



# EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

01903 770050

<http://eastpreston.arun.gov.uk/>

Email: [eparishcouncil@btconnect.com](mailto:eparishcouncil@btconnect.com)

**MINUTES:** of the Proceedings of the Annual Meeting of East Preston Parish Council held on Monday, 14<sup>th</sup> May 2018 at the East Preston Infant School, Lashmar Road, East Preston

**PRESENT:** Councillors Lisa Duff, Barbara Gale, Pat Gander, Elizabeth Linton, Glyn Mathias, Rick McElroy, David Moore, Danny Shah, Steve Toney (Chairman) and Steve Wilkinson

**ALSO:** Clerk to the Council, Simon Cross

County Councillor Roger Elkins (until 20:24)

District Councillors Ricky Bower and Terry Chapman (both until 20:24)

Mr S Hill, East Preston Infant School (until 19:45)

Four members of the public

**ABSENT:** Councillor Christine Bowman

\* \* \* \* \*

The meeting opened at 19:02. Following the resignation of Cllr Duijf on 30<sup>th</sup> April, the council stood at eleven members.

## **306/18 INTRODUCTIONS**

Cllr Toney welcomed those present, led a round of introductions and explained some items of meeting protocol.

## **307/18 APPOINTMENT OF A CHAIRMAN FOR THE MUNICIPAL YEAR 2018/19**

The following paper was circulated in advance of the meeting:

### **Annual appointment of the Chairman of the Council**

There is one candidate for the role of Chairman of the Council for the new council year – Cllr Toney. This will be his first full year in the post.

Cllr Toney will be given three minutes to address the council as to why he believes he should be elected to the post.

To be successful Cllr Toney will need to receive an absolute majority of the votes available.

Council's Standing Order 2f states, "The Chairman of the Council shall be elected annually for a maximum single term of three years. By agreement with the Council, it is possible for the Chairman to extend their term in yearly increments should no other councillor wish to stand, with no single term to exceed a maximum of four years from initial election."

Cllr Duff has volunteered to be a teller alongside me for both elections this evening.

**Council is asked to appoint Cllr Duff a teller alongside the Clerk for the election of both the Chairman of the Council and the Vice-Chairman of the Council.**

**Council is asked to appoint a Chairman of the Council for the coming municipal year.**

Simon Cross – **Clerk to the Council**

2<sup>nd</sup> May 2018

Cllr Toney explained to the meeting why he felt he should be Chairman of the Council.

**1199** The Council **RESOLVED** unanimously Cllr Duff should act as the second Teller, alongside the Clerk, for this evening's elections.

**1200** The Council **RESOLVED** unanimously Cllr Toney should be Chairman for the 2018/19 council year.

Cllr Toney completed a Declaration of Acceptance of Office form in the presence of the Clerk.

### **308/18 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Toney completed a Declaration of Acceptance of Office form, and this was countersigned by the Clerk.

### **309/18 APPOINTMENT OF A VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2018/19**

The following paper was circulated in advance of the meeting:

## **Annual appointment of the Vice-Chairman of the Council**

There are two candidates for the role of Vice-Chairman of the Council for the new council year - Cllrs Linton and McElroy. This will be their first year in the post.

Each will be given three minutes to address the council as to why they believe they should be elected to the post.

For either candidate to be successful they will need to receive an absolute majority of the votes available, not just the most votes.

**Council is asked to appoint a Vice-Chairman of the Council for the coming municipal year.**

Simon Cross – **Clerk to the Council**

2<sup>nd</sup> May 2018

Cllrs Linton and McElroy left the room and returned one at a time to address the council on why they believed they should be elected Vice-Chairman for the year.

All councillors voted and Cllr Duff and the Clerk left the room to count the votes. Upon their return, the Clerk announced the result:

**1201** The Council **RESOLVED** Cllr Linton should be Vice-Chairman for the 2018/19 council year.

### **310/18 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Linton completed a Declaration of Acceptance of Office form, and this was countersigned by the Clerk.

### **311/18 APOLOGIES FOR ABSENCE**

An apology and a reason for absence were accepted from Cllr Bowman (away).

Apologies were also received from Mrs Amoo and Mrs Wallace.

### **312/18 DECLARATION OF INTERESTS**

No declarations were made.

### **313/18 PUBLIC SESSION**

(Items below marked **No Agenda Item** are raised at the discretion of the Chairman.)

**Agenda Items 11 – Arun District Council and 15a – Amenities Committee** – ██████ expressed his concern over the closure of the South Strand toilet block. He and his wife are dog-walkers and frequently walk past the toilet block and see how well-used it is by other dog walkers and people just out for a stroll. He and his wife are dismayed about the closure. They understand the issue of the toilet block being outside of the East Preston Parish area but feel it is only right East Preston Parish Council has managed the toilets for the past twenty-four years as they believe the majority of users are from East Preston. ██████ asked what public consultation had taken place and what were the chances of having the decision overturned? ██████ would like to see a dialogue between East Preston Parish Council and Arun District Council.

█████ added she had written to all three Arun District Councillors for East Preston & Kingston whose replies all said it was down to East Preston Parish Council. ██████ referred to an Arun District Council statement posted on its website on 17<sup>th</sup> December 2017 which provides details of Arun's future public toilet provision but makes no mention of South Strand toilets. ██████ reiterated her husband's comment about the number of people who walk between Littlehampton and Ferring for whom the toilet block is a vital resource. ██████ also mentioned East Preston Infant School runs a Beach School much of the year which is made possible by easy access to the public toilets. ██████ said Ferring Parish Council had some agreement in place with Arun to share the expenditure on the toilet block by The Bluebird Café.

**Agenda Items 11 – Arun District Council and 15a – Amenities Committee** – ██████ introduced himself as the School Business Manager for East Preston Infant School. ██████ confirmed his school's Beach School programme would have to cease if there was no public toilet provision in that area. It is not possible for Infant School age children to be taken to the nearest pub or business, neither of which is close enough anyway.

**Agenda Items 11 – Arun District Council and 12 – West Sussex County Council** – ██████ congratulated Cllrs Toney and Linton on their appointments and joked she was not sure whether she should also be commiserating with them. ██████ continued by asking whether there was any movement on the fingerpost Angmering Parish Council had installed on the northern side of the Roundstone Level Crossing last July.

█████ asked County Cllr Elkins if he had any news on implementing parking restrictions at the eastern end of Old Worthing Road.

█████ asked the Arun District Councillors present if they could have a word with ADC's contractors concerning the state of the St Mary the Virgin churchyard grass-cutting. ██████ was aware of some family members bringing their own tools with them to keep the area around their loved ones' graves clear.

█████ asked County Cllr Elkins to explain why the stretch of North Lane and Sea Road between the junctions with Lashmar Road and Vermont Drive were not resurfaced whilst Fairlands and the eastern part of The Street had been. The need for resurfacing the named stretch was much greater than where resurfacing had been carried out as it was the main road in and out of much of the village and was a well-used bus route too.

█████ suggested a couple of projects should the Parish Council be looking for any. Firstly, it could work with WSCC to remove the "carbuncles" from the paved areas at the northern end of the service road outside One Stop and also the corresponding northern end of the service road paved area heading south from the middle entry point.

The second project suggested by ██████ would be the adoption of the bank on North Lane, between the junction with Lashmar Road and the entrance to Public Right of Way 2014, Parson's Path.

### **314/18 COUNCILLOR RESPONSES**

**Agenda Items 11 – Arun District Council and 15a – Amenities Committee** – As Chairman of the Amenities Committee, Cllr McElroy confirmed East Preston Parish Council had agreed not to renew the lease with Arun District Council on the

toilet block. If, subsequently, Arun District Council decided to close the facility that was Arun's decision to make. This council's initial decision had been taken in September 2015 and a further decision taken to run the lease until its expiry on 31<sup>st</sup> March 2019 was taken in October 2016 following ADC's lack of response to this council's approach to hand the toilets back before the end of the lease.

The Chairman added this council had unsuccessfully spoken to Kingston Parish Council previously about it taking on the lease but one further meeting would be worth attempting.

Cllr Shah suggested the council could investigate partnership-working with groups such as the East Preston Business Community, the beach hut owners, other councils in order to keep the South Strand toilet block open.

### **315/18 WEST SUSSEX COUNTY COUNCIL (WSCC)**

County Cllr Elkins congratulated Cllrs Toney and Linton on their appointments.

He continued by referring to the parking problems in Old Worthing Road. He had helped this council with a good article in its Spring 2018 Newsletter on how residents should go about getting a Traffic Regulation Order (TRO) implemented. [REDACTED] would need to follow the advice in the newsletter article in order to progress her concerns about Old Worthing Road. The first step was the collection of local support and this almost certainly meant some kind of survey or petition. The support should show the problem is not being moved somewhere else. Only a very small number of TROs are implemented in Arun in any year. All proposals need County Councillor support and once the County Councillor has moved the proposal forward, WSCC scored the proposals and prioritised them. Cllr Elkins suggested, where possible, TROs were combined as that sometimes made them simpler to implement.

Referring to the resurfacing of Fairlands and part of The Street ahead of other areas deemed more serious, Cllr Elkins said he had recently inspected the area with a senior WSCC Highways Officer. Residents needed to understand surface dressing such as recently happened in Fairlands and The Street was to prevent further damage. Whole resurfacing projects such as mentioned for North Lane and Sea Road were more expensive and sometimes attention to smaller roads prevented those smaller road needing much greater works which could in turn deflect attention from other projects. WSCC was currently negotiating a new Highways Maintenance contract which may see some alterations to lead times.

WSCC was supporting Dementia Awareness week, 21<sup>st</sup> to 27<sup>th</sup> May. Cllr Elkins was aware of an event taking place at the Civic Centre in Littlehampton on 24<sup>th</sup> May.

The Highways England public consultation on changes to the A27 has finished and work will start in 2020 on the Arundel bypass. Councillors were recommended to look at the Highways England website as there was a very good animated film clip showing the route.

Cllr Elkins reminded those present the WSCC bus survey would end on 6<sup>th</sup> June. This was an opportunity to try and influence how best WSCC spent its bus budget.

In 2017, WSCC repaired 14,000 potholes. In the first four months of 2018, WSCC has repaired 8,500 potholes thanks to a £1.5m grant from the Department for Transport. WSCC currently had 15 crews out each day, repairing an average of 250 potholes between them. An addition roving crew was about to come on-stream. Cllr Elkins asked those present to keep on reporting potholes, preferably via the LoveWestSussex app.

Every two years, WSCC undertook a survey of What matters to you?. The survey was currently open again. This survey sought public opinion on how WSCC spent an annual £500m on services.

Leader of WSCC, Cllr Louise Goldsmith, would be hosting an Ask The Leader event on 22<sup>nd</sup> May.

The cycle path works on the A259 around Climping were coming to an end.

( [REDACTED] and Mr Hill left the meeting at this point.)

Cllr Elkins concluded by complimenting the council on an excellent newsletter.

### **316/18 ARUN DISTRICT COUNCIL (ADC)**

District Cllr Bower updated the meeting on the progress of the Inspector's comments on the draft Local Plan. The comments were now expected in June and in order to adopt the Local Plan before the summer break, the comments would go straight to a special Full Council meeting in July.

Cllr Bower lamented the ADC Development Control Committee's decision to allow a retail outlet on the north side of the A259, immediately to the west of the Rustington Golf Centre. DCC had also approved two Applications for Marks & Spencer and a pub to be built on land by Brook Lane between the A259 and the railway line. In this instance, DCC had gone against the Planning Officer's recommendation as the development was believed to provide a boon to the local economy.

Referring to the Old Worthing Road, Cllr Bower suggested the Clerk ask for some accident figures on that stretch of road. Those may bolster any request for parking restrictions as per [REDACTED]'s earlier comments.

District Cllr Chapman replied to [REDACTED] on the matter of maintenance at the churchyard. Part of the problem was the grass-cutting contract did not include removal of the arisings and these gathered in certain areas, depending upon the weather, and made the churchyard look untidy. Furthermore, there were many obstacles to using a mower in the churchyard for a variety of reasons and this did not help the situation. The contract is only for around the graves, not the top of graves themselves – that responsibility lies with the family. Cllr Chapman agreed he would feed [REDACTED]'s comments back to the Parks department which was responsible for this churchyard which was officially closed in 2012 at which time responsibility for its maintenance was legally transferred from East Preston Parish Council to ADC.

ADC had undertaken a project to digitally capture all information about its churchyards and the output from this would be available online later this year. Hearing this, [REDACTED] mentioned the new vicar of St Mary the Virgin, Reverend Andrew Perry had gathered together a team of volunteers to help him map the churchyard including [REDACTED] herself and the Clerk to the Council, Mr Cross.

Cllr Chapman said he hoped the Parish Council would be represented at the WSCC Joint Eastern Arun Area Committee (JEAAC) Highways and Transport (H&T) sub-group meeting on 17<sup>th</sup> May as the once-promised westbound slip-road from the A259 into Old Worthing Road was on the Agenda again. Cllrs Chapman and Bower had confirmed there was no developer money available to help with the costs of this slip-road. Cllr Chapman referred to the strength of feeling present at the meeting the Clerk had organised on behalf of WSCC Project Manager, Tony Bathmaker. Cllr Chapman had asked for a meeting with Cllr Bob Lanzer, WSCC cabinet member for Highways. If the current proposal went ahead, the parking situation in Old Worthing Road would be resolved as a pedestrian crossing is scheduled to be located and the requisite zigzag lines would prevent parking in that particular area.

Cllr Chapman also hoped the parish would support an ADC proposal at the JEAAC H&T meeting on Thursday for ADC to be a formal attendee at H&T meetings.

Cllr Chapman reminded those present ADC also had no statutory obligation to provide public toilets. The block would be expensive for ADC to bring up to scratch and there was no money in the budget for such works. He accepted EPPC also could not afford to spend that money on the toilet block. For the school to continue to use the toilet block some money would have to be spent on safeguarding measures too. Cllr Bower interjected there was no common toilet policy across the whole District with regard to how the District Council interacted with town and parish councils on provision of public toilets.

Cllr McElroy said this council had chosen not to renew the lease on the South Strand toilet block so it could concentrate its efforts on uplifting the Sea Road toilet block, a project which was already underway. Cllr Shah said it would be good to know whether or not ADC would be willing to transfer the asset when the current lease expires. Cllr Wilkinson believed the Angmering-on-Sea Estate Residents' Association might be willing to contribute annually to the running costs of the toilet block.

Cllr Elkins said there was a financial arrangement in place between Ferring Parish Council and ADC which included an annual contribution from FPC towards the running costs and an agreement FPC would contribute an unspecified amount to any future improvements to the block.

Cllr Mathias questioned the grass-cutting contractor's methods as, in November 2009, this council bought a mower for St Mary the Virgin church which had been used successfully.

(Cllrs Bower, Chapman and Elkins and [REDACTED] left the meeting at the conclusion of this item.)

### **317/18 MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> APRIL 2018**

The draft Minutes had been circulated on 10<sup>th</sup> April asking for comments by 17<sup>th</sup> April. The Clerk thanked Cllrs Moore and Gander for having pointed out typographical errors which had subsequently been corrected.

**1202** The Council **RESOLVED** the Chairman could sign the Minutes as a true record of the meeting that took place on 9<sup>th</sup> April.



This action was completed.

### **318/18 UPDATE ON MATTERS IN THE MINUTES OF PREVIOUS MEETINGS**

Council NOTED the following report, which had been circulated in advance of the meeting, without comment:

## **Monthly Update Report**

- 1. Introduction**
- 2. Minute 258/18 – Appointment of a Chairman for the remainder of the municipal year 2017/18**
- 3. Minute 261/18 – Public Session – East Preston Library**

### **1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 9<sup>th</sup> April 2018.

### **2. Minute 258/18 – Appointment of a Chairman for the remainder of the municipal year 2017/18**

Cllr Toney completed his Declaration of Acceptance of Office form on 10<sup>th</sup> April.

### **3. Minute 261/18 – Public Session – East Preston Library**

I have asked Mrs Davey for a breakdown of the visitor figures as requested but have had no reply at the time of writing.

Simon Cross – **Clerk to the Council**

4<sup>th</sup> May 2018

### **319/18 FINANCIAL MATTERS**

The Accounts for April 2018 had been distributed to Members in advance of the meeting.

- 1203** The council **RESOLVED** unanimously to approve the outstanding Purchase Orders report for 2018/19, value £25,784.01 (excl. VAT).
- 1204** The council **RESOLVED** unanimously to approve the Supplier Non BACS Invoices Paid report for April 2018, totalling £5,503.30 (incl. VAT).
- 1205** The council **RESOLVED** unanimously to approve the Supplier BACS Invoices Paid report for April 2018 totalling £14,263.01 (incl. VAT).
- 1206** The council **RESOLVED** unanimously to approve the List of Sales Receipts & Bank Receipts by Bank report, showing £129,980.07 net for the financial year ending 31<sup>st</sup> March 2019.

The council NOTED the paper Bank Reconciliation to 13<sup>th</sup> April 2018.

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

## **Financial Matters – budget summary to date**

Please note there will be no budget summary sheets to note at this meeting. Tracy is currently completing the financial reports for the year-ending 31<sup>st</sup> March 2018 and these will be presented to the June meeting. There have been too few transactions for any reports for the year-ending 31<sup>st</sup> March 2019.

Simon Cross – **Clerk to the Council**

2<sup>nd</sup> May 2018

### **320/18 REPORTS FROM PARISH COUNCIL COMMITTEES**

The council NOTED the following reports which had been circulated in advance of the meeting:

#### **Committees**

Since the last meeting, the following committee meetings have taken place: Planning & Licensing Committee on 23<sup>rd</sup> April and 8<sup>th</sup> May.

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

Simon Cross – **Clerk to the Council**

8<sup>th</sup> May 2018

#### **Community Engagement Committee – library clean**

This event will take place on Sunday, 20<sup>th</sup> May. A small number of community volunteers has been approached to help out. There will be two sessions and councillors have already informed me of which sessions they will attend. Councillors are asked to discuss this further at the end of this evening's meeting.

Simon Cross – **Clerk to the Council**

14<sup>th</sup> May 2018

#### **Community Engagement Committee – Annual Parish Meeting**

The council usually provides a few nibbles and a drink at the end of the Annual Parish Meeting. Please could I have some volunteers willing to (help) organise this. Thanks.

Simon Cross – **Clerk to the Council**

14<sup>th</sup> May 2018

## Planning & Licensing Committee

The committee met on 23<sup>rd</sup> April (†) and 8<sup>th</sup> May (~). The draft Minutes from the meetings have been circulated.

Planning Applications considered were:

EP/40/18/T †	Removal of two lower branches to the west side of 1 No Quercus Ilex, Preston Hall, The Street	Committee agreed to stand by the view of the ADC arboriculturist
EP/42/18/HH ~	Proposed new two storey side extension and single storey rear extension – Mariners, South Strand	Committee agreed not to object
EP/43/18/A †	External illumination to shop front fascia at <i>Grub and gumption</i> , Sea Road	Committee agreed not to object
EP/48/18/HH †	Loft conversion and dormers, 5 The Plantation	Committee agreed to object as the proposed roof alterations are still inappropriate on this particular site
EP/51/18/HH ~	Single storey rear extension, 34 Roundstone Crescent	Committee agreed not to object
EP/52/18/PL ~	Demolition of existing dwelling and erection of 7 No. residential dwellings... Scorton, Lime Tree Close	Committee agreed to object on the grounds of overdevelopment and the proposal being contrary to the East Preston Neighbourhood Plan in the height of the buildings proposed on the eastern side of the site
EP/58/18/HH ~	Front/rear extensions, raising height of existing roof... 45 Angmering Lane	Committee agreed not to object

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

Simon Cross – **Clerk to the Council**

3<sup>rd</sup> May 2018

## Planning & Licensing Committee

The committee meeting scheduled for 10am on Tuesday, 29<sup>th</sup> May has been rescheduled to 6pm on the same day. The meeting will be at the Infant School.

Councillors will already be aware of the article included in the e-newsletter to residents concerning keeping abreast Planning Applications. This has led to a small amount of negative correspondence which will be considered by the Planning & Licensing Committee at the above meeting.

Simon Cross – **Clerk to the Council**

14<sup>th</sup> May 2018

The Clerk asked members of the Finance & General Purposes Committee to try and call into the Council Office before the meeting scheduled for 21<sup>st</sup> May as there were fourteen Grant Aid applications they needed to read through.

### **321/18 REPORTS FROM PARISH COUNCIL WORKING PARTIES**

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



## **Working Parties**

The Leases Working Party met the council's solicitor on 18<sup>th</sup> April with reference to the new lease to the Angmering-on-Sea Lawn Tennis Club. The meeting was useful but the working party remains concerned about the lack of punctuation in some clauses, possibly leading to future confusion. This has been referred back to the solicitor and we await his further response.

Simon Cross – **Clerk to the Council**

1<sup>st</sup> May 2018

Cllr Linton confirmed preparations for the Food & Drink Festival were progressing nicely. Cllr Mathias said the Leases Working Party was hoping the latest version of the new lease to Angmering-on-Sea Lawn Tennis Club was going to be the definitive version which could be signed. Cllr Wilkinson said the Website Working Party was hoping for a meeting with the web designer and the Clerk was pursuing this.

### **322/18 CLERK'S REPORT**

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

# Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Funeral of Peter Field, 4<sup>th</sup> April**
5. **Funeral of Hazel Tester, 6<sup>th</sup> April**
6. **East Preston Beach Clean No. 11, 8<sup>th</sup> April**
7. **Meeting about the A259 slip-road into East Preston, 20<sup>th</sup> April**
8. **East Preston Business Community Business Breakfast, 1<sup>st</sup> May**
9. **St Barnabas House Hospice Outreach Project (HOP) visit, 1<sup>st</sup> May**
10. **ADC Planning Briefing, 3<sup>rd</sup> May**
11. **Correspondence re Golden Avenue**
12. **Correspondence re the southern end of Sea Road**
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 April and the beginning of May 2018, and covers matters that may not arise elsewhere on the agenda.

## 2. Police matters

On 13<sup>th</sup> April, the table-football table which had been installed on the Village Green only ten days earlier was "vandalised" by having a player removed and the Peter Field memorial plaques detached and clumsily re-attached. This was likely not just mindless vandalism but something with a bit more thought behind it – to remove a player would require an Allen key and a bit of time if not also a collaborator. Paul Amoo of the East Preston Film Society ordered a replacement player who was transferred from Liverpool within a week.

(Talking of the table-football table, the council received a query about the selling of table-football footballs by Seaview Stores. For the record, the footballs are sold by Seaview Stores purely because it is the most local shop with the longest opening hours. Seaview Stores takes no money from the sale of the footballs, all money taken is given back to the Film Society for other projects around the village.)

PCSO Hannah Pipkin called in to the office to advise us she had returned from maternity leave and was ready to work in East Preston when time allowed. Later the same day I received an email from a resident containing a photograph of a car which had tried to squeeze between the two lanes of traffic in Old Worthing Road just north of the level crossing, this being single carriageway. I passed this over to PCSO Pipkin, just to ask if Sussex Police would get involved at all, and within 48 hours received the following reply: "Thanks for this. I have attended the address of the registered owner of this vehicle. Words of advice given." The member of the public who reported this, on learning the above, emailed: "Thanks for the emails. Let's hope it stops them doing it again."

In the early hours of 3<sup>rd</sup> May, two stones were thrown through one of the windows at Cooper-Adams. We had no involvement with Sussex Police on this of course, but we did publicise this through the council's Facebook page, likewise reports of a man claiming to be a collector for a leading charity but found to be trying to get into people's back gardens on 4<sup>th</sup> May.

## 3. Freedom of Information / Data Protection requests

No new requests received this month.

#### **4. Funeral of Peter Field, 4<sup>th</sup> April**

On behalf of the council, I attended the funeral of Peter Field at St Mary the Virgin Church. Almost everyone will know Peter Field worked in Hedger's Newsagents for sixty years from the age of 12 onwards. Past councillors at the service included Dorothy Lee, Philip Sherwin, Ian Parker, Judith Akhurst and Celeste Amoo. Peter's funeral even made the news on South Today that evening.

#### **5. Funeral of Hazel Tester, 6<sup>th</sup> April**

All current councillors, with the exception of Cllr Barber who was unavailable, and all current office staff, with the exception of Mrs Roberts who was also unavailable, attended the funeral of our late colleague, Hazel Tester. This was held at Worthing Crematorium. Former councillors present included Peter Vincent, Fiona MacLeod, Celeste Amoo and Mike Taggart.

Both of the above funerals were very well-attended.

#### **6. East Preston Beach Clean No. 11, 8<sup>th</sup> April**

For the first time, the weather was truly against us for this Beach Clean. That said, thirty-seven hardy locals turned out together with Cllrs Duff, Gander, Linton, Shah and Toney and spent up to an hour and half picking up litter from our beach. No major mystery finds today though. Participants ranged from the very young to the not-quite-so-very-young and included first-timers as well as several familiar faces. A worthwhile amount of litter was collected.

On Thursday, 5<sup>th</sup> April, two horses had visited the beach in the morning and had evidently both fouled above the high water mark. The council posted about this on its Facebook page as whilst it may not be possible for a horse owner to pick up after their horses there and then, there is nothing to stop them coming back later and clearing up. This led to a torrent of abuse from, presumably, horse owners who see no problem with leaving their horses' waste for other people to clear on the grounds it is natural, non-toxic and will biodegrade.



#### **7. Meeting about the A259 slip-road into East Preston, 20<sup>th</sup> April**

Cllrs Toney, Linton and I attended a meeting I had organised in conjunction with WSCC's Tony Bathmaker, Project Manager for the A259 improvement works. Angmering Parish Council was represented by its Chairman, John Oldfield, Ferring Parish Council by its Chairman, Carole Robertson, Kingston Parish Council by its Chairman and Vice-Chairman, Geraldine Walker and Roger Wetherell respectively. District Cllr Bower kindly chaired the meeting and Cllr Chapman was also there as a District representative. County Cllrs Roger Elkins and James Walsh were invited but both apologised for being unable to attend.

The meeting took place at the East Preston Infant School, and our thanks to Headteacher Mrs New for sorting that for us.



Tony Bathmaker explained the slip-road off the westbound carriageway of the A259 at the junction with the A280, had mainly been included in general drawings following the public consultation exercise from the beginning of 2016. Once more detailed plans were drawn up, it became clear the proposed slip-road was far too short to meet national safety standards and to meet those standards would require compulsory purchase of more farmland and there just was not the money available to do so, when the benefits as recognised by the external consultants were so few. The slip-road would need to be 70m, was currently only 17m in the plans and would cost upwards of £500,000. Tony was further concerned about the provision of safe crossing space for pedestrians and cyclists wanting to cross the top end of Old Worthing Road.

District Cllr Bower reminded the meeting he had long believed Old Worthing Road should be one-way westbound and Roundstone Lane one-way northbound.

Tony advised there was a budget of £15m for the A259 improvements which included a 10% contingency which he predicted safely would be used once work has started and other anomalies are discovered.

The feeling from the Parish and District Council reps at the meeting was the slip-road would need to be built in 10 years time at which time the expenditure would have grown exponentially and a second round of disruption would not sit well with residents, taxpayers contributing financially to this work. Improvements in infrastructure in the area were not keeping pace with increases in housing numbers and everyone was suffering as a result.

Cllr Bower believed the Railplan2020 improvements to local train services would mean more frequent and longer trains passing through the Roundstone Level Crossing leading in turn to longer waits for drivers on both sides of the crossing – longer waits, increased frustration. There has also been the recent expansion to both East Preston schools which Cllr Bower, and others, fully expected to lead to increased traffic volumes between East Preston and Angmering.

There would be further pressure on the roundabout with the completion of the new Audi garage.

In response to the suggestion of a “hamburger roundabout” at the junction with traffic signals and A259 going through the middle of the roundabout, Tony said this had been considered but would require a significantly larger roundabout than currently and this would increase the amount of land needed.

Cllr Oldfield said that Angmering Parish Council was hopeful that an additional Primary School would be built in the South of Angmering north of the A259 and this was being actively pursued. He also said that a current Rydon planning application on land north of Water Lane included the provision of a Roundabout at the junction of Water Lane and the A280. Tony said that he did not believe that a Roundabout here would be supported by WSCC.

Cllr Walker reminded the meeting the most recent WSCC Joint Eastern Arun Area Committee meeting had been unanimously in support of constructing the slip-road without delay.

Cllr Wetherell asked whether a third lane would be a viable alternative as has been created to the west of Sainsbury’s in Rustington. Tony replied he believed that had been paid for by the relevant developer and there was no equivalent developer in this instance.

District Cllr Bower asked the parish councils to give some consideration to whether or not they could contribute towards the costs of the slip-road.

It was suggested Tony look at the traffic intensity tool on Google maps as this would show how often the area is congested. Tony said he had visited the site on a number of occasions at a number of different times of day and had been lucky enough never to see the congestion there. Tony suggested the parish councils might like to invest in a traffic survey of their own providing data with which to support their arguments with WSCC. Tony agreed to see whether WSCC had a camera van that could be used. Following the meeting, I contacted the Managing Director of the company which carried out the Roundstone Level Crossing consultation for us and put him in touch with Tony for some plans he needed before he could give us a price for this traffic survey.

Tony suggested the way forward from this meeting was for the issues to be raised with the WSCC Cabinet Member for Highways, Cllr Bob Lanzer. Time was critical as Tony wanted to publish a Compulsory Purchase Order notice in May and did not want to have to amend an order once published as that could give rise to procedural and legal issues and possibly poor publicity.

District Cllrs Bower and Chapman agreed they would speak to County Cllrs Elkins and Deborah Urquhart to push for a meeting with Cllr Lanzer.

Tony ended by saying the A259 website would be updated soon and there would be further public consultation events closer to the works beginning. The main construction works, he believed, would start in Spring 2019, but there would likely be some site clearance works in Autumn of this year. The schedule of works was complicated by the desire to keep traffic flowing through the works whilst not relying too heavily on night-time working. Public consultation would likely include displaying the plans in the foyer at Haskins and in local libraries.

District Cllr Bower brought the meeting to a close after an hour and thanked everyone for having attended.

Subsequently, Cllr Chapman has written to Cllrs Elkins and Urquhart asking for a meeting with Cllr Lanzer.

#### **8. East Preston Business Community Business Breakfast, 1<sup>st</sup> May**

Cllrs Gander, Moore and Shah and I attended this meeting, held at *Grub & gumption*. County Cllr Roger Elkins attended his first Business Breakfast, representing West Sussex County Council. Attendees appreciated his presence and hoped this would not be his last visit.

Nine businesses were represented and a further five businesses had sent their apologies. The Chairman of the East Preston & Kingston Village Hall Foundation was unable to attend and has booked himself in for the June Business Breakfast.

The bulk of the meeting was a talk from Scott Ramsey, local photographer and social media guru, on the value of social media to almost every business and how to use social media most effectively for your business. Scott's opening words were, "social media is wonderful". Best use of social media currently is by "telling your story" and this can be far more effective and easier to judge the return on than paid advertising was in the past.

Businesses have greater control when advertising through social media and their own websites; for example, Facebook can be used for very specific, targeted advertising. Businesses should be looking at building a community around their business, people who want to hear about the latest business news, offers and such like. The use of photographs and video clips cannot be underestimated as viewers will more likely engage with a visual than just the written word. Scott suggested businesses build a library of great photographs when time allowed and these could be used with posts when time might not permit the taking of a new photograph. Scott randomly selected businesses present and suggested how they could each make best use of social media. Live broadcasting is another tool which certain businesses can use to promote their business.

Scott recommended usage of social media for promotion needs to be consistent – for example, a daily post on Facebook is good, whilst four tweets a day on Twitter is good in the same way. Facebook has an ageing demographic so, depending upon your target audience, you may need to look at younger alternatives such as Instagram.

Scott admitted social media was not for everyone, especially businesses where there is no immediate capacity for growth, but he did recommend it as just one way of keeping in touch with your regular customers.

This council was one of the organisations present which makes regular and good use of social media. At the time of writing, this council has slightly more people liking its Facebook page than Arun District Council.

I took the opportunity to publicise the two vacancies the council currently has. Acting upon Scott's advice, I also took a photograph of some of the attendees and posted that on to the East Preston Business Community Facebook page commenting the meeting had been arranged in conjunction with the council.

Thanks to Lottie and Piers for hosting this Breakfast.





Left to right: Cllr David Moore, Kim and Bob Billinghamurst, Mark Holmes, Lottie Kemp, Kerry Frost, Cllr Pat Gander, Piers Fearick, County Cllr Roger Elkins and David Macdonald

#### 9. **St Barnabas House Hospice Outreach Project (HOP) visit, 1<sup>st</sup> May**

For the first time this year, the Hospice Outreach Project van visited the village, setting itself up in the Village Green car-park from 10am to 2pm. Marcelle Palmer, Hospice Outreach and Schools Project Lead, called into the Council Office at the end of the session to let me know it had been a worthwhile session with the chance to give some residents useful advice. Additionally, a couple of residents spoke to Marcelle about opportunities to volunteer for St Barnabas House.

The van's next visit is likely to be in September.

#### 10. **ADC Planning Briefing, 3<sup>rd</sup> May**

I attended this free event with Cllrs Linton and Moore. About eight other town and parish councils were represented at this event which was led by Jed Griffiths of Trevor Roberts Associates.

I am not alone in feeling disappointed the briefing was pretty much the same as the one the three of us attended on 24<sup>th</sup> October, 2016.

We did learn it is possible for Planning Permission to be revoked although that happened only once in England between 2009 and 2016! This was timely as in the same week there had been some contact with this office from some residents unhappy they had not known about a Planning Application before it was given Planning Permission. This led to the reminder about regular checking of Planning Applications included in the e-newsletter to residents dated 2<sup>nd</sup> May.

#### 11. **Correspondence re Golden Avenue**

The northernmost stretch of Golden Avenue comprises nos. 1-16 Golden Avenue. A resident contacted the council on 26<sup>th</sup> April, "I'm not sure if anyone has contacted you but we now have a growing pothole in our short length of Golden Avenue. As I've said before this short length is in East Preston Parish Council is mainly used by people and deliveries to the Kingston Gorse portion of Golden Avenue but belongs to no one; a completely unadopted short stretch of road with no ownership, no drainage and no maintenance responsibility. Is this something that a local councillor could review and hopefully organise a repair before there's serious damage to a vehicle, cyclist or pedestrian?"

I advised the author to contact County Cllr Roger Elkins about the process for adopting roads in the county and also to report the pothole to WSCC in case it did already accept some responsibility for this stretch of road.

This evidently disappointed the author as he was looking for EPPC and subsequently Kingston PC to take some ownership of this problem and get the ownership "nonsense" sorted. Kingston PC supported the advice I had given to the resident.

Further conversation with the resident revealed the residents in that stretch of Golden Avenue only own to the front of the property, not the verges or any of the road, which seems to leave the carriageway in no man's land. I asked WSCC to provide a map confirming what land it owns in that area and received a response on 8<sup>th</sup> May showing this stretch of Golden Avenue as outside WSCC responsibility.

The author has agreed to Cllr Elkins and Land Registry to gather information about this matter before he and I can discuss it further. He is additionally concerned there is apparently no formal drainage in this stretch of Golden Avenue.



## 12. Correspondence re the southern end of Sea Road

In response to the e-newsletter published on 2<sup>nd</sup> May, a subscriber wrote in:

“I must say East Preston near the sea front is becoming very tatty and is looking very run down with “poor looking” shops. Why is this happening. I was going to move to East Preston but settled on moving to Rustington which I am so glad I did. Hope East Preston becomes nice again and not become run down as it would be such a shame”

Naturally, I saddled up my white charger and went to the defence of the shopfront businesses, reporting on improvement works recently carried out at businesses such as The Seahorse Café, Hedgers and Grub and gumption, and explained the current, hopefully short-term situation at the former butcher’s shop and the plans to upgrade The Tudor Tavern. I said the council tried to work closely with local businesses “and if actions can be identified to lift the area, we should be working together on that.”

The subscriber’s response referred only to the demolition of Tudor Lodge and a brief visit to The Tudor Tavern, which had reopened (temporarily) two days previously following about four weeks without a tenant. “I hope it does improve in that little bit of that area but I won’t be visiting there.”

Not content to let the comment about ““poor looking” shops” go, I replied again saying that was the comment which had concerned me most, whilst also explaining this council and Arun District Council had both objected to the redevelopment proposed for the Tudor Lodge site but Planning Permission had been granted by the Planning Inspectorate on appeal. The following paragraph is redacted to protect the innocent.

“It was just the whole of that little bit of East Preston that I can only describe as Tatty [...] just bringing East Preston down, it will eventually be just like London becoming rough in the area [...] attract[ing] the wrong kind [...] [of] young people that are bored or want to cause trouble. East Preston needs to make it a village feel where so many residents there appreciate nice things.”



This time I replied East Preston residents are very good at supporting local events and I think many residents feel the village is villagey. The discussion ended on good terms.

### 13. **Social media**

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

- Post about the vandalism of the table-football table – 4,443 people
- Post about horse manure on East Preston beach – 3,873
- Post advising residents of a “charity collector” who was trying to get into people’s back gardens on 4<sup>th</sup> May - 823
- 6<sup>th</sup> April post saying goodbye to Cllr Hazel Tester – 681
- Poster of revised dates for the resurfacing works in The Street - 668
- Post about RailPlan 2020 new timetables from Sunday, 20<sup>th</sup> May – 650
- Post advising WSCC was looking for wholetime community firefighters – 634
- ▲ Photograph of some of the attendees at the 1<sup>st</sup> May East Preston Business Community Business Breakfast - 632
- Post thanking attendees at East Preston Beach Clean No. 11 and showing councillors with the rubbish collected - 619
- Repost of East Preston Film Society post announcing the arrival of the outdoor table-football table on the Village Green – 613
- Post announcing the cancellation of the resurfacing works in The Street – 575
- Post warning residents of a fallen, privately-owned tree at the junction of Normandy Drive and Sea Road - 572
- Repost announcing the closure of the Enable Me charity - 525
- MailChimp repost of East Preston Parish Council news – 4<sup>th</sup> April - 502

† Food & Drink Festival page

▲ East Preston Business Community page

\* East Preston Christmas Celebrations page

(posts up to and including 4<sup>th</sup> May)

The number of people currently following the council on Facebook is 1,090, an increase of eighteen 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 – 4<sup>th</sup> April – sent to 745, opened by 467 to date (62.7%)

Parish Council news – 11<sup>th</sup> April – sent to 746, opened by 497 to date (66.6%)

Parish Council news – 18<sup>th</sup> April – sent to 745, opened by 481 to date (64.4%)

Parish Council news – 26<sup>th</sup> April – sent to 747, opened by 475 to date (63.6%)

Parish Council news – 2<sup>nd</sup> May – sent to 747, opened by 505 to date (67.7%)

I think this is the first time we have actually had a record of 500 subscribers opening the e-newsletter.

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

“Do you still have some garages to rent?” (We never have had but Arun District Council may have.)

“Could you use a secondhand flagpole?” (No, but we can contact some likely local organisations for you and ask them. We did this and 1<sup>st</sup> East Preston Scouts have claimed the flagpole for its campsite.)

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

(In addition to anything reported above)

From the resident with the flagpole to give away, “Thanks for all your help. The Scouts were very pleased with the flag pole and have taken it away tonight.”

From a resident of Kingston Gorse, in response to an e-mail to residents: “Your messages are a great way of encouraging community cohesion ...and are much appreciated.”

From Sue Pegrum, lead officer at Enable Me, “You may have already heard that Enable Me is closing on the 31st July. I thank you and all at East Preston for all the support you have given to us and we just hope the legacy that we have left with everyone is that our message will continue in people’s hearts and minds.”

Thanks from East Preston Infant School for information given relating to the allotments in East Preston.

Thanks for the East Preston Festival Committee for providing three members of the committee with some training on MailChimp e-mailshot system.

From a lady whose daughter wanted to contact the East Preston Horticultural Society, “Thank you very much, you have been exceedingly helpful.”

From a resident of Meadow Park, “Thank you for another informative newsletter that has prompted me to ask [...] Thanks for all you do, often, no doubt in frustrating circumstances.”

Thanks from a resident of Sea Lane for help in getting a new dog bin at the bottom of Sea Lane, “Just returned from walking the dog and, to my amazement and I have to say pleasure, I found a brand spanking new Dog Waste bin at the end of the entry to the beach from Sea Lane! Well done Simon!! I hereby withdraw my membership of the EPGC - well, temporarily at least! Thanks for acting on the suggestion, Simon. I am sure that it will be much appreciated by dog walkers - particularly in wet weather.”

From a resident of The Street for advice given, “Such a wise ‘young’ man!!!”

For a response on the subject of parking in the village, from a resident of Meadow Park, “Thank you for your prompt reply”.

From a resident of The Drive, after potholes in Willowhayne Crescent had been filled in a week after he had reported them to me, “Thank you for getting the holes filled so quickly.”

A Rustington resident called into the office on 25<sup>th</sup> April, for the second time, to complain in a very unpleasant manner, about the introduction of charges at the Village Green car-park. During this conversation, in which she said lots of businesses were suffering and complaining, she accused me of being a liar as I had given her different information on her previous – interesting in itself as Tracy had spoken to her last time, not me. She then went into another local business and accused me of calling one of that business’s employee’s husband a liar, also completely unknown and the employee knows me well enough to know I would not have done so.

From a resident affected by a Planning Permission granted, “I would not be talking to you about this Simon if I did not trust your opinion.”

From a resident of Willowhayne Avenue, having seen the e-newsletter article about Planning Applications, “Very good, very sensitive piece.”

In response to the request asking e-mail subscribers to confirm they still wished to receive council emails, some of the comments we received were:

“we really appreciate these emails and would definitely like to stay on the council’s email list”

“Please keep me on the EPPC mailing list. It always gets read!”

“Yes, please. We want to stay on your list.”

“Yes, please keep me on the council’s e-mailing list, it’s nice to receive it each week.”

“Please keep me on the mailing list. I read this every time with interest.”

“Yes, please keep sending us these emails. We find them very helpful.”

“Yes we like receiving the emails, very informative, please continue”

“Thank you for the news letter, and for all you do to make our village such a lovely place to live (we are quite new here) I would very much like to continue receiving the news letter.”

“yes please continue ... it is really good that you take the time to keep us informed on village matters”

“[I] open them every week as find them very informative and often fun too to see what is going on in our lovely village.”

“It is always interesting and useful to be aware of what’s going on in the village. Thank you and your team for keeping us up to date.”

“Yes, please – keep me on your e-mailing list. I always read them all, as it’s a good way of keeping in touch with what’s going on in the village. Thank you for providing this service.”

“Thank you for all your hard work much appreciated.”

“I like getting your emails. Keep ’em coming!”

“I would like to continue receiving these emails. As they are very informative of things coming up especially of things that you wouldn’t necessarily get to hear about and of things that have happened in the Village.”

“I would most certainly like to continue receiving the most helpful and informative newsletter”

“I rarely use my computer these days and so there seems little point in you sending me emails now but thank you for keeping me up to date in the past years”

“Yes, please keep me on the Council’s emailing list - wouldn’t miss it for the world, so informative.”

“I would be very grateful to remain on the council’s emailing list. I find the e-mails ever so informative and certainly adds to us feeling part of our wonderful community. Thank you for all you do”

“Of course we want to carry on receiving the council emails. Apart from gossip how would we know what was going on. Keep up the good work.”

“Yes please, keep me subscribed. I love all the news!”

#### 17. **Leave**

No members of council staff currently have any leave planned in May. I was off sick on 12<sup>th</sup> April.



## 18. May Meetings and Events

This list may be incomplete and is subject to change.

1 <sup>st</sup>	Business Breakfast (08:00, <i>Grub and gumption</i> ) St Barnabas Hospice Outreach Project visit (10:00 – 14:00, Village Green car-park)
3 <sup>rd</sup>	Rustington Parish Council – opening of Samuel Wickens Centre (12:30, Samuel Wickens Centre) (EL only) Arun District Council Planning briefing (14:00, Civic Centre, Littlehampton) (EL, DM and SC only)
8 <sup>th</sup>	Planning & Licensing Committee (10:00, Council Office)
14 <sup>th</sup>	Full Council (19:00, East Preston Infant School)
15 <sup>th</sup>	Amenities Committee (19:00, East Preston Infant School)
17 <sup>th</sup>	WSCC Joint Eastern Arun Area Committee Highways & Transport sub-group (10:00, Littlehampton Town Centre) (EL and ST only)
20 <sup>th</sup>	East Preston Library clean-up (11:00 – 13:00 and 14:30 – 17:00, East Preston Library)
21 <sup>st</sup>	Finance & General Purposes Committee (10:00, Council Office) Annual Parish Meeting (19:00, East Preston Infant School)
24 <sup>th</sup>	Defibrillator familiarisation session (19:00, East Preston Village Hall)
29 <sup>th</sup>	Planning & Licensing Committee (10:00, Council Office)
31 <sup>st</sup>	Community Engagement Committee, (10:00, Council Office)

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**

8<sup>th</sup> May 2018

The Chairman thanked the Clerk for his report.

## 323/18 EXTERNAL MEETINGS AND EVENTS

The council NOTED the following reports, the first two of which had been circulated in advance of the meeting and the third of which had been circulated immediately prior to the event.

### Other meetings and events – Part 1

**Council is asked to note the following reports:**

#### East Preston Healthy Walks, 12<sup>th</sup> April

Councillors Christine Bowman and Elizabeth Linton joined myself and 64 other residents on the first of the new weekly East Preston healthy walks. The walks are run by Freedom Leisure, supported by East Preston Estate Agent Cooper Adams. Local resident Paul Amoo is one of the walk leaders.

The walkers meet at the Village Hall in Sea Road every Thursday at 10.30 a.m. and the walks are approximately 3 miles long, lasting about 90 minutes.

After the initial registration and completion of a simple health questionnaire the walkers set off. As the recent weather had been somewhat inclement and many areas including the greensward were very muddy, the walk was restricted to the quieter roads of the Angmering-on-Sea and Willowhayne Estates.

Members of the group were able to walk at their own pace, chatting as they went along, renewing old acquaintances and making new friends. Throughout the duration of the walk, leaders Paul and Alison ensured the group's safety and that the pace suited all abilities.

It was fantastic to see so many residents come out to support another new East Preston initiative. Since that first week there have been a further 3 walks, to areas including Kingston Gorse, along the greensward and the Sea Estate and whilst numbers have reduced from the initial 67, there are still over 30 on each walk, so a great response.

At the end of the walk, walkers may stop for refreshments at The Clockhouse for coffee and biscuits if they wish.

The Parish Council is very pleased to support this new community project encouraging health and wellbeing.

Cllr Pat Gander

6<sup>th</sup> May 2018

### **Arun District Council – Planning Briefing, 3<sup>rd</sup> May**

#### **Civic Centre, Littlehampton**

I attended a Planning Course at Arun Civic Centre. The speaker was Jed Griffiths and the attendees, mostly Parish Councillors, were from Angmering, Bognor, Felpham, Walberton, Clymping, Littlehampton as well as East Preston. Littlehampton, East Preston and Angmering also sent officers along. An Arun District Council officer was on-hand throughout the event to answer any very local questions.

All aspects of Planning were skated over as there was a lot of ground to cover. Whilst the afternoon was interesting I was disappointed that the focus was not on how to conduct our local parish council Planning meetings but far more general. For example, I would have preferred more information on material and non material considerations and how best to put forward these views when registering an objection. A worthwhile course nonetheless.

Cllr Elizabeth Linton – **Vice-Chairman of the Planning & Licensing Committee**

8<sup>th</sup> May 2018

### **Rustington Parish Council – opening of the Samuel Wickens Centre, 3<sup>rd</sup> May**

On the 3<sup>rd</sup> May I attended the official opening of the Samuel Wickens Centre in Rustington. It is situated in the Waitrose car park and will house the village information centre and Rustington Museum. The centre also has a garden, hall and kitchen which can be used by community groups.

The plaque was unveiled by Roger Wickens who is the son of the founder of the shopping area. In his short speech he explained that his father had developed the northern side of the road first and was innovative in creating a side road for parking. With this successful foresight he developed a similar layout the other side of the road and this is the vibrant retail area there today.

There were many dignitaries present including Sir Peter Bottomley MP, Mayor of Littlehampton, Billy Blanchard-Cooper, as well as the chairs of Rustington, Angmering and Kingston Parish Councils amongst others. Sparkling wine and orange juice was provided by Waitrose who also supplied staff to distribute some rather tasty finger food. It was a very happy occasion and a great networking experience for me. Unfortunately, I could not stay long as I was due at the Civic Centre for the Planning Briefing.

Cllr Elizabeth Linton

12<sup>th</sup> May 2018



### **324/18 RESPONSE TO EXTERNAL MEETINGS AND EVENTS**

Cllr Linton did not know the details of the financing behind the Samuel Wickens Centre.

( [REDACTED] left the meeting at the conclusion of this item.)

### **325/18 CO-OPTION OF NEW COUNCILLORS**

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

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

With effect from 1<sup>st</sup> May, the council has two vacancies. Cllr Duijf submitted his full resignation with effect from 30<sup>th</sup> April.

The notice for his vacancy was published on 1<sup>st</sup> May. Residents have until 21<sup>st</sup> May to request a by-election.

The notice for Cllr Tester's vacancy was published on 9<sup>th</sup> April. We received confirmation from ADC on 27<sup>th</sup> April no request for a by-election had been received and the council is free to co-opt to fill that particular vacancy.

An article has been published in the Spring 2018 Newsletter asking for people to come forward if they are interested in applying to be co-opted to the council for the remainder of the current term, i.e. until May 2019.

If a closing date of 21<sup>st</sup> June is set for receipt of applications, council could co-opt at the July Full Council meeting. Please let me know if you do not agree with this timescale.

Simon Cross – **Clerk to the Council**

4<sup>th</sup> May 2018

The Clerk said an advert had been included in the Spring 2018 Newsletter, delivery of which had started over the weekend of 12<sup>th</sup>/13<sup>th</sup> May. If any councillor knew of any suitable candidates be all means put them in contact with the Clerk or Assistant Clerk.

### **326/18 COMMITTEE MEMBERSHIP FOR 2018/19**

The following paper was circulated in advance of the meeting:

#### **Committees for 2018/19**

Each year, council reviews the membership of its committees, giving councillors the opportunity to use their skills on different committees. In January 2013, council **"RESOLVED** that with effect from May 2013, in order to effect greater rotation of councillors between committees, the Chairman of the Council and the incumbent chairmen of the Committees will have a greater say in which councillors sit on which committees; this understanding to be in place until at least the end of the current municipal term, i.e. May 2015." (Minute 013/13, Resolution 0635)

All councillors were sent a form on 9<sup>th</sup> April and all returned a form by the end of the council meeting on that evening. The incumbent chairmen of each committee and the Chairman of the Council have been contacted with the details of councillors willing to sit on those committees.

**Council is asked to agree the committee membership as noted below:**



Amenities	Gale, McElroy, Shah and Toney	vacancies (see note below)
Audit & Governance	see note below	"
Comm. Engagement	Barber, Duff, Gander and Linton	"
Finance & GP	McElroy, Mathias, Shah, Toney and Wilkinson	"
Personnel	Gale, Gander, Linton and Duff (substitute)	"
Plan. & Licensing	Bowman, Linton, Mathias, Moore, Toney and Wilkinson	"

At the last council meeting, it was resolved the Chairmen of the above committees should automatically be members of the Audit & Governance Committee. Therefore, membership of that committee will be finalised at the June Full Council meeting. Cllr Wilkinson has asked to be a member of this committee.

Any Chairman and Vice-Chairman of the Council elected tonight are automatically members of the Personnel Committee and they are also entitled to attend and vote at meetings of the other committees. The above permits all committees to function within their Terms of Reference.

The number of vacant spaces on any committee will depend upon any election of a Chairman and Vice-Chairman of the Council for the year.

Simon Cross – **Clerk to the Council**

4<sup>th</sup> May 2018

**1207** The council **RESOLVED** unanimously to agree the committee membership for 2018/19.

The Clerk advised he would re-issue the above table taking into consideration the appointment of Chairman and Vice-Chairman at the beginning of the meeting and updating the vacancy position of each committee.

### **327/18 WORKING PARTY MEMBERSHIP FOR 2018/19**

The following paper was circulated in advance of the meeting:

### **Working parties for 2018/19**

Each year, council reviews the membership of its working parties, giving councillors the opportunity to use their skills on different working parties.

All councillors were sent a form on 9<sup>th</sup> April, asking for completed forms to be returned by 17<sup>th</sup> April. All councillors returned a form by the evening of the 9<sup>th</sup> April.

**Council is asked to agree the working party membership as noted below:**

Christmas Celebrations	Bowman, Duff, Gander and Linton
East Preston Food & Drink Festival	Bowman, Duff, Gander and Linton
Leases	Mathias, Shah and Toney
Website	Gander, Linton and Wilkinson

Any Chairman and Vice-Chairman of the Council elected tonight are entitled to attend and vote at meetings of the council's working parties. The above permits all working parties to function within their Terms of Reference.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> April 2018

**1208** The council **RESOLVED** unanimously to agree the working party membership for 2018/19.

### **328/18 FREEDOM OF INFORMATION PANEL MEMBERSHIP FOR 2018/19**

The following paper was circulated in advance of the meeting:

## Freedom of Information Panel

The council has a Freedom of Information Panel to consider Freedom of Information requests received from the public.

**Council is asked to agree the panel's membership for the coming year as Cllrs Gander, Linton, Mathias, Shah and Toney.**

Simon Cross – **Clerk to the Council**

4<sup>th</sup> May 2018

**1209** The council **RESOLVED** unanimously to agree the Freedom of Information Panel membership for 2018/19 as Cllrs Gander, Linton, Mathias, Shah and Toney.

### **329/18 REPRESENTATIVE TO THE EAST PRESTON & KINGSTON VILLAGE HALL FOUNDATION COMMITTEE**

The following paper was circulated in advance of the meeting:

#### **East Preston & Kingston Village Hall Foundation**

The council can have a member sit on the committee of the East Preston & Kingston Village Hall Foundation.

**Council is asked to agree Cllr Bowman is the council's representative to the East Preston & Kingston Village Hall Foundation.** Cllr Bowman is the sole candidate for this post.

The mechanics of this appointment will need to be agreed with the committee of the Village Hall Foundation.

N.B. the six-monthly tenancy meetings with the Foundation would still be attended by the Chairman of the Council and the Chairmen of the Amenities, Audit & Governance and Finance & General Purposes Committees.

Simon Cross – **Clerk to the Council**

2<sup>nd</sup> May 2018

**1210** The council **RESOLVED** unanimously Cllr Bowman was to be the council's representative to the East Preston & Kingston Village Hall Foundation for 2018/19.

### **330/18 NEW ITEMS FOR THE NEXT MEETING (4<sup>TH</sup> JUNE)**

Nothing new was suggested.

**The meeting concluded at 20:02**

Chairman: *Cllr Steve Toney*

Date: **4<sup>th</sup> June 2018**

END