



# EAST PRESTON PARISH COUNCIL

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## **AMENITIES COMMITTEE**

**MINUTES:** of the Proceedings of the Meeting of the Amenities Committee held on 29<sup>th</sup> May 2018 at East Preston Infant School, Lashmar Road, East Preston

**PRESENT:** Councillors B Gale, L Linton, R McElroy (Chairman), D Shah and S Toney (Vice Chairman)

Assistant Clerk to the Council, Tracy Khoo

**OTHERS PRESENT:** Cllrs Gander and Moore

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The meeting opened at 19:00hrs.

The Assistant Clerk welcomed everyone to the meeting, prior to the appointment of a Chairman and Vice Chairman for the Amenities Committee for the new municipal year.

### **362/18 ANNUAL APPOINTMENT OF CHAIRMAN OF THE AMENITIES COMMITTEE**

Cllr McElroy was re-elected unopposed as Chairman of the Amenities Committee for the new municipal year.

### **363/18 ANNUAL APPOINTMENT OF VICE CHAIRMAN OF THE AMENITIES COMMITTEE**

Cllr Toney was re-elected unopposed as Vice Chairman of the Amenities Committee for the new municipal year.

The Chairman welcomed everyone to the meeting and went through the usual points of protocol.

### **364/18 APOLOGIES AND REASONS FOR ABSENCE**

There were no apologies and reasons for absence.

### **365/18 PERSONAL AND/OR PREJUDICIAL INTERESTS**

Cllr McElroy declared a Personal Interest in regard to Agenda Items 10 and 11 due to his son being disabled.

Cllr Gale declared a Personal Interest in regard to Agenda Items 10 and 11 due to being disabled herself.

Cllr Gander declared a Personal Interest in regard to Agenda Item 15 as Group Leader of U3A and user of the Village Green Boules Piste.

### **366/18      PUBLIC QUESTION TIME**

There were no members of the public present.

Cllrs Gander and Moore did not wish to make any comments during public question time.

### **367/18      MINUTES OF THE AMENITIES MEETING HELD ON 19<sup>TH</sup> MARCH 2018**

The Minutes were accepted by the Committee as a true record of the Meeting held on 19<sup>th</sup> March 2018 and were duly signed by the Chairman.

### **368/18      MATTERS ARISING FROM THE MINUTES OF THE AMENITIES MEETING HELD ON 19<sup>TH</sup> MARCH 2018 & PREVIOUS PENDING MATTERS ARISING**

The Committee NOTED a Matters Arising report produced by the Assistant Clerk.

## **Amenities, 29<sup>th</sup> May 2018, Agenda Item 8**

### **Matters Arising from previous Minutes and not covered on this Agenda**

#### **Matters Arising from 17<sup>th</sup> July 2017**

**Minute 532/17 – WRG – Telescopic Posts** – Now the weather has improved, this is on the list for the Council's handyman to do. The new posts will replace the older ones and these will be stored away in the Council's garage as back up.

**Minute 536/17 – Trafalgar Planter** – At the last meeting, I was asked to follow this up. The Clerk has confirmed there has been no further feedback from Dart on sponsoring this planter despite several attempts at chasing and therefore it is advised to not pursue this further. It is worth noting Dart is not charging the Council a ground rent for the planter being sited on their forecourt whereas the previous occupants did charge the Council a small annual ground rent.

#### **Matters Arising from 20<sup>th</sup> November 2017**

**Minute 845/17 – New MUGA Lashmar Road** – ADC has put up some new signage on rules of use for the Skate Park and MUGA. There was an issue at the end of March with an area of surfacing raising up but this has been resolved by the contractor in May. The graphics should be sprayed on shortly.

It was suggested at the last meeting to tie-in the official opening of the MUGA and relocation of the Outdoor Table Tennis Table with the end of Festival procession. This is still pending when the MUGA surfacing is fully completed.

**Minute 847/17 – Outdoor Table Football Table** – This has now been sited in the north east corner of the village green and is being well used. There was some vandalism to the table early on but the Film Society sorted this out with the contractor and hopefully this has settled down now. Use of the table is being monitored for the first few months to check the table does not attract any anti-social behaviour from youngsters which will cause a nuisance to residents. This will be reviewed at the July Amenities meeting.

**Minute 848/17 – Wildflower Meadow Planting** – The meadow plantings for this year were carried out on Two Acres and the Village Green on 17<sup>th</sup> May with the help of the Festival Committee and SENCAT. One of the Village Green displays has been dedicated in memory of former Councillor and Amenities Chairman Anne Harberson who passed away last Summer. Donations have been received from ex Councillors who worked with Mrs Harberson towards this planting. A plaque will go up next to the meadow in her memory.

#### **Matters Arising from 19<sup>th</sup> March 2018**

**Minute 191/18 – Youth Shelter Lashmar Recreation Ground** – The impact of removing the youth shelter from the Lashmar Recreation Ground will be continually reviewed over the Summer months and brought back to Committee in September. So far, feedback has been very positive and it seems the anti-social group congregating at the youth shelter has now moved on.

**Minute 197/18 – Station Road Bus Stop** – The viewing slit has now been made in the northern side of the bus stop at the request of bus travellers. This enables them to easily see the approach of buses from inside the shelter when the weather is bad.

**Minute 198/18 – East Preston Pre-School** – We have been informed new fencing work around the pre-school will start half-term week (from 29<sup>th</sup> May).

**Minute 199/18 – Two Acres Fence** – A “**Watch List Document**” has been created with this item included which will serve as a reminder for councillors that these are things in the village which need recording for future reference and possible action/follow-up.

**Minute 200/18 – Outdoor Table Tennis Table** – I have spoken to Arun District Council about moving the table onto the tarmac surface near the MUGA. Although ADC does not have a problem with this in principle, it has voiced concern that it may be seen as a replacement youth shelter by some. ADC also said that in the interests of everyone’s safety and their indemnity, the moving would need to be carried out by workers fully insured to do so and inevitably there would be a charge. I am waiting for an update on this once the MUGA surfacing has been sprayed.

Minute 845/17 – New MUGA Lashmar Road – The Assistant Clerk confirmed the surfacing had been repaired and the graphics now done on the new MUGA. It was agreed it would not be feasible to do the MUGA opening after the festival procession and a separate opening ceremony should be arranged in conjunction with Arun District Council. A suggestion had also been made to tie-in some training, either by the contractor or ADC, on the various activities within the MUGA. It was hoped the moving of the outdoor table tennis table, to make it more accessible, could also be done and tied-in with this opening ceremony.

#### **369/18 VILLAGE GREEN CAR PARKING**

The Committee NOTED the Summer Parking Scheme for the car park was still being arranged, as signage and programming of the machine still needed to be done. The Assistant Clerk was working on this with One Parking.

Cllr Gander said she had been asked whether Blue Badge holders could park for free in normal bays in the car park if the Disabled Bay was taken. The Chairman confirmed this was acceptable providing the 3-hour parking limit was adhered to, in-line with the Blue Badge conditions of use.

The Committee NOTED the cost of solar lights for the car park had now reduced significantly as the existing posts in the car park could be used to mount the lights rather than installing new posts just for the lights. The revised price was £299.00 (plus VAT) for supply and fitting of three lights.

The Committee also NOTED the price for re-programming the machine to incorporate the Summer parking times was also currently being checked by One Parking, as the price quoted had increased significantly.

The Committee went on to consider a suggestion by a resident, to allow a trade vehicle which was blocking the sightline around the Manor Road and Willowhayne Crescent junctions, to park in the village green car park free of charge overnight to improve safety. The Committee agreed this would set a precedent for other vehicles to do the same and would be rewarding those parking inconsiderately. The Committee was unanimous in agreement that this suggestion was not a practical one. Parking in general around the village, especially at junctions was already being considered by the Council.

### **370/18      PUBLIC TOILETS – SEA ROAD REFURBISHMENT**

The Committee NOTED that contractors were still being very slow to return completed tenders for the Sea Road refurbishment work.

The Committee AGREED a revised tender deadline of the middle of June should be set and if sufficient tenders had still not been received, then the Chairman and Vice Chairman should sit down with Inspired Design to decide the best way forward.

A suggestion was made to invite contractors to choose whether they wanted to tender for just the building work rather than the specialist equipment as well, as it was felt this could be putting off some of the contractors from tendering. The Assistant Clerk said she would check with SALC whether this tendering process was acceptable within the local government guidelines.

The Committee agreed a disabled portaloo/s should be made available whilst the renovation work was being carried out.

### **371/18      SEA ROAD BEACH ACCESS**

Following the last Amenities meeting, the Council's legal adviser has now been instructed to look at protecting the Sea Road Beach Access area under the Marine and Coastal Act 2009 and the Council is waiting for a response from their legal adviser on progressing this.

The Committee asked the Assistant Clerk to obtain a timeline from their legal adviser for putting this into place.

The Committee went on to raise concern over the new fence which had been erected along the caravan park's boundary between the beach kiosk and the new gate and how it was encroaching onto beach land. The Committee asked for this to be looked into and land registry documents to be analysed.

### **372/18      PUBLIC TOILETS – SOUTH STRAND**

The Committee NOTED the future of the South Strand toilets, after the lease had terminated, was currently being dealt with under Full Council.

The Committee also NOTED some clearance work had been carried out by the Council's handyman, to remove Tamarisk trees off the toilet block roof. There was still a large trunk growing into the asphalt of the roof and this needed to be cut back by a tree surgeon. Since the main clearance work had been carried out, a resident living in the property behind the toilet block came forward claiming this was his land and the Council had cut down his trees. Whilst he was happy for the Council to have done this, he was not happy that the cuttings had been left in the ditch behind the toilet block and asked for them to be removed. The Council said if the land

belonged to him, then it should be his responsibility to clear the vegetation and pay for the remaining Tamarisk work to cut the trunk off the toilet roof. The resident has since said his boundary was only up to the path and so the area in question was “no man’s land” and formally requested the cuttings were removed as soon as possible. The resident has been asked for a copy of his deeds but has refused to provide a copy to the Council.

**The Committee considered this and felt the Tamarisk trunk growing into the toilet roof should be cut down to below-roof level and any damage assessed. Members agreed the cuttings should be left in the ditch as they would break down and would, in the meantime, provide a haven for wildlife and hedgehogs. In the meantime the Assistant Clerk would obtain land registry documents for this area of land.**

The Committee went on to consider a report by ADC Cleansing that the South Strand toilet doors were difficult to lock up due to the deteriorating condition of the external wooden door frames. The Committee was shown various photographs of the rotting frames. The Council’s handyman had been approached about replacing these but it was agreed the job was more specialist and needed a carpenter or builder to carry out the work.

**The Assistant Clerk said she would obtain some quotes for the work and would email them round for approval.**

### **373/18     FLOWER PLANTING CONTRACT**

The Committee NOTED the two year extension to the Flower Planting Contract with Ferring Nurseries was coming to an end on 31<sup>st</sup> March 2019.

The Committee was asked to consider two options: 1. To further extend the contract for a period up to three years or 2. Re-tender for the Flower Planting Contract for a longer period, more in-line with the Council’s other agreements and contracts.

The Committee agreed that although Ferring Nurseries had always provided a high standard flower planting scheme for the village, which was deemed very good value for money, it would be healthy to re-tender again in the near future. However, members acknowledged the Sea Road toilet refurbishment project was creating a heavier workload for the parish office and agreed a further one year extension for 2019/20 should be offered to Ferring Nurseries at the right price and then re-tendering should take place in January 2019, ready for budget setting for 2020/21. The Committee agreed the next Flower Planting Contract should be for a new five year period.

### **374/18     VILLAGE GREEN GATE & MATTING**

This item was deferred at the last meeting due to lack of quotations.

Five quotations had now been received for a new gate for the Village Green and these included prices for both softwood and hardwood options. The Committee agreed the hardwood option would be preferable due to its longevity, although the price was higher. There were still a few areas which needed clarification within some of the quotes so the Committee rated the contractors in order of preference based on price, product and availability to do the work. The Assistant Clerk was asked to clarify the points discussed and email round to members for final selection of a contractor.

Cllr Linton raised concern about the work being done in time for the Food and Drink Festival at the end of August and was assured the new gate with wider access would be in place. She asked for this to be finished by the end of July and the Committee said it would do its best to achieve this.

The Assistant Clerk explained she had tried to combine the new grass matting with the gate work but only one contractor had provided a quote for the matting and this did not detail the type of matting to be used. She had also obtained a separate price for Perfo grass tiles which had been recommended to the council and had also been used locally. These could be put in by a contractor who works for Worthing BC and the price quoted for the matting and installation was £1,111.20 + VAT. The Committee AGREED to go ahead with the quotation for the Perfo tiles, given the quality and competitive price. There would be no need to excavate the area, installation could be done with a roller and compactor.

### **375/18 VILLAGE GREEN USE**

The Committee considered a complaint by a resident about the anti social and disruptive playing of ball games on the Village Green. At times there were groups in excess of 30 youngsters playing football on the green which had caused damage to neighbouring fencing and this was excluding other users of the green. Some members of the groups were also abusive when approached.

Cllr Gander explained she belonged to one of the groups playing on the Boules Piste and the youngsters often played with balls on the piste, damaging the surface for the Boules players. She also said dog fouling had become a particular problem again on the Village Green and was concerned for the young children playing on the grass, as well as the mess it caused for those treading in it. Cllr Gander acknowledged there was a dog bin and bags provided for those forgetting their dog bags but it still proved a problem. She said she had been to Scotland recently and they had quirky and fun signage to deter dog fouling, which she suggested could be used in East Preston to get the message across.

The Committee considered the ongoing problems on the Village Green and acknowledged this was not the first time these problems had arisen.

Members AGREED that given the issues over ball games, the only solution regrettably was to ban all ball games on the green. Appropriate signage would be put up in due course.

The Committee also AGREED to look into better signage to warn against dog fouling. A suggestion was also made to invest in some stencils to use with the fluorescent sprays saying “Clean it up” and put up some “watching eyes” signs.

*Cllr Gander left the meeting.*

### **376/18 FINGERPOST REFURBISHMENT (NORTHERN SHOPS)**

The Committee considered a request to refurbish the small fingerpost outside Dizzys at the northern shops.

A quotation had been received from Ralph Restorations for £470.00+VAT. A competitive price had been received from Ralph Restorations for a previous fingerpost refurbishment and as it was a specialist area, it was agreed to appoint a specialist to carry out the work rather than the Council’s Handyman.

The Committee AGREED to ACCEPT the quotation from Ralph Restorations and to go ahead and refurbish the fingerpost as soon as possible.

### **377/18     TRIBUTE TO COUNCILLOR TESTER**

Following the recent death of Cllr Hazel Tester, the Committee had been asked by the Council to think of a fitting tribute for the village in her memory.

A suggestion had been made for a new bench to be dedicated in her memory. The Chairman explained the Committee had already agreed that any new benches for the village would be made from recycled plastic rather than wood, as the plastic is more durable and would require little or no maintenance, apart from maybe cleaning in future years.

The Committee AGREED a memorial bench in memory of Cllr Tester would be a fitting tribute.

### **378/18     MEMORIAL BENCHES**

The Committee considered a request by a resident's son to place a memorial plaque on the bench outside his late mother's house in North Lane. The bench had been donated to the village by the Film Society but a discussion had already taken place with the Film Society and it was happy for a plaque to be put on the bench.

The Committee AGREED it was happy for the resident to have a plaque in memory of his mother placed on the bench in North Lane.

A request to site a memorial bench had been received from Mr Stobbe in memory of his late nan. His preferred site was on the beach looking out to sea.

The Committee AGREED that as long as the bench was made from recycled plastic, which would minimise ongoing maintenance costs, it was happy for a bench to be sited. The Committee considered a suitable site would be on the beach at Sea Road, just around the corner from the decked area. The Council would need to check any necessary permissions on this site.

The Assistant Clerk had made a personal request to donate a new bench in memory of the late Mrs Anne Harberson (former Councillor and Amenities Chairman) who passed away at the end of last Summer.

The Committee considered this request and agreed a new bench outside the Parish Office could replace the old bench and commemorate both Cllr Tester and Mrs Harberson. Suggestions of an extra long bench or a corner bench were made and members agreed a corner bench would be their preferred option. The Assistant Clerk said she would look into this.

### **379/18     MUGA TRAINING**

This item had already been discussed under Minute 368/18 – Matters Arising.

### **380/18     TREE MATTERS**

The Committee NOTED the Fig tree in the Village Hall car park was starting to grow back, despite earlier concerns from residents it had been destroyed by the harsh pruning carried out last year.

There were no other tree matters to discuss.

**381/18      2017/18 BUDGET**

The Committee NOTED end of year Income and Expenditure for both the Amenities Committee and Warren Recreation Ground Trust.

**382/18      CORRESPONDENCE RECEIVED**

The Committee NOTED correspondence from Pete Buckland of Phys Personal Training in Willowhayne Crescent. The Chairman and Vice Chairman had met with Mr Buckland prior to the Amenities Meeting and had explained they had already turned down similar requests to use the Village Green for fitness training/classes. They put him in contact with Arun District Council over possible use of Lashmar Recreation Ground.

**383/18      URGENT MATTER ARISING (FOR INFORMATION ONLY)**

There were no urgent matters arising.

**384/18      ITEMS TO BE REFERRED TO THE NEXT AMENITIES MEETING**

There were no items to be referred to the next meeting, apart from the ongoing projects.

**The meeting concluded at 20:50hrs.**

Chairman: ..... Date: .....