the construction. County Councillor Roger Elkins also voiced his concern. Cllr James Walsh (Chairman) requested that, as there was so much concern, a

meeting be arranged between Mr Bathmaker and the parties already mentioned. This was readily agreed by Mr Bathmaker who also said that no land had been purchased in this area as yet. Representation should be made to the Cabinet Member.

The next JEAAC Highways and Transport meeting is on the 17th May and we should ensure that the meeting regarding the slip road has taken place. The Clerk has written to West Sussex County Council asking for early notice of the meeting to ensure this council is represented.

Cllr Elizabeth Linton

10th February 2018