

# **MONTHLY MEETING OF THE COUNCIL**

**9<sup>TH</sup> APRIL 2018**

## **SUPPORTING PAPERS**

## **Agenda Item 2**

### **Cllr Hazel Tester**

Please be aware there will be two minutes' silence to mark the passing on Wednesday, 7<sup>th</sup> March of the council's Vice-Chairman, Hazel Tester.

Simon Cross – **Clerk to the Council**

7<sup>th</sup> March 2018

## **Agenda Item 4**

### **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.

If you wish to stand for Chairman of the Council at the April 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.

Any Chairman elected at this meeting will only be in post until the Annual Meeting of the Council on 14<sup>th</sup> May at which time this post automatically becomes available again.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018

## **Agenda Item 5**

### **Appointment of a Vice-Chairman of the Council**

There is currently a vacancy for this role. Until a new Vice-Chairman is appointed, this item will remain on the Agenda for each Full Council meeting.

If you wish to stand for Vice-Chairman of the Council at the April 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 Vice-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.

Any Vice-Chairman elected at this meeting will only be in post until the Annual Meeting of the Council on 14<sup>th</sup> May at which time this post automatically becomes available again.

## **Agenda Item 11**

### **Velo South**

**Council is asked to note correspondence from Ian Thatcher and also from Louise Goldsmith, Leader of West Sussex County Council concerning the Velo South event.**

The Velo South route does not come especially close to East Preston, but we should be aware of the route, the concerns raised and the responses.

The following email was received from Mr Thatcher on 7<sup>th</sup> March:

**Dear Parish Councils on cc: The email below is intended as supporting context to any briefing received concerning the forthcoming Velo South event. I politely request that both the information and sentiment in this email be distributed and communicated to parish councillors. Equally I encourage the topic of Velo South road closures to be added to any forthcoming parish council meeting agendas. The delivery of Velo South proposes a significant disruption to our communities, the full effect of which has not been communicated to residents and isn't intended to be communicated to residents until it is too late for those affected to have their say. Please advise any parishioners that may or may not be affected by this event to stay vigilant for TTRO applications on council websites made by CSM Active, or Velo South (that are currently being applied for) to ensure that any concerns are raised NOW. The mechanism to voice concerns can be found here: <https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/about-tros/comment-on-a-tro/>**

**I urge parish councils to lobby and petition organisers and stakeholders to reconsider the proposed event in it's current design and format to prevent county-wide disruption.**

---

**Members of the press: This email is intended as an alternative briefing to press releases published by CSM Active and associated councils regarding Velo South. I encourage you to challenge both the associated councils and CSM publicly to ensure proper engagement, rigorous planning and accountability to avoid a repeat of the chaos created by Velo Birmingham in our county.**

---

Dear Ali and Alicia, (key stakeholders, parish councils and members of the press cc'd)

Having spoken with yourselves and many of the main operational stakeholders regarding the forthcoming cycling event, Velo South, I wish to raise a number of points that I feel urgently require greater transparency.

**Briefing for those not aware:** CSM Sport & Entertainment LLP (CSM Active) is bringing a cycling event to West Sussex under the name Velo South. Velo South is advertised as a cycling road race hosting 15,000 riders on 100 miles of closed roads in West Sussex on 23<sup>rd</sup> September 2018.

Velo South is the sequel to Velo Birmingham, a cycling event of the same scale, 15,000 riders, that caused widespread disruption to residents of Birmingham and surrounding villages in 2017, resulting in acts of sabotage by local residents following complaints of a lack of sufficient consultation. Subsequently Velo Birmingham has not been allowed to return in 2018.

Press coverage: <https://www.birminghammail.co.uk/whats-on/whats-on-news/controversial-velo-birmingham-cycle-ride-14229058>

I raise the following points:

### **1. Have the lessons from Velo Birmingham been learnt?**

I observe a distinct void between the publicity materials you've distributed promoting Velo South and what you're actually permitted to deliver. I also observe that you currently do not have permission to close 100 miles of roads, as per the route advertised, and operational and logistical sign off is still subject to approval at council level. I also observe that there has been no engagement with residents due to be affected by the proposed road closures.

With the support of a small working group within West Sussex County Council, Horsham District Council and Chichester District Council and a top level agreement, Velo South has already delivered multiple launch events, emails and social media posts selling the 100 mile closed road route event without a single nod to residents, or logistical approval at a council level. Quite simply, it's false advertising and a repeat of the strategy seen with Velo Birmingham - sign up riders first, ensure the commercial interests of the event are prioritised and then field enquiries from communities and residents at the point of no return.

Questions that I have put to Velo South concerning the proposed route and logistics have so far resulted in unclear answers. No resident liaison plans, no clear logistics plans, contingency plans, maintenance schedules, marshalling, or clear up plans have been communicated - yet I believe tickets are sold out and I believe TTRO applications are underway. If this is the case then there must be plans in place? Why are these not being communicated and why are residents not being consulted?

Given the media coverage of the disruption in Birmingham, I ask the question - If the city of Birmingham with comprehensive infrastructure cannot deliver this event successfully, then how are the country lanes connecting the rural communities of West Sussex supposed to? In our local area a fallen tree, or something as tragic as a road traffic accident can cause huge detours (closing a 50 metre stretch of road for essential re-surfacing work caused us a 45min detour recently) and if you close some of the roads as currently advertised, there is simply no way around - even pedestrian access will be impossible on narrow country roads with no pavements.

According to council policy when applying for TTROs the following terms must be considered:

- "For restrictions involving closures and prohibited movements you will need to think about access for pedestrians and emergency vehicles, and access to properties within the proposed restriction. You will need to provide details of access arrangements on the form. Vehicular access to properties adjacent to a highway may not be prohibited for any more than 8 hours in any period of 24 hours and it is compulsory that emergency services can gain access to all properties within the restricted length at all times."
- Applicants are required to undertake advance public notification, such as a letter drop, to affected parties advising them of the proposed works or event. This will include, but not necessarily be limited to:
  - all properties (residents and businesses) fronting the highway affected
  - bus companies using the affected road and any diversion routes
  - police, fire and ambulance services

This has simply not been the case to date, (perhaps excluding some liaison with emergency services) and I therefore ask you to remove all advertising of the route until due process is complete and feasibility studies have been shared to reassure local residents on matters such as mobility, health and safety and access.

## **2. What benefits will be seen by the region through an event of this format?**

Many of the local villages already endure a multitude of unregulated cycle club events and the activity of cycling is strongly represented in the county. Indeed other large cycling road races that will be held in West Sussex this summer include the *Sussex Gran Fondo*, *Ups and Downs*, *Haywards Heath Howler*, *South Downs Epic*, *Orro Sussex Downs Classic*, *South Downs 100*, *Fallen Leaves*, to mention a few. I believe the *Orro Sussex Downs Classic* occurs just two weeks before the proposed date for Velo South. This also doesn't include the weekly training rides hosted by some of the 24 cycling clubs that are in the county, or indeed visiting cyclists. I can assure you that there are plenty of cycling opportunities offered within the county without this event and I observe an underlying surge in resident's frustration with road dominance and poor etiquette.

Velo South is being run by CSM Sport and Entertainment LLP, a Sebastian Coe led private company that generated over £100 million in turnover last year. Tickets for Velo South are as much as £150 per rider. Multiply this by 15,000 riders and it represents not an inconsiderable sum of money, well in excess of £10million in fact (allowing for a variation in ticket price). However the commercial benefit to West Sussex, and more specifically the local community, has not been communicated. What are the commercial benefits to the county?

Large sporting events usually offer an upside - entertainment, commercial uplift, inclusivity, fostering sport, or charitable donation to the areas that are hosting. For example, when the Tour De France came through our village it brought real benefit to the community through improvement to the roads. In the case of Velo South however, we see no evident support of the county, or indeed the local communities. It is clear that this event meets the needs of an exclusive group of riders without care or consideration for the greater needs of the county, or indeed the communities it relies on disrupting to deliver.

Velo South supports popular, national charities, with currently no publicised support being offered to local causes, South Downs National Park projects, local infrastructure projects, local community or sporting projects etc. For example, in our village we have a live community project to refurbish our recreation/sports ground and village car park, so more may come and enjoy our area. These projects will not see a benefit, nor will our local businesses, to which there will be no access during the proposed road closures.

Based on these observations I challenge CSM and council stakeholders with the following questions:

- Please could you disclose the commercial arrangements between CSM Active and the collective of councils, the revenue projected and how that revenue will be invested in the county?
- If the local councils are being paid for the privilege of hosting the event, where will that funding be spent and can we be assured that it will be used to support those areas impacted?
- Who will bear the cost of stewarding, emergency service support etc, not to mention the clear up?
- Equally, how much will CSM Active be charged for the large emergency service and Highways management resource that will be required to deliver the event as promoted?
- Could those involved share insight into how this event will benefit local causes beyond a select few private landlords and hoteliers (some of which will be national chains)?

We would be happy to issue a freedom of information request if you feel you cannot be forthcoming.

### **3. Exclusivity, not inclusivity**

Let's be clear: cycling is exclusive and not inclusive. Velo South is exclusive, so I do not understand why we are giving this event such a platform?

According to CyclingUK.org and the British Social Attitudes survey of adults over the age of 18, 69% "Never Cycle" and only 31% "Cycle". It's a male dominated activity with three times as many male as there are female riders and four times as many cycling miles covered by males than females. The largest age segments of riders falls between 21 and 49. For Velo South it is clearly stated that riders must maintain an average speed of 11mph, and tickets cost as much as £150. If sentiment on social channels from Velo Birmingham is analysed there is comment that it was an adult male dominated event and women and children were under represented. These are not facets of an inclusive event.

Velo South is being advertised using the following rhetoric "...provide an excellent opportunity to showcase our unique district at it's best - an exhilarating ride for the competitors and a real spectacle for local residents and visitors to enjoy". Indeed, Lawrence Foord, licensing for Chichester District Council, remarked to me "it is wonderful for the county to attract an event of this calibre". I don't however understand why? We see hoards of cyclists every weekend on our lanes, so I hypothesize that the majority of locals really aren't interested. Has anyone conducted a survey around local, or county attitudes towards cycling? Additionally our county has strong GDP and CVA rankings and being within the South Downs National Park, tourism is strong. So what are we showcasing and to whom, and for what purpose? Why do we need it? What's the benefit?

#### **In summary:**

My observations are - a small working group within the associated councils have committed to a partnership with a global corporate who are now profiteering from a current vogue pastime amongst an elite male fan base. Advertising is false, organisation is not transparent and is currently unapproved at a logistics level. It is set to bring countywide disruption for the majority, with a sport that is already well (over) represented for the minority, with little consideration of the impact on local residents. This is not an event for all the family, and with the numerous cycling events we have inflicted on us I suggest that this will not be a 'real spectacle to enjoy', but merely another source of frustration.

#### **Suggested outcome:**

Given the current lack of engagement with the community, the proposed scale of the event and time pressures with the TTRO application threshold, I call for this event to be postponed to 2019 or 2020. This will allow for sufficient liaison, consultation, planning and reconsideration of the design and scale of such an event so that it's viability, or feasibility may be properly assessed against a criteria that is truly inclusive and offers better value and benefit to the county of West Sussex beyond that currently proposed.

I look forward to a response - and not a press officer "It will be great for the county and we'll be on hand during the event to help local residents" response. A proper response please.

Many Thanks,

Ian Thatcher

Compton  
West Sussex

Cllr Goldsmith's reply was received on 15<sup>th</sup> March:

Dear all,

You may have seen some publicity and correspondence about Velo South – a 100 mile cycle ride through West Sussex that is planned to take place on Sunday 23rd September 2018.

Velo South is an exciting event which we see will have many benefits such as helping us to shine a light on our beautiful county, support the tourism industry and our local economy. It will also help towards raising additional funds for charities too. The route, which is still being developed, will run through the districts of Horsham and Chichester. We are working closely with CSM, the organisers of Velo South to make sure the event is run safely and efficiently, with the least possible impact on our residents' daily lives.

We appreciate that road closures needed on event day could be an inconvenience for some people and we want to you reassure you that the road closures will be closely managed by West Sussex County Council. We will make sure our residents feel well supported and informed so they are able to move around the county on the day – and we hope enjoy the event themselves.

Your support of this event is about developing our local economy and promoting West Sussex as a great place to live, work and visit – something that is reflected in our West Sussex Plan; our five year plan to develop the county.

We are working closely with the event organisers, our district and borough partners, and of course with you to ensure its success. We would really value your support and input to help us to achieve a visitor, business and resident experience that we can all be proud of.

I am aware that many of you will want to know greater detail as soon as possible and I have explained this to CSM. This will happen when details are finalised in April.

As part of their engagement with you, CSM will be attending both Chichester and Horsham's Annual Meeting of Parishes to be on hand to answer questions you may have.

In the meantime we would encourage you and your parish councillors to visit the Velo South website for more information where you can also sign up for alerts.

We will obviously keep you posted, but I sincerely hope you will be able to support this event in West Sussex.

Regards,

*Louise*

Louise Goldsmith.  
Leader West Sussex County Council

A further information leaflet has been circulated electronically to all councillors.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018

## **Agenda Item 12**

### **Minutes of Monthly Full Council meeting, 5<sup>th</sup> March**

The draft Minutes were circulated to all councillors on 9<sup>th</sup> March, asking for comments by 16<sup>th</sup> March. No suggested changes were received.

Simon Cross – **Clerk to the Council**

26<sup>th</sup> March 2018

## **Agenda Item 13**

### **Monthly Update Report**

1. **Introduction**
2. **Minute 151/18 – Public Session – Commonwealth Day**
3. **Minute 154/18 – West Sussex County Council – Sussex Day**
4. **Minute 161/18 – Amenities Committee – Warren Recreation Ground**
5. **Minute 165/18 – East Preston Cricket Club – safety netting**

1. **Introduction**

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

2. **Minute 151/18 – Public Session – Commonwealth Day**

I contacted the headteachers at East Preston schools asking whether they did anything about Commonwealth Day or the Commonwealth in general. Here are their replies:

“The Infants haven’t ever done anything. I think the Juniors have in the past but they did not do anything last year and are not doing anything this year. If there is something specific the Parish Council would like us to get involved in then please let us know and we will see what we can do.” (Mrs Claire New, East Preston Infants School)

“I echo what Claire has written. We have at times been involved with Commonwealth Day when it fits in with our teaching and learning plan. We would certainly consider being involved in something if the Parish Council suggested it.” (Mrs Kathy Lockyear, East Preston Junior School)

The Community Engagement Committee will discuss further involvement in Commonwealth Day 2019 nearer the time.

3. **Minute 154/18 – West Sussex County Council – Sussex Day**



The Agenda for the Community Engagement Committee meeting on 29<sup>th</sup> March was too long to include further discussion of the council's involvement in Sussex Day. The matter is provisionally on the Community Engagement Committee's Agenda for 31<sup>st</sup> May.

#### 4. **Minute 161/18 – Amenities Committee – Warren Recreation Ground**

Following the council's resolution "to support the East Preston Village Pre-school in providing a secure outdoors area at the Warren Recreation Ground", I drafted an agreement which was reviewed by representatives from both the Cricket Club and the Pre-school. A few tweaks were made and the agreement was signed by representatives of all three organisations. Work is likely to begin in May.

#### 5. **Minute 165/18 – East Preston Cricket Club – safety netting**

On 6<sup>th</sup> March, I received the following email from Keith Chamberlain, President and Chairman of the Cricket Club:

"Thank you Simon for your help regarding the cricket club's request for financial assistance and thank you to the Parish Council for supporting the cricket club. It was especially encouraging to hear members' supportive comments, such as Councillor Elizabeth Linton saying that 'it would be a tragedy if cricket ceased to be played at the Warren Recreation Ground'."

Furthermore, the following letter was received on 29<sup>th</sup> March:



### **EAST PRESTON CRICKET CLUB**

The Cricket Field, Sea Road, East Preston BN16 1LP  
01903-774428 [epcc.play-cricket.com](http://epcc.play-cricket.com)

RECEIVED

29 MAR 2018

28 March 2018

East Preston Parish Council  
122-124 Sea Road  
East Preston  
West Sussex  
BN16 1NN

Dear Councillors

The Committee of East Preston Cricket Club would like to thank East Preston Parish Council for their £710 contribution towards essential works to the protective boundary netting at the Warren Recreation Ground.

Across the Country participation in cricket is falling, mainly due to the lack of cricket being played in state schools and there being no exposure on free to view TV channels. Local cricket clubs therefore play the major role in providing opportunities for youngsters to participate in one of our top national sports. As the Council will know, East Preston Cricket Club, founded in 1860, provides local children and young adults with opportunities to learn the game of cricket and to play in both recreational and competitive matches. We believe that with the ongoing support of the Parish Council the Cricket Club will continue to provide such opportunities for the youth of East Preston for many years to come.

Yours sincerely

KEITH CHAMBERLAIN  
Chairman/President

COLIN SMITH  
Secretary

## **Agenda Item 15**

### **Committees**

Since the last meeting, the following committee meetings have taken place: Amenities on 19<sup>th</sup> March, Audit & Governance on 26<sup>th</sup> March, Community Engagement on 29<sup>th</sup> March and Planning & Licensing Committee on 12<sup>th</sup> and 26<sup>th</sup> March.

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

Simon Cross – **Clerk to the Council**

29<sup>th</sup> March 2018

## **Agenda Item 15a**

### **Amenities Committee**

The Amenities Committee met on 19<sup>th</sup> March and here are some updates from that meeting.

A new **Outdoor Football Table** will be sited on the Village Green in early April. This has kindly been funded by the Film Society.

The **Village Green Parking Scheme** has raised £505.83 (after VAT) from when it started in mid October to 6<sup>th</sup> March 2017. The Committee has agreed to lift the three hour parking restriction over the Summer period (1<sup>st</sup> May to 30<sup>th</sup> September) so people can park as long as they wish. There has definitely been more use of the car park over the last month since the weather has picked up. The Committee also agreed to jointly fund with One Parking, two solar lights for the car park to help people operate the machine and read the signs when dark. Sea Road residents opposite the green are still concerned about inconsiderate parking outside their homes but this should stop once the Summer parking restrictions come into force from May. The Committee has asked for concerned residents to contact WSCC direct if they wish to apply for all year round parking enforcement along this stretch.

The new **MUGA on Lashmar Recreation Ground** is being well used, despite the weather! The removal of the youth shelter has allowed families and children to enjoy the park rather than being intimidated by the groups which regularly hung around the shelter. The Committee and ADC will be reviewing whether a youth shelter is really needed at the location after the Summer holidays. The original shelter was damaged beyond economical repair whilst being removed for the MUGA work and so was disposed of by the contractor.

The **Sea Road Public Toilets Refurbishment Project** is well underway. Four contractors have been sent Tender Packs and the closing date for these to be returned is 6<sup>th</sup> April. If there are suitable tenders received, the Working Party will put these forward for

consideration. The interest in tendering has not been great, it seems many builders are not interested in this type of work or are too busy. The advertising campaign had no response and 14 local building contractors were contacted and only 4 of these were interested in receiving a Tender Pack.

**The registration of the Sea Road Beach Access land as a public right of way** has been discussed further by the Committee, following a letter from the Council's solicitor outlining concerns over pursuing the registration via this route. The Amenities Committee agreed it would not go ahead with the registration of the land as a Public Right of Way with WSCC, given the complexities of the process, high costs and the uncertain outcome. It agreed to discuss with the solicitor for the land to be protected under the Marine and Coastal Access Act 2009 and to find out whether the Council could look at putting up signage to say that the area is protected under this Act.

The Committee also agreed to the suggestion of a letter to be sent by the legal adviser to the two neighbouring properties of the beach access to inform them that this area is protected by the Marine and Coastal Access Act 2009 and the Parish Council (as local governing body and acting in the best interests of the villagers) will have overall control of the area. The Committee agreed it would be premature to start re-planning the beach access path until concerns over the land had been resolved.

**South Strand Toilets** - The Council had already agreed the toilets would be handed back to Arun District Council at the end of the lease in March 2019 and Arun District Council had been notified in writing accordingly.

The Clerk had recently emailed Arun District Council to confirm future plans for the toilets once they had been handed back and Arun District Council confirmed they would be closed down as part of their public toilets review.

The Committee will need to hand back the toilets in the same condition as when they were taken over and this would probably mean some general re-decoration would be needed. It was agreed that signage should be put up at the toilets from April 2018 to inform the public of the future closure.

Quotes for a **New Village Green Gate and Matting** have been requested and will be taken to the May Amenities Meeting for consideration. It is hoped a new gate will be in place by the end of June latest but will also have to work around the Festival events.

The Committee is looking into permanently siting the **Outdoor Table Tennis Table** on Lashmar Recreation Ground. It would like the table to be moved to around the new MUGA and skate park area, where there is hardstanding for the table to be sited on. Residents have requested the table to be made more accessible as the grass gets very wet and muddy to play on during the Winter months. ADC has been approached for permission to move the table.

Tracy Khoo – **Assistant Clerk to the Council**

28<sup>th</sup> March 2018

## **Agenda Item 15b**

### **Audit & Governance Committee**

The committee met on 26<sup>th</sup> March.

The committee agreed to have a final meeting with the solicitor working on the new lease with the Angmering-on-Sea Lawn Tennis Club. However, at the time of writing the solicitor has yet to respond to that request. The Chairman of the Tennis Club is fully apprised of the situation.

Further to the suggestion made by the Cricket Club at the last Full Council meeting (and on previous occasions), the committee considered the request to agree that future expenditure on new or replacement safety netting at the Warren Recreation Ground should be split  $\frac{1}{3}$  club,  $\frac{2}{3}$  council. The committee agreed it could not agree to this as the extent of future expenditure could not be predicted. This was discussed with the club at the twice-yearly meeting held on 29<sup>th</sup> March and the club, whilst disappointed, understood this position.

The committee is looking into the insurance policy it briefly had at the beginning of October to see whether the squirrel damage suffered by the Village Hall Foundation would have been covered by that policy.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018

## **Agenda Item 14c**

### **Community Engagement Committee**

The committee met on 29<sup>th</sup> March. The draft Minutes from the meeting have been circulated by the Clerk this morning. This report will just cover the committee's new initiatives from that meeting.

The committee has agreed to investigate further the installation of a blue plaque on a property in Sea Lane to commemorate author Israel Zangwill and his author wife, Edith Ayrton. Both were prominent in the women's suffrage movement so this year seems a fitting time to install a blue plaque. The Preservation Society is willing to contribute to a ceramic plaque but cast aluminium plaques are also available. The Society has concerns about the longevity of the aluminium plaques. The first step is to contact the householders officially and see if they agree, in principle, to the suggestion.

The committee agreed it had been very happy with the playscheme run by Bee-Fit on 16<sup>th</sup> February and has given Bee-Fit first refusal on running a playscheme during the Autumn half-term week.

The committee considered a suggestion from the Infant School it donate a Royal Wedding mug to each pupil. The committee did not feel this expense was justified for this occasion at this time and had not donated anything for Prince William's marriage.

The committee reviewed some information provided on National Health Service Local Community Networks. These are a relatively new initiative for joined-up working between larger councils, different branches of the NHS and the voluntary sector. The aim of the networks is to improve life for anyone living within that network's area. East Preston is part of the REAL Local Community Network, REAL standing for Rustington, East Preston, Angmering and Littlehampton. The committee would like to get more involved in tackling issues such as social exclusion within East Preston and Cllr Gander is currently the lead committee member on this. The Clerk has contacted the REAL administrator asking whether Cllr Gander could attend the next REAL meeting.

A defibrillator familiarisation event is likely to be run on the evening of 24<sup>th</sup> May at the Village Hall. More details to follow. Running such sessions is part of the council's grant award.

Cllr Elizabeth Linton – **Vice-Chairman of the  
Community Engagement Committee**

3<sup>rd</sup> April 2018

## **Agenda Item 14f**

### **Planning & Licensing Committee**

The committee met on 12<sup>th</sup> and 26<sup>th</sup> March. The draft Minutes from the meetings have been circulated.

Planning Applications considered were:

EP/7/18/PL	Erect two buildings on land to the rear of Beechlands Cottages, Beechlands Close	Committee agreed to object
EP/15/18/A	Illuminated and non-illuminated adverts at Tudor Tavern, Sea Road	Committee agreed not to object
EP/17/18/PL	New toilet block and storage room, East Preston Football Club, Lashmar Road	Committee agreed not to object
EP/26/18/HH	Loft conversion and dormers, 5 The Plantation	Committee agreed to object
EP/29/18/HH	Various alterations to Glenian, The Street	Committee agreed to object

Further information on the reasons for objections can be found in the Minutes from the relevant meeting.

The committee was disappointed Planning Permission has been granted for a cabin which has been installed in the back garden of a property in North Lane and is, according to the applicants' agent, being used as an extension to the main property.

Work has yet to continue on the Tudor Lodge site.

The committee meeting scheduled for 10<sup>th</sup> April will not take place as there are no Planning Applications to be discussed.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018

## **Agenda Item 16a**

### **Audit & Governance Committee – committee membership**

**Council is asked to agree the chairmen of all the council's committees are automatically members of the council's Audit & Governance Committee.**

Cllr Mathias to introduce this item.

Currently, the chairmen of the council's Amenities and Finance & General Purposes Committees are automatically members of the Audit & Governance Committee. At its meeting on 26<sup>th</sup> March, the Audit & Governance Committee agreed to recommend to Full Council, all committee chairmen automatically become members of the Audit & Governance Committee.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018

## **Agenda Items 17a-d**

### **Working Parties**

The Food & Drink Festival Working Party met on 9<sup>th</sup> March to sift through the applications and to create the best-balanced event possible from those businesses. All the successful applicants have been contacted, have started to pay and none has said they are no longer available or interested.

The Christmas Celebrations Working Party met briefly straight after the above meeting and agreed all is proceeding nicely.

The Leases Working Party met as part of the Audit & Governance Committee meeting on 26<sup>th</sup> March.

The Website Working Party has met with Maureen Chaffe to discuss various matters relating to the website. Mrs Chaffe is due to provide a draft version soon.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018

## **Agenda Item 18**

### **Clerk's Report**

1. **Introduction**
2. **Tributes to Cllr Hazel Tester**
3. **Police matters**
4. **Freedom of Information / Data Protection requests**
5. **West Sussex County Council Pensions briefing, 28<sup>th</sup> February**
6. **Annual meeting with East Preston library, 6<sup>th</sup> March**
7. **West Sussex County Council Joint Eastern Arun Area Committee, 6<sup>th</sup> March**
8. **East Preston Business Community Business Breakfast, 7<sup>th</sup> March**
9. **Commonwealth Day, 12<sup>th</sup> March**
10. **Meeting with the Chairman of the East Preston & Kingston Village Hall Foundation, 14<sup>th</sup> March**
11. **Twice-yearly meeting with East Preston Cricket Club, 29<sup>th</sup> March**
12. **East Preston Business Community Business Breakfast, 3<sup>rd</sup> April**
13. **Social Media**
14. **MailChimp stats**
15. **A selection of things we have been asked since the last meeting**
16. **Recent bouquets and complaints**
17. **Leave**
18. **May meetings and events**

1. **Introduction**

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

2. **Tributes to Cllr Hazel Tester**

Following the news of Cllr Tester's death, the following people sent the council written condolences (this list may not be quite exhaustive):

Shaun Adams, Celeste and Paul Amoo, Daphne and David Beale, Tim Bigger, Kim and Bob Billingham, Ann Bird, Sue Bowley, Philip Cundall, Jules and Pete Dallimore, Vicki Davey, Carol and Neil Ellis, Julian Ellis, Maureen and David Fraser, Ian Green, Sam Hargroves, Margaret Harwood, Rachel Hawkins, John Heaver, Mark Holmes, Anne Holness, Petrina Kingham, Kirsty Lilleystone, David Macdonald, Fiona MacLeod, Janine Nicholson, Catherine Pendrill-Cosier, Nadine Phibbs, June Phillips, Jackie Pilcher, Yvonne Price, Scott Ramsey, Godfrey Samuel, Pat Storey, Graham and Liz Street, Mike and Liz Taggart, Christine Taylor, Sioned and Peter Vos, Peter Vincent.

Within those emails tributes included:

"Members of Kingston Parish Council were saddened to learn that Cllr Hazel Tester has passed away. Hazel was very much respected for the work she did on behalf of East Preston Parish Council and will be greatly missed."

"[We] are very sorry to hear this news. Hazel was an amazing lady and a tremendous asset to the village. And that's before you get onto the fearless expression of opinions, standing for no

nonsense.... and the fingernails. We love those photos you've put on the Newsletter. We'll all miss her."

"Deepest sympathy to Hazel's family, friends and Parish colleagues." (Vicki Davey, Cluster Manager, East Preston Library)

"A lovely collection of photos of Hazel. They are as we remember her, always taking part and always with the long and colourful nails!"

"Hazel was a special lady involved with so many projects."

"I have just been told of the sad news about Hazel Tester and I would like to pass on my personal condolences and also those of the Festival Committee." (Jackie Pilcher, Chairman, East Preston Festival Committee)

"What awful news. I only know her a little through the St Barnabas Group. She made quite an impact."

"That is very sad news, please pass on my and Alison's condolences to the family and the council." (Andy Cooper, Rustington Parish and Arun District Councillor)

"Business Breakfasts will not be the same without Toots." (Tim Bigger, East Preston Business Community)

"So very sorry to hear the news about Hazel. She was such a caring, concerned person, who always greeted us with a lovely smile. She contributed so much to village life, both on and off the Council, and will be sorely missed. Please give our condolences to her family."

"I was very sorry to read the sad news about Hazel. She was a lovely, warm, kind and very funny lady. She will be very much missed in the village."

"Sorry to hear about Hazel I knew her from the W. I. and she did work hard for the village she will be missed."

"So very sad to hear about Hazel of whom I knew better from W.I. Wonderful photos of her. She always called a spade a spade and those wonderful fingernails."

"I have just read of Hazel Tester's death. She was a great champion of E.P."

"She will certainly be missed..."

"I have just read of the sad loss of Hazel. Please pass on my personal condolences and those of Angmering-on-Sea LTC to her family and to all her colleagues at the Parish Council." (Ian Robinson, Chairman, Angmering-on-Sea Lawn Tennis Club)

### **3. Police matters**

No direct contact with Sussex Police this month. We did put out a request for information on behalf of a resident of Sea Road who had caught on cctv a man trying to break into a car in her drive. From this we also learnt of a car being stolen from Manor Road on a different night.

### **4. Freedom of Information / Data Protection requests**

No new requests received this month.

### **5. West Sussex County Council Pensions briefing, 28<sup>th</sup> February**



The administration of the West Sussex County Council Pension Fund is sub-contracted to Capita and Clare Chambers, Pensions Operational Delivery Manager, invited “employers” within the scheme to the first of what she hopes will become six-monthly briefings. East Preston Parish Council is one of a number of Town and Parish Council which are affiliated to the West Sussex County Council Pension Fund. Possibly because of the threat of more snow, not everyone scheduled to attend this meeting in Billingshurst went, but other councils represented were Billingshurst Parish Council, Littlehampton Town Council, Bognor Regis Town Council, Petworth Town Council, Rudgwick Parish Council and Southwater Parish Council. Those present were a mix of council’s which run their own payroll or those like us whose payroll is managed by the County Council. It was interesting to hear the County Council had recently refused to take on payroll for Rudgwick Parish Council as it considers it is managing enough payrolls already. There could be a financial impact for Rudgwick residents as a result of this.

Whilst there is not a huge amount to report back on this occasion, mainly because of my lack of understanding of the subject, the meeting was useful. Those present agreed a six-monthly meeting would be very useful and I am sure my understanding will grow over time and I will be able to feed back more for you. In the meantime, I have asked Clare whether it would be possible for her team to carry out a simple audit to ensure we are where we should be with our pension management. Clare has agreed to this but not until May.

#### **6. Annual meeting with East Preston library, 6<sup>th</sup> March**

Since the council agreed to house the Millennium Wall-hanging temporarily in East Preston Library in April 2017, there has been an agreement with the library to have an annual meeting to review the situation. This seemed to be a good opportunity to cover some other ground too.

I met with Vicki Davey, Cluster Manager with responsibility for East Preston’s library amongst several others. Mrs Davey had spoken with Mrs Jennifer Wallace of the Collage Reinstatement Campaign and had received and read the letter Mrs Wallace had read to last month’s Full Council meeting. (Minute 151/18) The Library Service remains happy to house the wall-hanging until the Parish Council recalls it. Mrs Davey did not, therefore, feel it appropriate to comment further on the wall-hanging’s presence in the library. Footfall in the period 1<sup>st</sup> April, 2017 to 19<sup>th</sup> February 2018 was 20,862 visitors. A relatively cursory glance at the wall-hanging did not reveal any need to do additional cleaning at this time nor any obvious sign of fading.

The proposed spruce up in conjunction with the council and community volunteers has had to slip as WSCC was unable to provide any human resources or materials. I asked whether redecorating would be allowed if the paint could be sponsored somehow and Vicki said she would find out. The event will probably now take part over one or two Saturday afternoons in May. Community Engagement is managing this council’s side of this event.

During this year’s Festival the library will be running a new colouring competition in addition to its usual Friday coffee morning.

Vicki confirmed the library will happily take part in this year’s East Preston Christmas Celebrations. Asked whether there was a quantifiable benefit to the library from the event, Vicki said nothing quantifiable but subliminally the event keeps the library in many people’s minds.

Vicki also confirmed there was no problem with the council having Commonwealth Day and Merchant Navy Day events in front of the library, and the library will get involved when possible.

Although this has taken a bit of bedding in, West Sussex toy libraries have been moved from Children & Family Centres into libraries and this is working well in East Preston.

Vicki asked for some help with publicising some relatively new events at the library and I said the council would always be happy to help where it could. The council will also help publicise the library's need for IT buddy volunteers.

Finally, we stepped outside to discuss where the Royal British Legion Silent Soldier should be positioned. Vicki had concerns about it being located on the grassed area both from a vandalism and a maintenance perspective. I have subsequently discussed with Cllr Toney, Mrs Davey's suggestion the Silent Soldier should be located within the walled area around the war memorial itself. Unofficially, Cllr Toney did not think the Royal British Legion would have a problem with that location.

## 7. **West Sussex County Council Joint Eastern Arun Area Committee, 6<sup>th</sup> March**

Cllr Toney represented the council at this meeting in Arundel and I went along as moral support.

We arrived at 6pm for the crowdfunding presentation which was a drop-in session really where council representatives and reps from some local groups were able to talk to County Council offices and those from SpaceHive the County Council's chosen supplier of a crowdfunding platform.

**SpaceHive**

### ABOUT SPACEHIVE

Spacehive is an award-winning crowdfunding platform for projects that make local places better.

The platform aims to make it as easy as possible for you to improve your local area by attracting the support and funding you need to deliver your projects.

Spacehive partners with a range of local authorities and grant making organisations, so you can pitch for funding from grant-makers and the "crowd" at the same time. These partners have over £2 million on the platform that can be accessed by people running campaigns.

You'll find some of our favourite projects overleaf.

To find out more visit [www.spacehive.com](http://www.spacehive.com)

**POETRY JUKEBOX, BELFAST**

- The installation of a poetry jukebox for the public to listen to powerful positive poetry
- Engagement with local poets to bring their work to the streets

**£3,393 raised** **98 backers**

**WELL ST MARKET, LONDON**

- Re-opening a historical market, complete with music stages, teenage markets and a fashion hub
- The focal point of local regeneration and community engagement strategies

**£82,763 raised** **298 backers**

**HEATON PARK ORCHARD, MANCHESTER**

- A vibrant community orchard filled with nut trees, herbs and shrubs and a functioning bee hive
- Training for disadvantaged young people to learn about growing and using fruit

**£12,195 raised** **83 backers**

**CRYSTAL PALACE LIBRARY OF THINGS, LONDON**

- A new hub for lending 'useful things', like tools and musical instruments, and space to learn how to use them
- Inspiring the community to waste less and share more

**£9,375 raised** **291 backers**

MORE INNOVATIVE PROJECT IDEAS | NEW SOURCES OF FUNDING | DISTINCTIVE LOCAL PLACES  
 LOCAL PEOPLE EMPOWERED | QUALITY OF LIFE | VIBRANT LOCAL ECONOMIES  
 COUNCIL MORE ACCESSIBLE | RESILIENT & COHESIVE COMMUNITIES

The County Council currently has three streams of grant funding available but from April these will be amalgamated into a single stream. What Spacehive offers above other crowdfunding platforms is it will actively seek grants from organisations that may be looking to donate to projects with a degree of visible community support. Spacehive takes 5% of any money raised for projects which go ahead. Steve and I spent some time talking to Nick Burrell, but until the system is up and running we will not know how easy or effective it will be.

The meeting itself was chaired by District Cllr Chapman.

During the public session, Tony Cross noted this meeting was now the only opportunity for communities to meet with Sussex Police. Acting Inspector Daniel West responded he would

always facilitate a police presence at other meetings and events, where operationally possible. AI West said public engagement was an important part of police work.

Mayor of Arundel, Cllr Angela Standing, spoke in favour of a proposed 20mph speed limit in Arundel and Tortington. There was a plea to include Ford Road in the scheme as travel can sometimes travel at 80 or 90mph along that road. Later in the meeting, the proposed 20mph speed limit was approved. However, the WSCC officer responsible said it would not be possible to impose a similar limit on to the Ford Road as traffic did travel above the existing speed limit and would most likely not respect a new limit.

The final matter in the public session was Terry Ellis asking for bus stops to be provided in Station Road, Angmering. WSCC has said there is land available and ADC and Angmering PC are supportive but there is no money available.

AI West presented the meeting with the latest crime statistics. These showed a 10% increase over the past twelve months on the previous twelve months. Although these was bad, the average national increase was 14%. Because the force is working with limited resources, AI West stressed the importance of incidents being reported as those reports will drive how the resources are utilised. There are approximately thirty Police Community Support Officers (PCSOs) working the whole Arun and Chichester Districts, in three teams, each with two Police Constables and one Sergeant.

Cllr Elkins mentioned HM Inspector of Forces had criticised the poor performance of the 101 service in Sussex. AI West replied, where residents are finding calling 101 ineffective, AI West reminded us non-urgent reports can always be emailed to [arun@sussex.pnn.police.uk](mailto:arun@sussex.pnn.police.uk)

The Arun & Chichester Prevention Team (formerly Neighbourhood Policing Team) was currently working on the following big projects: youth anti-social behaviour especially in Littlehampton and Bognor Regis town centres; cuckooing; scams; and modern slavery where people find themselves doing work with little or no pay and unable to leave. I have already included a poster about cuckooing in an email to residents.

Drs Mark Lee and Tina Favier gave a presentation on NHS Local Community Networks (LCNs). This is an initiative bringing together several different strands of the NHS locally together with local councils, voluntary sector providers and the like with the aim of creating more effective, joined-up services and community support. LCNs was already on the Agenda for the March Community Engagement Committee meeting.

Cllr Dr James Walsh presented the Minutes from the Highways and Transport Sub Group meeting held on 8<sup>th</sup> February. The meeting agreed to continue to push WSCC to implement the westbound slip-road from the A259 Littlehampton Road into the B2140 Old Worthing Road. I am not quite sure how this matter plays out from here.

Amongst the Community Initiative Funding grants awarded was one to 1<sup>st</sup> East Preston Scouts towards the costs of a storage container.

No matters were raised by Town and Parish Council representatives and the meeting ended just before 9pm. The next meeting will be on Tuesday, 19<sup>th</sup> June in Littlehampton.

## **8. East Preston Business Community Business Breakfast, 7<sup>th</sup> March**

Cllr Shah and I attended this meeting, held at The Seahorse. Nine businesses were represented at what was rather a sombre meeting as all missed Hazel's presence. Hazel had been attending and contributing to Business Breakfasts for several years.

In an effort to keep things light, David Macdonald told us a bit about the history of his house in Homelands Avenue, which was the second original club house for tennis in the village. David talked a little about the importance of tennis in the village in the 1920s and 1930s and the big-name players who played at Angmering-on-Sea. Tennis was originally played in

South Strand then moved to what is now the Village Green in about 1920. Tennis then moved to its current location in 1930 leaving the Village Green land unused and unloved (and ripe for development) until East Preston Rural District Council turned it into the Village Green in the 1960s.

Ferring Street Veterinary Surgery opened in Sea Road on 26<sup>th</sup> February. Grub and Gumption in Sea Road was scheduled to open in March and Salt at the very bottom of Sea Road was scheduled to open in April. Grub and Gumption has already agreed to host the May Business Breakfast.

Bob Billingham talked a little about his planned project to carry out an annual photographic audit of East Preston businesses and their proprietors. Through this he hopes to be able to build a comprehensive record of East Preston businesses for and in the future.

The next meeting will be on 3<sup>rd</sup> April at Ristorante Al Mare.

## 9. **Commonwealth Day, 12<sup>th</sup> March**

Together with Cllrs Barber, Gale, Gander, Mathias and Toney, I attended the council's Commonwealth Day event outside the library. A small number of members of the public joined us to hear Trevor Mills read the Commonwealth Affirmation whilst Cllr Toney raised the Commonwealth flag. Cllr Toney let the flag fly until the afternoon on the 13<sup>th</sup>.



**10. Meeting with the Chairman of the East Preston & Kingston Village Hall Foundation, 14<sup>th</sup> March**

In the absence of a Chairman and a Vice-Chairman, it has not been possible to arrange the usual six-monthly meeting with the East Preston & Kingston Village Hall Foundation. Therefore, I have had an informal meeting with the Chairman of the Foundation, John Melser.

There is reference in the Village Hall Minutes from November 1987 to the Parish Council re-adopting the Fives Court and being responsible for its maintenance. The Minute refers to two council representatives, Mr Woodrow-Clark and Mr Paul, although it is unclear whether Paul is a surname or forename. I need to find time to visit the West Sussex Record Office to find out whether this re-adoption is recorded anywhere in the contemporary council Minutes.

The southernmost dormer on the Miller Barn has a damp problem and the Foundation is seeking quotations to rectify this situation.

The Foundation's cctv set-up is going to be extended. If the council would like to add a camera to cover the toilet block, this would probably cost about £400.

The Foundation committee is happy with the Millennium Wall-hanging being in the library and has no plans to discuss any reinstatement in the Village Hall.

Mr Melser accepted an invitation to talk to a future East Preston Business Community Business Breakfast in order to promote use of the Village Hall complex.

**11. Twice-yearly meeting with East Preston Cricket Club, 29<sup>th</sup> March**

Cllrs Mathias, McElroy, Shah and Toney and I attended this meeting in the Council Office. The Cricket Club was represented by Keith Chamberlain (President / Chairman), Andy Reeves (Treasurer) and Colin Smith (Secretary).

Nothing major was discussed of which the council is not already aware.

**12. East Preston Business Community Business Breakfast, 3<sup>rd</sup> April**

Cllrs Gander and Linton and I attended this meeting, held at Ristorante Al Mare. Possibly because this was the first day back after Easter, only five businesses were represented but that did include one new business to the village, *Clothing Alterations & Soft Furnishings By Louise*. Discussion was lively both from the point of view of promoting council events and initiatives and also from the point of view of how can we enhance the current East Preston Business Community format.

The May Business Breakfast will be at *Grub & gumption* on 1<sup>st</sup> May and will include a talk on social media by Scott Ramsey and the previously-mentioned talk by the Chairman of the Village Hall Foundation.

**13. Social media**

These are the Facebook posts published since the last supporting papers which reached more than 500 people:

- ▲ Post announcing the opening of *Grub and gumption* – 9,331 people
- Post of found bag, later successfully reunited with its owners - 1,434

- Link to Littlehampton Gazette article about Peter Field – 1,103
- Post on behalf of the family of Peter Field, giving details of his funeral – 1,001
- Repost of photographs of thieves acting locally from a dog-grooming van – 846
- ▲ Post of *Clothing Alterations & Soft Furnishings By Louise* flyer - 762
- Beach Clean No. 11 poster - 639
- Post on behalf of a resident of video cctv footage of someone stealing his bike cover - 612
- 27<sup>th</sup> February snow photos – 513
- MailChimp repost of East Preston Parish Council news – 8<sup>th</sup> March - 504

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 3<sup>rd</sup> April)

The number of people currently following the council on Facebook is 1,072, an increase of two over last month.

No posts placed on Nextdoor.

#### 14. **MailChimp stats**

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

Parish Council news – 1<sup>st</sup> March – sent to 742, opened by 484 to date (65.4%)

Parish Council news – 8<sup>th</sup> March – sent to 742, opened by 466 to date (62.8%)

Parish Council news – 16<sup>th</sup> March – sent to 745, opened by 451 to date (60.5%)

#### 15. **Things we have been asked since the last meeting**

“Have you a picture of what the full image is of the East Preston flag? I have seen it mentioned several times before but apart from the image below I have no idea what it looks like.” (We do not believe there is such a thing, but would be happy to learn more.)

#### 16. **Recent bouquets and complaints**

(In addition to anything reported above)

In addition to those mentioned in last month's report, two separate residents of Strand Court, South Strand 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.

A resident of Golden Avenue, the Kingston part, called in to say how much he valued and enjoyed the e-news emails this council sends out.

From a resident of Elm Avenue who called in with concerns over a footpath, "It was great to meet you yesterday and I am impressed with your quick response. Thank you very much for following up my concerns."

"You have written a lovely piece for Hazel, thank you."

"A fitting tribute for a lovely lady."

"Lovely words and photos in the email and sure it must have been hard to do."

"What a lovely tribute."

"Thank you for your kind and most thoughtful email about Hazel."

"That was a really lovely tribute to Hazel, loved the photo's and the one of the nails!"

"It's a lovely tribute and not an easy thing to do. Well done. You're obviously a natural ..."

"Lovely words and pictures of Hazel, well done Simon."

"Thank you for that photographic tribute to Hazel, Simon. You really captured her spirit."

#### 17. **Leave**

Alison will be on leave for the week beginning 9<sup>th</sup> April and I am off on the 19<sup>th</sup> April.

#### 18. **April Meetings and Events**

This list may be incomplete and is subject to change.

8 <sup>th</sup>	East Preston Beach Clean, No. 11 (11:00, bottom of Sea Road)
9 <sup>th</sup>	Full Council (19:00, East Preston Infant School)
10 <sup>th</sup>	Planning & Licensing Committee (no longer required)
16 <sup>th</sup>	Arun District Council, General Data Protection Regulations briefing (10:00, Civic Centre, Littlehampton) (SC only) Personnel Committee (time and venue tbc)
23 <sup>rd</sup>	Planning & Licensing Committee (18:00, East Preston Infant School)
26 <sup>th</sup>	Kingston Parish Council 20 <sup>th</sup> Anniversary (19:30, Our Lady, Star of the Sea) (BG only)

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**

3<sup>rd</sup> April 2018

## **Agenda Item 19**

### **Co-option of new councillors**



Officially, the council currently has a single vacancy, that created by the death of Cllr Tester. Unofficially, the council knows there will soon be a second vacancy as Cllr Duijf announced in January he would resign from the council at the end of April. Cllr Duijf called is back in the country and called in today and confirmed he will resign in writing this month.

The first vacancy has not yet been advertised as it is accepted practice not to advertise a vacancy until after the funeral of a deceased councillor. I have contacted Arun District Councils Electoral Services Department for advice on whether or not we could advertise the two vacancies together. This is not possible as the first vacancy cannot wait for the second vacancy to become official before it is advertised and we cannot advertise the second vacancy until Cllr Duijf has officially resigned.

I expect to be able to publish the official notice for Cllr Tester's vacancy on Monday, 9<sup>th</sup> April. That notice will give members of the public two weeks in which to ask for a by-election if they feel so minded. Assuming a by-election is not called, the council will be able to proceed with a co-option exercise. All current councillors have experienced the co-option process so I will not go into detail on that here but will provide a further update at the next meeting. Assuming candidates come forward, I imagine the council will be able to co-opt two new councillors at the July meeting at the latest.

I have written this quite late in the day so if it makes no sense, ask me and I'll clarify.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018

## **Agenda Item 21**

### **Chairman for the May Full Council meeting**

Council is asked to appoint a Chairman for the May Full Council meeting.

Unless a councillor stands and is elected as Chairman at the April meeting, the council will need to agree a Chairman to chair the May meeting. It may be this councillor only chairs the first couple of Agenda items as a councillor may be elected to the Chairman's role full-time at the beginning of the May meeting and he or she would take over the Chairmanship from that point.

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> April 2018