

MONTHLY MEETING OF THE COUNCIL

3RD SEPTEMBER 2018

SUPPORTING PAPERS

Agenda Item 8

Minutes of Monthly Full Council meeting, 2nd July

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

Simon Cross – **Clerk to the Council**

20th July 2018

Agenda Item 9

Monthly Update Report

- 1. Introduction**
- 2. Minute 460/18 – Co-option**
- 3. Minute 465/18 – West Sussex County Council (WSSC) – 2018 Strategic Transport Investment Programme**
- 4. Minute 474/18 – East Preston & Kingston Village Hall Foundation**

- 1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 4th June 2018.

- 2. Minute 460/18 – Co-option**

At its meeting on Monday, 9th July, the Personnel Committee discussed whether it was worth pursuing the co-option of a thirteenth councillor so close to the end of term. Looking at the timescales involved, the committee agreed the council should carry on as it is until the end of term.

- 3. Minute 465/18 – West Sussex County Council (WSSC) – 2018 Strategic Transport Investment Programme**

A few days after the last Full Council meeting, Cllrs Toney and Linton met and worked through the proposed Strategic Transport Investment Programme. Only one scheme needed comment from East Preston, that being improvements to the A259. Cllrs Toney and Linton created a response which I moulded and sent to WSSC on the closing date of 20th July.

- 4. Minute 474/18 – East Preston & Kingston Village Hall Foundation**

A letter concerning the Millennium Wall-hanging was emailed to John Melser, Chairman of the Foundation, on Friday, 10th August. I received the following acknowledgement from Mr Melser, "Will of course bring this up the at next committee meeting in October."

Simon Cross – **Clerk to the Council**

10th August 2018

Agenda Item 11

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on 9th July; Community Engagement on 30th July; Personnel on 9th July; Planning & Licensing on 9th and 23rd July and 13th August. The Finance & General Purposes Committee meeting scheduled for 20th August has been rescheduled to 28th August.

Draft Minutes from all these meetings have been circulated with the exception of the Minutes from the Personnel Committee meeting which are circulated only to members of that committee.

Simon Cross – **Clerk to the Council**

21st August 2018

Agenda Item 11c

Community Engagement Committee

Since the last full Council we have held a meeting where minutes have been circulated to all members.

There were also meetings regarding the Food and Drink Festival and the Christmas Celebrations and they will be discussed later in September Full Council.

To commemorate Merchant Navy Day, the Red Ensign will be hoisted outside the library at 10:00 on the 3rd September and all are welcome to attend from 09:45. Attendees are then welcome to join the council and the Royal British Legion at the latter's venue for hot drinks and cakes. A verbal report will be given at Full Council.

The committee has purchased twenty litter-bag hoops with the money donated by the St Mary the Virgin Women's Fellowship. A photocall has been arranged for 31st August with members of the Fellowship.

The Autumn half-term playscheme will take place on Wednesday, 24th October and will have a comic characters theme.

The committee reviewed this year's tennis coaching sessions and felt it would like to run these again next year.

The committee has booked the Village Hall for Sunday, 14th April for an end-of-term event at which the council would thank local residents and organisations for their contribution to the

village over the past four years. All councillors are asked to keep this date free. Timings will be agreed at the next committee meeting probably.

The committee had an initial discussion about intergenerational music therapy sessions and will discuss these further in due course together with other ideas for intergenerational events. These all add up to a programme of wellbeing events for a cross-section of East Preston residents.

A resident has approached the committee with a plan to resurrect Community Speed Watch in the village. The committee supports the proposal, in principle, and will remain closely involved.

The committee considered the administration of both the East Preston Christmas Celebrations event and the East Preston Food & Drink Festival and agreed a separate (full) committee should be set-up to oversee these events. See Agenda Item 12a below for further details.

The committee agreed the purchase of the village's first blue plaque, and more information on this can be found at Agenda Item 12b below.

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

23rd August 2018

Agenda Item 11f

Planning & Licensing Committee

The committee met on 9th and 23rd July and 13th August. The draft Minutes from the meetings have been circulated.

The committee considered nine Applications across the three meetings. It agreed to object only to an Application for a loft conversion and single storey rear extension at 39 Hillview Crescent. Revised plans have been submitted and when the council has been notified officially these will be considered too.

At the meeting on 9th July, the committee was criticised for not always contacting householders to invite them to the meeting at which their Planning Application is going to be considered. The critic's then-live Application had been objected to by this council; he felt this would lead to greater expenditure on his part which possibly could have been avoided had he been invited to the committee meeting. When circumstances allow, I do invite most householders or their agents to the relevant meeting and Minutes will show a higher percentage of applicants at meetings than say eight years ago. An agent at the same meeting for a different Application said in his many years of experience, his invitation to attend East Preston's meeting was a first. The committee considered this further at its meeting on 23rd July. There is no statutory obligation on town and parish councils to advise applicants when their Application will be considered. I have asked around some counterparts, none of whom contact any applicants to invite them to the meeting. The committee felt Arun District Council's letter to applicants confirming validation of their Planning Application could include something about contacting the relevant town or parish council to find out when the Application would be considered. I have written to Neil Crowther, ADC Group Head of Planning, for him to consider. Members of the committee and the Preservation Society will be meeting Martyn White, ADC Principal Conservation Officer, on 18th September to discuss with him the Areas of Special Character work started two years ago and also the local listing

of heritage assets as per Proposal 2: Heritage Assets in the East Preston Neighbourhood Plan.

Simon Cross – **Clerk to the Council**

21st August 2018

Agenda Item 12a

Community Engagement Committee – Major Events Committee

Cllr Linton to introduce this item.

Council is asked to implement a Major Events Committee with its own budget.

At its meeting on 30th July, members of the Community Engagement Committee expressed concern at the sizeable workload of the committee. The committee agreed to propose to Full Council the creation of a Major Events Committee which would initially be responsible for the organisation of the East Preston Christmas Celebrations event and the East Preston Food & Drink Festival. The committee would replace the working parties set up for these two events. The budgeting for the two events would become the responsibility of the new committee.

Having the new committee would increase the number of committee meetings per year but would see a reduction in the number of working party meetings. Currently, the Community Engagement Committee meets on the last Monday of odd-numbered months. The proposal is the Major Events Committee would meet on the last Monday of even-numbered months.

In theory, the organisation of the events would be better administered as a committee automatically has full clerical support from council officers unlike a working party. As the events have got progressively larger, working party members have felt increasingly concerned about something important being missed because of this lack of full officer support.

Although not essential, from a financial management point of view, it would be better for the new committee to operate from May 2019. If this proposal is accepted by council, the Personnel Committee will review Standing Order 13 about committee membership.

Simon Cross – **Clerk to the Council**

21st August 2018

Agenda Item 13a

Community Engagement Committee – a blue plaque for Far End

Cllr Linton to introduce this item.

Council is asked to release £500 from the contingency budget line for the current financial year to purchase a 14” diameter, aluminium heritage plaque to be installed on Far End, Sea Lane in memory of Edith Ayrton and Israel Zangwill.

Edith Ayrton and Israel Zangwill, a married couple, lived at Far End from 1906 onwards. Both were published writers and campaigners for, amongst other things, women’s suffrage. At its meeting in July, Full Council adopted a Blue Plaques policy.

The Community Engagement Committee recommends Full Council purchases a 14” diameter plaque which will be blue with white writing as follows:



I have asked for the L on Lived to become a small l. The plaque will have special backing to make it additionally weatherproof and the manufacturer expects it to last for a good fifteen years with a reasonable amount of maintenance.

As this is the first blue plaque in the village, the committee is asking for £500 from the contingency budget so the remainder once the plaque has been purchased can be put towards the costs of installation on this occasion only.

Simon Cross – **Clerk to the Council**

15th August 2018

Agenda Item 14a

Community Engagement Committee – committee membership

Cllr Linton to introduce this item.

Council is asked to elect Cllr Chapman on to the Community Engagement Committee.

According to the committee's Terms of Reference the Community Engagement Committee can be up to five members with the Chairman and Vice-Chairman of the Council allowed to speak and vote at committee meetings.

Following the committee reshuffle at the beginning of the council year, committee membership was Cllrs Bowman, Duff and Gander.

Cllr Chapman was co-opted to the council on 2nd July and would like to be considered for membership of this committee.

Simon Cross – **Clerk to the Council**

21st August 2018

Agenda Item 15a

Finance & General Purposes Committee – council insurance

Cllr Shah to introduce this item.

Council is asked to enter into a three-year long-term agreement with Inspire for the council's insurance.

From 1st October 2017, the council has been insured by Inspire. Now the first year is over, the council's insurance broker, Came & Co., is recommending the council enters into a three-year agreement. This will see a 5% saving on the annual premium each year. The broker has supplied a quote comparing this with two other companies it recommends.

The Finance & General Purposes Committee will be considering this matter at its meeting on 28th August at which I expect it to agree to make this recommendation to Full Council.

Simon Cross – **Clerk to the Council**

12th June 2018

Agenda Item 16a

Personnel Committee – Role of the Chairman

Cllr Gander to introduce this item.

Council is asked to adopt the Role of the Chairman document.

Over the past two years, the committee has worked hard to produce a Role of the Chairman document, the intention being it would be used by anyone wanting to stand for Chairman or Vice-Chairman of the Council or, to a lesser degree, as the chairman of a committee. The document can be found at Appendix A below.

The Personnel Committee is recommending the document's adoption by the committee as a working document which would be reviewed annually by the Personnel Committee.

Agenda Items 17a-d

Working Parties

All four of the council's working parties continue to work on already-known projects.

Simon Cross – **Clerk to the Council**

21st August 2018

Agenda Item 17d

Website Working Party

The work of the Website Working Party is almost complete and it can be viewed at: <http://eastpreston-pc.gov.uk>. We recommend that you have a browse as soon as possible and let us know what you think of it.

You will see some notable changes from our last website. Underneath the Council's logo you will note seven tabs: 'Home'; 'The Parish Council'; 'Agendas and Minutes'; 'About East Preston'; 'Contact Us'; 'I want': and 'A to Z'. Next is a facility to search the entire site and a link to our Facebook page.

You will see that our Home page retains some of our key features: the logo and traditional village colours of blue and yellow – the design neatly ties in with the quarterly Newsletter. A feature photograph highlights one of our important assets – a view of the beach, but more of photos later. The bottom section of the page consists of a 'live' calendar acting as a useful reminder of when our various committees are sitting. The centre column shows some up-to-date news, and the right column Planning Applications made in the last 14 days and Village Events. At your leisure have a browse through the other tabs and let us know what you think.

Earlier I mentioned photos. It is technically possible to rotate a number of photos on the front page of the site. The current photo was only intended as something to fill the gap and while it does that job the Working Party feels that councillors may have alternative photos that extoll the other virtues of East Preston. Please let the Clerk know if you have any photos you think are fit for purpose.

Lastly, the Working Party has undertaken several reviews of the website as it has been developing and although we think we have covered most issues we recognise that other councillors may have alternative views which, within reason, we may be able to accommodate. If that is the case please revert to the Clerk.

Cllr Steven Wilkinson – **Chairman of the Website Working Party**

22nd August 2018

Agenda Items 18a

Warren Recreation Ground

Council is asked to note the draft Minutes from the Annual General Meeting of the Warren Recreation Ground charity held on 13th August.

These were circulated electronically to all councillors on 14th August and can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

25th June 2018

Agenda Item 19

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Society of Local Council Clerks – Sussex Branch, quarterly meeting, 5th July**
5. **Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 23rd July**
6. **Meeting about NHS Local Community Networks, 30th July**
7. **Meeting with two residents, 30th July**
8. **Inaugural meeting of the East Preston Railway Club, 2nd August**
9. **Meeting about Community Transport in Arun, 6th August**
10. **Meeting with WSCC about Traffic Regulation Orders, 10th August**
11. **Meeting about Community Transport in Arun, 13th August**
12. **Meeting about South Strand toilets, 17th August**
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. **September meetings and events**

1. **Introduction**

This is the report mainly covering July and August 2018 and matters which may not arise elsewhere on the agenda. Apologies for the length of the report but it covers two months and proves the council does not slow down over the summer.

2. Police matters

On 19th July I contacted Sussex Police after a councillor was verbally abused by a door-to-door salesman after refusing to buy something from him. The afternoon before, I had spoken to a resident and this salesman had walked past as we spoke. The resident explained he was part of a team of two, ex-offenders, from the north-east but working in the south-east to build up some work experience to be included on a c.v., and the one who had visited her had been charming. Following the conversation with the councillor, I obtained more information from the resident and sent that to Sussex Police. Later in the same morning, another prominent resident emailed into the office having spoken to neighbours who had also been verbally abused by the salesman. A charity called Helping Hands was mentioned although no mention of this charity could easily be found online.

The initial response from Sussex Police was, "From time to time areas across the district are visited by door to door sales persons. These are usually "Duster Sellers" but more recently they claim to be ex - offenders. We are not able to prevent these people from going to any particular area as we do not know when they are coming or where they intend to sell their goods.

"As on 18th July people called us to report the incidents and we attended the area but found no trace. When similar persons were reported in Midhurst recently we did arrest a male for being verbally abusive to a resident when the offer of goods were declined. This was in an area with signage stating no cold callers but this was blatantly ignored."

I went back to the Police Constable who wrote the above asking whether Sussex Police had had any contact with Helping Hands, and he replied, "When we arrested the chap last time we contacted Helping Hands and they state they do not use door to door sales techniques. It is just the name of a registered charity used by these sellers without their permission."

This council has in the past looked at setting up a No Cold Calling zone across the whole village but was advised by Sussex Police signage would be needed at every single entrance point to the village and there were just too many of those.

On 2nd August, I helped a resident report online that her tyres had been slashed. The resident initially thought this had happened on her driveway but having thought it through decided that was probably not the case.

On 16th August, a resident called in to ask if we had heard anything about a dog being hit by a car near the entrance to the Warren Recreation Ground – the resident had heard the incident and had seen the car drive off. I contacted Sussex Police who had not been informed of this incident.

On 20th August, the council received a Facebook message for another resident on Sunday, 19th August reporting a separate incident in which his dog had nearly been killed by a car speeding along Manor Road. I asked the resident to contact Sussex Police direct especially as he had the details of the car involved. This reporter has subsequently expressed interest in being part of a Community Speed Watch team.

3. Freedom of Information / Data Protection requests

One resident has contacted the council for a full breakdown of the council's financial transactions for 2017/18. Initially he asked for a breakdown of staff salaries. I found an Information Commissioner's Office document which suggested salaries above £58,200 should be in the public domain; salaries below that were publishable at the discretion of the public body. However, the advice from SSALC was salaries are exempt and by the time I had that response, the requester had appreciated he did not require a breakdown of salaries as councillors are unpaid, except for their allowance. There was therefore no need to call together the Freedom of Information Panel.

4. Society of Local Council Clerks – Sussex Branch, quarterly meeting, 5th July

I attended this meeting in Pulborough, although Southern Rail made getting there somewhat taxing. My thanks to my Haywards Heath counterpart, Steve Trice, for saving the day and giving me a lift from Littlehampton. My thanks also to Cllr Linton for picking me up from Pulborough on the way home from her SSALC course.

Other Arun District town and parish councils represented at this meeting: Littlehampton Town Council and Yapton Parish Council. Other attendees came from across sussex.

The meeting was lively, especially when discussing situations other Clerks had recently found themselves in and, more importantly, when offering advice to those Clerks. A couple of examples:

Council A is made up of nine members but currently there are only four in post. The Clerk is concerned the council can no longer have meetings as they may not be quorate so has stopped calling meetings. None of the four councillors ever responds to any emails the Clerk sends out. The (part-time) Clerk has had one week of leave in the past six years. Amongst other suggestions made, I suggested the Clerk should contact the relevant District Council and ask it whether it would be prepared to find some volunteer District Councillors willing to sit on the council temporarily in order for meetings to take place – if meetings cannot take place how can any new councillors be co-opted?

At Council B, a serving councillor had recently died. In what timescale should the advertising of a vacancy proceed? Opinion varied but the sensitive answer would seem to be that given by Arun District Council to us when we were in this situation earlier this year – wait until after the funeral to advertise the vacancy, regardless of any delays there may be.

Council C is split into four wards. Each of its committees is supposed to have two members from each ward although the committees have a maximum of seven members! With a proposed committee membership list circulated in advance of the council's Annual Meeting, at the meeting, the councillors decided they wanted the committee membership to represent the party political composition of the council!

With the meeting proper over, those present received a presentation from a company called *GDPR-info* which is handling the GDPR requirements for a number of councils in the South-East. Again this was lively and anyone there would probably agree the session ended with them feeling even more confused about GDPR. It was interesting to hear companies did not need to send out all the emails we doubtless all received asking us to confirm we were happy to be on their mailing lists. This was a misinterpretation from a leading birth control organisation which within hours of it sending out its “you need to confirm” email lead to a number of other organisations doing the same and so the misunderstanding proliferated. As had been noticed by Clerks present, this only happened in the UK, no European mainland-based organisation did this. Consequently, for those organisations that did go down the “you need to confirm” route, they have found their mailing lists literally decimated.

The guys mentioned although there is no requirement for councils to issue councillors with tablets for council business use only, they were aware of an increasing number of councils which were doing this as it drew a clear dividing line between council business and personal use and made it easier for councils to have control over council-related email once a councillor has stopped being a councillor. There is still work for the Audit & Governance Committee to do on GDPR and that will be on the Agenda for its September meeting.

5. Twice-yearly meeting with Angmering-on-Sea Lawn Tennis Club, 23rd July

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

(Administrator). As the meeting was held at the club, Mr Robinson assumed the chair. It was a short meeting. As already mentioned elsewhere, some documents were signed towards the surrender of the existing lease and the provision of the new lease.

The council thanked the club for Andrew Cook's contribution to the free tennis coaching on the Warren Recreation Ground. Andrew is keen to run a further scheme next year and the Community Engagement Committee has already started discussing how to attract a greater participation from local residents next year. I also reported the council had received no complaints from local residents about the club this year. One concern had been raised about the club's new contractor mowing before 8am but that had been sorted very quickly by the club.

On behalf of the club, Mr Robinson explained membership had dropped a little at renewals time but it always did and the membership was steadily increasing again. The club was keeping an eye on the ditch between it and Nursery Close – the dry weather meant the grass was not actually growing at the moment. Finally, Mr Robinson reported on the success of the club's summer party.

The provisional date for the next twice-yearly meeting was agreed as 14th January 2019.

6. Meeting about NHS Local Community Networks, 30th July

This council first became aware of the NHS Local Community Network (LCN) initiative in February of this year through a friend of mine who was working with the Bognor LCN. According to a presentation received at that time, "West Sussex Coastal Care is a partnership with a new ambition, shaped around a new system-wide approach to health and wellbeing, with a shared purpose & plan [...]" "An LCN is best described as a network of health, council, voluntary sector leaders, working with local communities to create a shared ambition and more integrated approach to organising and improving the health and wellbeing of their whole local population." East Preston falls within the REAL LCN – Rustington, East Preston, Angmering and Littlehampton.

The initiative was considered by the Community Engagement Committee at its meeting in March, at which the committee agreed it would like to see if Cllr Gander could attend a meeting of the REAL LCN to see whether there was scope for greater Parish Council input.

Another NHS contact directed me to Debra Flynn as the lead contact for the REAL LCN and I first emailed Debra on 3rd April, explaining this council's interest and desire to attend a meeting. Receiving no reply, I politely emailed again on 22nd May, again no response.

On 31st May, Community Engagement accepted Cllr Gander's offer to use a different route to contact the REAL LCN and after a circuitous journey, Tina Favier (Adur & Worthing Borough Councils, seconded to the NHS) met with us on 30th July. Ms Favier explained she was about to hand her responsibility for REAL LCN to Michaela Hawkes who is the REAL LCN Development Manager and will want to meet with us in due course.

Ms Favier was pleased a Parish Council wanted to get involved. Ms Favier explained the three priorities the LCN had identified:

Frail and older people, looking to improve the end-of-life experience for people

Urgent care, managing on-the-day demand

Prevention, building on existing services to prevent overstretching of GP resource when other agencies may be better placed to help the member of the public

Healthy and happy residents are good for the economy and good for the community.

Expect to hear more about this council's involvement with the REAL LCN in the coming months.

Cllr Gander may add to this report at the meeting.

7. Meeting with two residents, 30th July

On the morning of 30th July, I came into the office to an email from two residents of St Mary's Drive asking to meet with a councillor, "We have been advised by Citizens Advice in Worthing to do this, as we are having great difficulty with getting our bathroom converted from a disabled bathroom to an ordinary bathroom, which we was assured of in January 2017 when we accepted the tenancy." The residents live in a Places for People property.

Having received more details back, I suggested an initial meeting with me and that took place in the library immediately after the above photocall. Basically, a Places of People rep had made a promise when showing the couple the property in January 2017 and that promise had not been made good. On a daily basis, the couple had to arrange towels on the bathroom floor to catch overflowing water, then launder those towels ready to repeat on the following day. This unnecessary routine was clearly impacting their mental and physical health. I agreed to write to Places for People on the couple's behalf, asking them to send someone with authority out to meet the couple.

A Places for People representative duly visited the couple of 13th August, and on 15th August, the couple emailed, "Just to let you know i received a telephone call from the gentleman called Martin from Places for People, and he said he had good news for us, they are going to remove the doors we have, and put a shower tray in and enclosure, so i said so we will have a step in shower and he said yes, you won't have to put towels down or do any mopping any more, they are contacting their operatives that do their contract work and they will ring us with a time to call to sort it out. So really really pleased, he also apologised for Places for People not picking this up before. So i think this is all down to you writing a letter on our behalf, so thank you once again."

8. Inaugural meeting of the East Preston Railway Club, 2nd August

Cllr Gale's husband, Kelvan, used to work at Lovers Walk railway engineering works and had a long history of interest in railways of all types. Kelvan asked me for some help with setting up a group for like-minded individuals and the first meeting took place on 2nd August. There were about six other railway enthusiasts there who agreed to make the club monthly on the first Thursday evening. Please contact Kelvan for more information.

9. Meeting about Community Transport in Arun, 6th August

On 1st August, the liquidators were called into Arun Co-ordinated Community Transport (ACCT) and SAMMY Transport of Bognor. The two organisations had merged around last Christmas.

In response to this sudden withdrawal of much-needed services for residents of Arun District, Littlehampton Town Council called an emergency meeting with the Trustees of ACCT/SAMMY and the liquidator. Cllr Linton and I attended to represent East Preston Parish Council; other councils represented were West Sussex County Council, Arun District Council, Rustington Parish Council, Arundel Town Council and Angmering Parish Council.

Much of the meeting was confidential, especially the Trustees' explanation as to how this situation has arisen. There was a definite willingness on behalf of those town and parish councils present to support a new or resurrected service. Arun District and West Sussex County Council reps were not in a position to commit much at this time.

More news on all this will undoubtedly emerge in the coming weeks.

Cllr Linton may add to this report at the meeting.

10. Meeting with WSCC about Traffic Regulation Orders, 10th August

Cllr Toney and I met with County Cllr Elkins and Rob Torrance, WSCC Traffic Officer – Arun District, to look at the Traffic Regulation Orders (TROs) bubbling about in the village at the moment with a view to seeing which, if any, could be combined into a more effective single-hit Order.

The meeting worked through a list I had prepared of ten locations, nine in EP one in Angmering, where we are aware residents have wanted or still want parking restrictions. The list included high-profile locations such as the eastern side of Sea Road from the junction with Vermont Drive to the junction with South Strand, to less obvious locations such as St Mary's Drive during school pick-up and drop-off times.

At the time of the meeting, Rob had only received official requests for the junction of Manor Road with Sea Road and for general parking in Manor Road. Subsequently, he has also received an official request for the seasonal single yellow line on the western side of Sea Road adjacent to the Village Green to become year-round and be lengthened northwards. Rob was confident he could probably combine these with the Sea Road east side issue into a meaningful Order.

Each proposal is given some points for various aspects of it and then considered by the County Local Committee, in our case, the Joint Eastern Arun Area Committee.

11. Meeting about Community Transport in Arun, 13th August

Following on from the above meeting, I attended a meeting organised by our colleague, Stephen Grover, the weekend Village Orderly. Stephen organised the meeting in his capacity as a volunteer driver for Arun Transport for the Visually Impaired (ATVI). ATVI has its own minibus which was mainly operated under the ACCT banner but which narrowly escaped being seized by the liquidator purely because it was out at the time the ACCT vehicles were seized.

This meeting included trustees of ATVI, representatives from various groups who regularly hired the ATVI bus through ACCT, some volunteer drivers and representatives from Arun District Council, Littlehampton Town Council and Voluntary Action Arun and Chichester (VAAC).

The car service side of the ACCT/SAMMY operation looks likely to be picked up very soon by another organisation and details of that will undoubtedly come out in due course.

Stephen reported there were fifty pre-bookings for the ATVI bus between now and Christmas although the ATVI trustees (not those at the meeting) were unsure whether those bookings could or should be honoured. There is a link between ATVI and 4SIGHT but the details of this link were unclear. However, the ATVI trustees were scheduled to have a meeting with 4SIGHT on Wednesday, 15th and today's meeting hoped a representative from VAAC would be able to attend that meeting.

12. Meeting about South Strand toilets, 17th August

Following on from the small event to open officially the Multi-Use Games Area at Lashmar Recreation Ground, the Chairman and I went to the Conservative Hall for a meeting about the future of the South Strand toilet block. The meeting was led by Terry Chapman, assisted by Ricky Bower and Paul Kelly. Kingston Parish Council was represented by its Chairman,

Cllr Geraldine Walker. About twenty-five people attended the meeting including residents of Angmering-on-Sea, Kingston Gorse and West Kingston private estates and owner of beach huts or bathing chalets as they are called in their deeds. Cllr Wilkinson attended as a resident.

Terry opened the meeting with some background, saying he fully respected this council's decision not to renew the lease from 1st April next year. He explained Arun District Council's toilets policy, agreed in January 2017, did not include the South Strand toilets. Terry stressed there was no statutory obligation upon any tier of government to provide public toilets. Ricky added other town and parish councils across the District contributed towards the costs of the toilet blocks within their area.

In response to the question of why East Preston Parish Council was suddenly no longer able to fund the toilet block, I explained the toilet block was not within East Preston Parish Council's boundary and that was the difference between the South Strand toilet block and those referred to by Ricky. I explained there had been no Kingston Parish Council in 1993 when Arun District Council had first mooted closing the toilet block, and East Preston Parish Council had stepped in and kept the toilets open for an additional twenty-five years. East Preston Parish Council felt the village had borne the financial, managerial and administrative burden for long enough for something outside the border. It took a while but it did feel as if this message was being understood by the end of the meeting.

Mrs Denton commented on the good job East Preston Parish Council did generally, a comment which received cheers from some of those there.

A member of the public said he believed the toilets to be of a good, serviceable standard and Cllr Toney advised the meeting of the money already set aside for the provision of new doors and door-frames.

The meeting concluded after 45 minutes with those present giving Terry their authority to continue working on this. Terry will undoubtedly have more to say at our September meeting.

13. **Social media**

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

- Publicity for ADC decision to start bin collections earlier during the hot weather – 3,880 people
- Repost of Sussex Police missing person notice – 3,504
- Repost of WSCC notice of road closure over the Angmering Station level crossing between 1st and 3rd September – 2,623
- Publicity for East Preston Football Club Under 12s and 10s – 1,378
- Post concerning the missing presumed vandalised Food & Drink Festival poster from the end of St Mary's Drive – 1,326
- Publicity about the theft of tables and chairs from the Infant School – 1,290
- Publicity for East Preston Football Club Under 12s – 1,073
- Repost for a missing cat - 963

- Publicity for Bees' Needs Week – 807
- Publicity for East Preston Football Club charity football match - 788
- Poster for the Friends of East Preston Schools Summer Fayre – 751
- † Publicity for Very Nice Vegan coming to the Food & Drink Festival – 702 (N.B. where possible every single attendee is given a publicity post on the Food & Drink Festival page; this one was unusual to have been seen by more than 500 people)
- Poster for first meeting of the East Preston Railway Club – 627
- Publicity for temporary traffic lights in Old Worthing Road on 27th July – 617
- ▲ Post publicising the future direction of the East Preston Business Community director website - 530
- Post about stolen roadsigns from Angmering-on-Sea estate - 527
- Poster of West Sussex County Council *Top Ten Tips For Keeping Cool in Hot Weather* – 521
- Link to Co-op Membership Best Neighbour Award - 503

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 22nd August)

The number of people currently following the council on Facebook is 1,128, an increase of twenty-four over last report.

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 – 28th June – sent to 756, opened by 467 to date (61.9%)

Parish Council news – 6th July – sent to 758, opened by 485 to date (64.1%)

Parish Council news – 19th July – sent to 759, opened by 523 to date (69%)

Parish Council news – 2nd August – sent to 761, opened by 473 to date (62.2%)

Parish Council news – 16th August – sent to 765, opened by 502 to date (65.8%)

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

“Urm, did you hear we have nude swimmers? Two days in a row two women swimming naked 🙈 Hope they don't coincide with Beach School...”

“What are the Silent Soldiers made of? I would like a goat made for my front garden.” (dibond)

“What is the best secondhand bookshop in Worthing?”

“Have you had many complaints about the poor Post Office service in One Stop?”

“How long would it take to walk to Rustington?”

“Where can I park when I want to go fishing?”

“Is there a local bus to Littlehampton?”

“Do I need a permit to sell lemonade and chilled water outside the front of my house?”

“Are Silent Soldiers available to members of the public?”

“Where can I get a ball for the table-football table?” (Seaview Stores)

16. Recent bouquets and complaints

(In addition to anything reported above)

From a resident of South Strand in response to an e-newsletter, “Thanks as ever for this. Can you please add my wife to the email list for these updates as she accuses me of not always updating her with items of interest.”

Thanks received from East Preston Infant School for help in finding furniture stolen from its site.

A Rustington resident called in to compliment the yarn-bombing. In conversation, she said East Preston did things much better than Rustington, she felt there was a much better community feel, although there was a slight *Dad’s Army* feel to East Preston. She did clarify that was not meant as a criticism.

From the lead contact at Littlehampton-based charity, Enable Me, “Could you please take Enable Me off your mailing list. We close on the 31st July and are unsubscribing from all our local contacts this week. Thank you for all your interesting newsletters and support to our small charity in the past. Good Luck with your festival next year and hope you all keep well.”

A local resident who contacted the council expressing concerns over how the Planning & Licensing Committee handled his Planning Application, “In conclusion thank you for your assistance and courtesy, however I’m afraid you can deduct 4 people from the 6000 residents of East Preston who appreciate the Council’s work.”

From a resident of Sea Lane seeking more information on the redevelopment of nos. 45 and 47 Sea Lane, “Thank you so much for your two very clear and helpful emails yesterday, which I read this morning - I knew that I was contacting the right person when I wrote to you and that you would be able to get some answers!”

Very quickly, I helped two members of the Festival Committee with MailChimp. “Thank you so much for taking the time to do this for us Simon, we do appreciate all you do not only for Festival, but for the community as a whole - we think you’re wonderful even if we don’t always say it (and I’m preparing the ground for when we next need your help!)”

From the President of East Preston & Kingston Bowls Club referring to the club’s charity event on 18th August, “Thank you Simon for advertising our Charity do last Saturday. We

had a fair amount of visitors so the advertising paid of. In total we made over £900 for our two charities, MIND and St. Bridget's, one of the Cheshire Homes based In Rustington. Thank you once again.”

A resident of Clarence Drive stopped me in the street, whilst I was talking to another resident, to ask about a Planning Notice which has been put up by the vet's in The Street. I explained this was to do with a Planning Application for St Mary's Drive to which the resident turned to the other resident and said, “He's never let me down, whatever question I ask him.”

A resident of Nursery Close called in to thank the council for encouraging the Angmering-on-Sea Lawn Tennis Club to clear the ditch on its western side, a wonderful job had been done. I passed these thanks on to the Tennis Club.

17. Leave

I shall be on leave on 13th September.

18. September Meetings and Events

This list may be incomplete and is subject to change.

- | | |
|------------------|---|
| 3 rd | Merchant Navy Day (09:45, East Preston Library)
Full Council (19:00, East Preston Infant School) |
| 5 th | Food & Drink Festival Working Party (09:30, Council Office)
Christmas Celebrations Working Party (10:00, Council Office)
East Preston Youth Club Annual General Meeting (11:00, Council Office) |
| 6 th | Business Breakfast (08:00, The Seahorse) |
| 10 th | Audit & Governance Committee (tbc)
Planning & Licensing Committee (17:00, East Preston Infant School) |
| 11 th | Friends of St Mary's meeting (18:30, St Mary the Virgin) (ST and SC only)
Society of Local Council Clerks, Sussex branch, quarterly meeting (10:00, Newhaven) (SC only) |
| 12 th | NHS Big Health and Care Conversation (14:00, Billingshurst) (EL and SC only) |
| 17 th | WSCC Pensions briefing (10:00, Billingshurst) (SC only)
Amenities Committee (19:00, East Preston Infant School) |
| 18 th | ADC Conservation meeting (13:30, Council Office) (Planning & Licensing Committee and Preservation Society reps only) |
| 19 th | Arun District Association of Local Councils (tbc) (ST only) |
| 20 th | ADC Online Safety and Fraud Awareness training (09:30, Civic Centre) (SC and TK only) |
| 24 th | Planning & Licensing Committee (18:00, East Preston Infant School)
Community Engagement Committee (19:00, East Preston Infant School) |
| 27 th | West Sussex Mediation Service Annual General Meeting (18:00, Horsham) (any volunteers?) |
| 30 th | East Preston Classic Car Show (10:00, Village Green)
East Preston Beach Clean No. 12 (11:00 to 13:00, East Preston Infant School) |

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

Simon Cross – **Clerk to the Council**

21st August 2018

Agenda Items 20a-h

Other meetings and events – Part 1

Council is asked to note the following reports:

Art and Design & Technology Exhibition, 25th June

Angmering School

The council had an invite to attend the Art, Design and Technology exhibition at Angmering School on Monday 25th June, which I attended on your behalf.

The exhibition consisted of work made by pupils from year 7 through to GCSE level years. I know I have been out of school a few years now, I certainly do not remember these skill levels in my day.

It was amazing to see what can be achieved using a digital camera in different ways. There was textile, woodwork and metalwork exhibits on display. The exhibition was very well attended by the student's parents.

There were 4 prizes given to the top students. There were still a few exhibits away for marking which were not on display. Light refreshments were made available during the evening.

My thanks to Angmering School for the invite.

Cllr Steve Toney – **Chairman of the Council**

22nd July 2018

Littlehampton Town Council – Armed Forces Day, 30th June

Littlehampton

For Saturday 30th June, I was invited by the Littlehampton Mayor Mr Billy Blanchard-Cooper to attend the Armed Forces Day at Littlehampton. The weather could not have been better, very sunny and a nice breeze.

We had the great pleasure of being led off from the Town Hall to the East Green Seafront by the band of the Grenadier Guards. There were a number of British Legion Veterans from all the Armed Forces and a large number of marching bands. The R.B.L. Standard was paraded along with 7 other various Standards.

On arrival at East Green, there was a Drumhead Service, with songs, readings and hymns. The Deputy County Sheriff then presented two long service awards to officers of the Sea Scouts. We were then treated to displays from the R.B.L. Motorcycle team, a YAK 52 aircraft display and the IMPS Motorcycle display team.

The afternoon started with a medley of well-known tunes from the Grenadier Guards followed by more displays. The Battle of Britain Memorial Flight (BBMF) was supposed to happen but only a single Spitfire performed.

My thanks to everyone concerned for a cracking day.

Cllr Steve Toney – **Chairman of the Council**

22nd July 2018

Sussex and Surrey Associations of Local Councils (SSALC) **Meeting Procedures and Employment Briefing, 5th July**

Lythe Hill Hotel & Spa, Chiddingfold

I attended the course below which is quite difficult to condense and keep it interesting so I have given bullet points and if you want any more information please ask me. One thing to be noted which is important is the misnomer of the title Clerk. It does not seem to indicate how important the role is and in some Parish and Town Councils this position is now called Chief Executive Officer. I hope Councillors and others who read this will find it gives more clarity to the level of responsibility held by the Clerk.

Meetings and Human Resources Briefing and Awareness Training

Presenters: Anne Bott Assistant CEO SSALC
Roger Taylor Honorary Solicitor SSALC
Rob Evans Human Resources (HR) Services Partnership

Council and Committees

- A good Council works together
- Financial decisions can only be made by elected members (this includes co-opted members)
- The Annual Meeting of the Council (not the Annual Parish Meeting) can only be conducted in May between certain dates
- The public need to be invited by the Chairman to speak and NOT run the meeting

Role of Councillors and Clerk

- Individual Councillors can ask for inclusion of Agenda items, but the final decision on any Agenda rests with the Clerk
- Reports should be circulated three days before a meeting and the summons signed by the Clerk
- Three members may call an extraordinary meeting but the summons must be signed by them
- No statutory meetings can be held in licensed premises
- Working groups have no budget and should last no longer than one year
- A sub committee may have their own budget
- The minute is a lawful decision made by the Council and any amendment is put at the bottom of the minutes
- Declaration of interest is the decision of the member
- Declaration of financial interest the member MUST leave the room
- Members who belong to National Organisations may still vote, eg WI
- Apologies for absence, plus a reason must be noted and VOTED as agreed; reasons should be solid and reasonable, for example attendance at a darts match may be considered unreasonable and unacceptable, but ultimately it is the meeting's decision
- No attendance at any council meeting for six months automatically deselects a councillor [Clerk's Note: unless Full Council votes, before the six months expires, not to invoke automatic deselection for some reason, for example, ill health]
- If the Chairman is present (s)he MUST assume the chair and her/his only other additional power is (s)he has a casting vote

- All correspondence MUST go through the Clerk as (s)he has a legal responsibility for the Parish Council

Staffing

- Recruitment must have a job description and a personal specification
- Decide on shortlisting criteria
- Draft interview questions and selection tests
- Score interview performance and selection tests
- Ask for candidate feedback
- Keep documents for six months
- Keep your personal prejudices to yourself

Appraisal and Supervision

- Appraisal training should be taken as Parish Council appraisal is very different to other work places
- There should be regular supervision sessions, if possible, monthly
- Two delegated members should conduct supervision and appraisal with the Clerk
- Supervision meetings should be made regularly and be linked in with appraisals

Managing Grievances

- The quicker the better
- Member of staff conflict with councillor dealt with under Code of Conduct
- Ask what outcome is expected

Sickness Absence Policy

- Do we have one?
- Include return to work meetings
- Interview if criteria is exceeded, say, ten consecutive days absence or absence on three separate occasions

Freedom of Information (FOI)

- Personal emails have to be revealed if there is an enquiry
- Notes taken during meetings should have a policy as and when they are destroyed
- If Council have their own domain and continue to use their own email address FOI may request disclosure

Cllr Elizabeth Linton – **Vice-Chairman of the Council**

8th July 2018

Meeting with West Sussex County Councillor Debbie Kennard, 5th July

East Preston library

The Chairman, Steve Toney and I arrived at East Preston library, as arranged, to meet with Councillor Debbie Kennard and Samantha Herron from the Library service for a photoshoot next to the Silent Soldier installation. Regrettably Councillor Kennard did not attend, apparently due to a clash in her engagement diary. A photo was taken however of the parties who did attend. A further attempt to meet with Cllr Kennard will take place on 30th July.



(Left to right): Councillors Pat Gander and Steve Toney, and Elaynne Jones from East Preston Library

Cllr Patricia Gander

14th July 2018

Friends of Zachary Merton Community Hospital – Annual General Meeting, 6th July

Rustington

I attended the League of Friends, Zachary Merton Community Hospital AGM on Friday 6th July 2018. The Deputy Mayor of Littlehampton, Councillor Tracey Baker, also attended, with a small number of the public. After the formal meeting, Lucie Brumber, Modern Matron, gave a talk about 70 years of the NHS and the impact of volunteers.

Cllr David Moore

10th July 2018

Voluntary Action Arun & Chichester – Annual General Meeting and Networking Lunch, 18th July

Yapton

I attended the Voluntary Action for Arun and Chichester AGM at Yapton Village Hall.

The group is a helping hand for community groups and offers advice and training. Over the last year they have been working closely with other groups throughout Sussex and mid-Sussex and hope to formalise this in the future. They are launching a new website www.vaac.org.uk in September. They also match volunteers in the community through www.volnow.org.uk

There were lots of achievements to report of their good work and the annual report and

finances were presented. This ended with a presentation to their current chief executive who will step down as of next March.

We were given a presentation on the 5 Ways to Wellbeing by Graeme Potter from WSCC Public Health which was really informative and provided some great ideas about promoting wellbeing, I will be talking about this through Community Engagement to see how we can use the resources.

The event finished with a lunch and stands from local providers and groups.

Cllr Lisa Duff

24th July 2018

NHS Littlehampton Health Services Advisory Group, 26th July

Durrington

The meeting was attended by Dominic Wright, the new Managing Director of the Coastal West Sussex Clinical Commissioning Group (CCG), Sarah Henley, Head of Primary Care and other members of the management team. In addition, there were representatives from Arun DC, Littlehampton TC and other parish councils, and other members of the local health community.

The focus of the meeting was the content of the Briefing paper, which is attached to this report as an appendix. The CCG were keen to emphasise the positive steps that have been taken over the last year and in particular the success being achieved by the development of a LCN, which brings together a network of health, council and voluntary organisations to adopt an integrated approach to improving the health and wellbeing of the local population.

(Since this meeting, Simon and I have met with Tina Favier from the CCG to discuss EPPC's involvement in this LCN).

Despite the positive steps being made, it was acknowledged that there remain real challenges in the area, mainly due to the lack of estate and the national shortage of GPs. The 6 practices in the Rustington, Angmering and Littlehampton area have independently commissioned a feasibility report on the estate situation which is due to be discussed in September. Much frustration was expressed by many people present at the meeting at the slow progress in resolving the estate crisis.

The CCG is very keen to improve communication and will issue monthly/regular briefing papers which are for open access – an example can be seen at Appendix C and has already been circulated to residents via the Clerk's e-newsletter of 2nd August. In addition, they are keen to promote more interaction with the public and intend to build on a recent meeting which was well attended. The next meeting is scheduled for Saturday 20th October at the Windmill Theatre in Littlehampton (10-12)

Cllr Patricia Gander

2nd August 2018

Meeting with West Sussex County Councillor Debbie Kennard, 30th July

East Preston library

This was the rescheduled meeting – see above.

The Chairman, Steve Toney and I met with Councillor Debbie Kennard who is the WSCC Cabinet Member for Safer, Stronger Communities and has responsibility for the County's libraries. She expressed great interest in the Silent Soldiers and we were able to advise her of their various locations throughout the village. Councillor Kennard advised Councillor Toney that she was very happy for the installations to remain in situ beyond the end of the year. Photos were taken of Councillor Kennard, Steve and me by the war memorial and the Silent Soldiers.

During the visit we were able to tell Councillor Kennard of other community activities led by the Parish Council in the village, including the forthcoming Food and Drink Festival. An informal invitation has been extended to her to attend this and other events in the coming months.

The library was very busy during the visit and Councillor Kennard took the opportunity to chat to residents and in particular to a family who were participating in the Summer Reading Challenge – and another very nice photo opportunity followed!



(Left to right): Councillors Pat Gander and Steve Toney, and County Councillor Debbie Kennard outside East Preston war memorial

Cllr Patricia Gander

2nd August 2018

Agenda Item 16a

Personnel Committee – Role of the Chairman

Council is asked to adopt the Role of the Chairman document.

“Job Description” for the Chairman of the Council

N.B. This paper describes the various tasks and behaviour that is expected of a chairman and was initially drafted by Cllr Joop Duijf, Chairman of the Council in late 2017. The Personnel Committee agreed at its meeting on 15th January 2017 it would edit and take ownership of this document. Cllr Duijf included several sources including his own view.

The role of the Council chairman is basically the same as for any committee or working party but the Council chairman has an extra role to play.

The Chairman of the Council must be an ambassador for the council at all times.

The Chairman of the Council must assist the council's officers as necessary.

The Chairman of the Council is automatically a member of the Personnel Committee and is allowed to attend and vote at all other committee and working party meetings.

The Chairman of the Council is automatically **not** a member of the Clerk's appraisal panel but will be consulted for comment.

In order for the chairman to function fully, s/he needs:

- full co-operation from all councillors and officers
- to be fully briefed and prepared on the issues being considered by the council
- to preside over meetings in a fair and balanced manner that encourages contributions and achieves the objectives of the meeting by maintaining focus, seeking consensus, summarising views and conclusions and resolving conflict
- to be accountable to the council for the efficiency and effectiveness of the meeting, ensuring that business transacted with reasonable speed
- to ensure the council/committee acts only within its terms of reference
- to ensure compliance with standing orders, financial regulations, council policies and relevant legislation
- to protect the council from outside interference
- to act with the Clerk as a spokesman for the council on matters within the council's jurisdiction, liaising with the press where appropriate
- to ensure the overall integrity of the decision-making process within the council, and that the process operates fairly and openly
- to work with the Clerk to enable efficient and effective decision-making
- to ensure good employment practice by the council as a corporate body
- to work with the Clerk to confirm/set the agenda for meetings, ensuring that information is complete
- to check the draft minutes of meetings prior to circulation

- to ensure the resolutions of the council are carried out
- to be a member of the council's editorial team, especially to work on the council's quarterly newsletter
- to attend regular training sessions in order to keep up with ever-changing legislation on behalf of the village

These differing objectives would need different approaches.

- When policy is being made the chairman should use a consultative style, whilst focussing members on the more important aspects of the policy
- when information is being exchanged the chairman should ensure speakers stay on subject
- when grievances are being aired or issues being explored, the chairman will act as a facilitator, ensuring that all the grievances are aired and that no ideas are ignored.

Appendix 1 - Preparing for meetings – a checklist

Chairmen should:

- read the agenda and supporting papers and made notes to prompt where necessary
- be briefed by the Clerk
- anticipate public attendance and ensure the room layout promotes inclusion
- clarify the objective of each agenda item and consider an appropriate style of chairing
- check whether the agenda and supporting papers are informative and easy to understand
- make a rough estimate of the amount of time to be given to the main aspects of each agenda item
- remember to consider delegation to a committee or working party if items might go on for too long
- consider the possible scope of discussion on each item
- consider what information members already have; what other information they may need; what questions they or the public may ask
- consider how controversial the subject may be and how to handle any input from the public or control any conflict
- consider what conclusions may be reached and what follow-up action may be necessary
- check understanding of Standing Orders as they may apply to different elements of a meeting.

Potential danger zones to be considered:

- 'Matters arising' If the issues are important they should be put on the agenda in their own right. A council cannot make a decision on an item under 'matters arising'. 'Matters arising' can hold up a meeting and result in attempts to repeat previous discussions
- correspondence received can dominate proceedings. To prevent unnecessary discussion distinguish between correspondence which needs to be discussed and that which is for information, perhaps by using italic type. Consider with the Clerk, how correspondence can be made manageable
- have controversial items been placed early in the agenda? The public will want to attend for these. If a large number of the public are expected to attend, it will help to consider them as early as possible

- ‘Any Other Business’ must be avoided. The summons to a meeting must by law specify the business to be transacted. The words ‘any other business’ do not specify any item of business. So any other business can only be used for an exchange of information or to give preliminary notification of important business for the next meeting
- declarations of interest are a matter for individual councillors. The chairman can prompt members for any declarations but cannot insist they are made.

Councillors

It will help the chairman if councillors remember the rules/courtesy of meeting:

- all communication goes via the chairman
- one councillor speaks at the time
- others should respect this
- stick to the subject
- be familiar with Terms of Reference and Standing Orders

Vice-Chairman

- be an ambassador for the council at all times
- the vice-chairman to assist the chairman
- deputise for the Chairman at meetings and events, as necessary
- in the absence of the chairman chair meetings
- in the absence of the chairman, assist the council’s officers as necessary
- keep an eye on those wishing to speak and keep the chairman informed
- ensure councillors and public stick to the three-minutes rule, at the Chairman’s discretion

Communication

It should be noted that communication is not a one-way downwards process. It is advisable Chairs and Vice-chairs meet regularly.

The world outside

The Chairman represents the council at meetings with other local authorities and organisations.

Whilst attendance at the meetings is desirable, several of the meetings are easily delegated to others councillors, some of whom may well have better knowledge and understanding to bring to the meeting – continuity is important though. A written report to Full Council after each meeting is desirable. This list is not exhaustive.

- WSCC – West Sussex County Council (ad-hoc)
- ADC – Arun District Council (ad-hoc)
- JEAAC – Joint Eastern Area Committee (quarterly)
- JEAAC/H&T – Highways and Transport Sub-Group (quarterly, about a month ahead of the above meeting)
- LHSAG – Littlehampton Health Service Advisory Group (NHS) (random seemingly)
- CPRE – Campaign to Protect Rural England (ad-hoc)
- ADALC – Arun District Association of Local Councils (quarterly)
- SSALC – Surrey and Sussex Association of Local Councils (quarterly or six-monthly)
- ADC Parish Briefing meetings
- Other Parish and Town Council events
- preside tenants meetings (aim is for twice-yearly with each tenancy, except the flat)
- other Stakeholder meetings (for example, annual Southern Water event)
- on all kind of activities and external organisations.

The Chairman regularly keeps himself updated by participating in training sessions and events being educated on the ever changing law and also more specialised subject to hopefully the

benefit of the Parish.

Review

This document will be reviewed, initially annually, by the council's Personnel Committee (starting in 2019). Interim reviews may take place as necessary.

Policy adopted at the Full Council meeting held on [date], and recorded in Minute [no], resolution [no].

Appendix B

Agenda Items 18a

Warren Recreation Ground

Council is asked to note the draft Minutes from the Annual General Meeting of the Warren Recreation Ground charity held on 13th August.

Minutes of the Annual General Meeting held on Monday, 13th August, 2018 at East Preston Infant School, Lashmar Road, East Preston.

Trustees Present: East Preston Parish Council members: Christine Bowman, Lisa Duff, Elizabeth Linton, Rick McElroy, Glyn Mathias, and Steve Toney (Chair) and Steve Wilkinson

Also: Simon Cross (Clerk to East Preston Parish Council, notes)

Mr Keith Chamberlain, East Preston Cricket Club

Trustees Absent: East Preston Parish Council members: Andrea Chapman, Barbara Gale, Pat Gander, David Moore and Danny Shah

* * *

Introduction – Mr Toney, Chairman of East Preston Parish Council, opened the meeting at 19:05. He welcomed those present and led a full round of introductions.

Apologies had been received from Cllrs Andrea Chapman, Barbara Gale, Pat Gander, David Moore and Danny Shah.

An apology had also been received from Mr Colin Smith, Secretary to East Preston Cricket Club.

Minutes - The Trustees AGREED that the Minutes of the meeting held on 27th June 2017 could be signed as a true record of that meeting.

Mr Cross reminded the meeting the draft Minutes had been reviewed and noted by East Preston Parish Council at its meeting on 3rd July 2017.

Chairman's Report – Mr Toney read his annual report to the meeting:

“I would now like to read to you the annual report for the year-ending 31st March, 2018.

“The new method of recording the charity's accounts is proving to work well and has been implemented now since 1st April 2017. This will help to make the charity's accounts more transparent and separate from the main Parish Council's accounts. Accordingly, you will notice the accounts are presented in full this evening rather than the summary provided in previous years.

“My predecessor included a short history of the Warren Recreation Ground charity in his report last year. As you can find this in the Minutes from last year's meeting, I do not propose to cover that again this year.

“As chairman of the WRG Charity on behalf of all Trustees I would like to thank East Preston Parish Council and in particular its Amenities Committee for the work involved in running the Warren Recreation Ground to its best abilities. I would also like to thank any resident who has contributed to the look of the Warren Recreation Ground over the year and also East Preston Cricket Club for its contribution to the grounds maintenance at the rec. My thanks to the club for all its work.

“The rec is popular with dog walkers and youngsters using it as a get-together, playing football and other activities. Signage at the entrances outlines appropriate usage of the area and little vandalism was reported during the year. The Keep Fit Equipment donated by the East Preston Film Society, the Fives Court and the Tennis Court all remain well used.

“The Children's Playground is popular with young children and families during the daytime but not so well used sometimes during the evening, when young people still use the playground and car park as a meeting place and disturb residents. All these areas have an annual RoSPA Inspection carried out and the Playground has an additional monthly safety check by Arun District Council and the Gym Equipment is checked and serviced monthly by the Council's Handyman.

“Before the Cricket Season starts the netting is checked by the Cricket Club and a report given back to the council. During the Cricket Season, regular reports are sent back to the Council showing any incidents occurring, including balls leaving the ground and entering neighbouring gardens.

“The council keeps the area clean with our two Village Orderlies who do a brilliant job on a daily basis, seven days a week. My thanks to them both.

“During 2017/18, the Amenities Committee decided to put on hold further boundary work on the recreation ground due to other large projects getting underway. It decided as the work was time critical with the seasons, it was going to be difficult to schedule in the work. The next boundary to be tidied will be the eastern boundary. In the meantime, the Grounds Maintenance contractor has worked tirelessly trying to keep on top of the rapid grass and weed growth around the Recreation Ground and along Two Acres following a particularly early warm and wet Spring.

“The pre-school which operates from the Cricket Pavilion on the recreation ground approached the Parish Council towards the end of the financial year about installing a fenced area around the pavilion to provide a safe enclosed environment for the children to play in. It was hoped this would be in place

ready to use by Summer 2018.

“The plans for the refurbishment of the Public Toilets have been progressing slowly and tender packs were sent out in March 2018. The Disabled Action group has already started to look at fundraising for the Hoist Assisted Toilet (HAT).

“The Fig tree was pruned right back in the Autumn following the advice of the Tree Specialist as its canopy had outgrown the area along the footpath to the Village Hall. Further decay was noted and the Council agreed to monitor the tree carefully and control the spread of the canopy in future.

“There is still no progress on the formation of a Friends of WRG group.

“I would like to end by thanking East Preston Parish Council staff and councillors for their efforts to keep the WRG a pleasant place so it can be enjoyed by everybody. In this I also ask the users to keep the place in good order it is for your own benefit.

“Thank you.”

No questions arose from the Chairman’s report.

Treasurer’s Report – The Trustees NOTED a full budget report for the Year 2017-18 prepared by Mrs Khoo (Assistant Clerk to the Council), which had been distributed to members of the council prior to the meeting (see Appendix 1). This had also been circulated to those present prior to the start of the meeting.

As Chairman of the council’s Finance & General Purposes Committee, Cllr Shah was unavailable, Mr Cross said he would answer any questions anyone present had.

No questions were raised.

The Trustees AGREED the financial report for the year-ending 31st March 2018.

Delegation to East Preston Parish Council – The trustees AGREED to delegate formally responsibility for the Warren Recreation Ground for the period 1st April 2019 to 31st March 2020 to East Preston Parish Council.

Questions – The Chairman advised no pre-submitted questions had been received from the public.

The Clerk read extracts of a letter received from a resident of Sea Road concerned at the dangers to the public of cricket continuing to be played on the Warren Recreation Ground. The resident was asking the Parish Council to invoke clause 20 of the council’s Licence to the Cricket Club to play cricket there. The Clerk had invited the resident to attend the meeting but the resident had been unable to.

Mr Chamberlain responded on behalf of the Cricket Club. The Cricket Club took Health & Safety very seriously and it was a standing item on all committee meeting Agendas. Mr Chamberlain himself came from a Health & Safety background. The club felt it had taken all reasonable precautions to prevent balls going out of the ground. He believed the safety netting on the eastern boundary was about 56’ from ground level. The netting is inspected and repaired before the beginning of each season. The netting stops most balls but not all. Mr Chamberlain estimated the netting would need to be about 100’ high to stop all balls from going into neighbouring properties. Increasing the netting would be very costly for little benefit to the club.

Furthermore, the club has procedures in place, stating what the captain of the day should do when a ball did leave the ground. It was the scorer's responsibility to ensure the matter was recorded and this information was passed to the club's secretary who compiled a report regularly provided to the council throughout the season. To date, 21 balls had been recorded as having left the ground this season and there were only three other matches to play.

Following nearly 160 years of cricket being played on the Warren Recreation Ground, Mr Chamberlain was unaware of any recorded incident of injury to a person outside the ground. In his own long association with the club, Mr Chamberlain could not remember a single injury outside the ground.

Mr Chamberlain had looked at the secretary's report for year-to-date and noted an imbalance in the number of balls landing outside the ground on the eastern side this year to the western side. He did not have an explanation for this.

Mr Chamberlain said balls landed outside grounds even at the largest, professional grounds. Hundreds of small clubs across the country continued to play at similarly small grounds often with major roads running alongside.

The club took part in local T20 competition but did not play T20 matches on the Warren Recreation Ground.

The 1st XI was having a very good season and was often outplaying its league rivals and this may have contributed to the number of balls landing outside the ground. With promotion almost guaranteed, the club would be playing better rivals which may see a subsequent reduction in the number of balls out of the ground.

Annually, there were now fewer games played at the Warren Recreation Ground than there used to be. This contributed to a reduced number of balls going out of the ground. All neighbouring properties were supplied with a fixture card at the beginning of the season. Some neighbours were very accepting and tolerant of cricket on the Warren Recreation Ground, others less so.

Mr Chamberlain offered to write to the author of the letter via the Clerk, and the trustees accepted this.

The author of the letter had said he did not want to meet with the council at this time. The council's cricket reps will need to meet to agree a response to his letter.

Mr Cross also said the council had started to receive complaints about irresponsible dog-ownership on the Recreation Ground and asking for the implementation of a byelaw to keep dogs on leads at all times. A lively discussion followed in which it was felt wrong responsible dog owners and their dogs should not have to suffer because of irresponsible dog owners. More should be done to challenge the irresponsible dog owners. Mr Cross reminded the meeting, Arun District Council employed a part-time dog warden who would attend site if there was a pretty good chance a dog owner was likely to be caught being irresponsible. Mr Chamberlain said he did not feel the problem was as bad as it used to be.

Anything Else – Nothing else was raised.

Close – With no other questions forthcoming, Mr Toney thanked everyone for coming and closed the meeting at 19:50.

Agenda Item 20g

Littlehampton Health Services Advisory Group, 26th July

Durrington

East Arun Health Services Advisory Group Briefing: July 2018

Improvements:

- ✓ **GP extended access in place:** additional GP appointments are now available from 1pm-6pm during the week and during sessions at the weekend across the locality
- ✓ **Frailty work across primary care and community services going well:** teams have come together and patients are receiving joined up care plans
- ✓ **Social Prescribing in development:** first meeting next month to bring together GPs, Arun District Council, Age UK and voluntary sector to develop
- ✓ **Engagement with Arun District Council:** representation at the LCN and presentation to two member committees in the last six months
- ✓ **Public Voice:** meeting held with more than 50 members of the public to hear views of local health services, further meeting planned for Saturday 20 October 2018.

Challenges:

- **Closed lists:** three of the GP practices in the REAL Care locality have temporarily suspended new patient registrations, however the CCG is allocating any patient that needs to register
- **Fitzalan Medical Group:** the practice was placed in special measures earlier this year following a CQC inspection. The CCG is working closely with the team to monitor progress
- **Estates:** work is progressing but further exploration of premises options is now required

Local Community Network development

The REAL Care LCN has been in place since 2017, bringing primary, community, and mental health services together with the voluntary sector and other key groups supporting the local population across Rustington, East Preston, Angmering and Littlehampton.

An LCN is best described as a network of health, council, voluntary sector leaders, working with local communities to create a shared ambition and more integrated approach to organising and improving the health and wellbeing of their whole local population.

Key progress since the start of April:

Extended access: GP practices in the REAL Care area have funded Monday to Friday afternoon and Saturday morning clinics to increase capacity for GP and nurse appointments. This gives each of the practices additional appointments if they are experiencing high levels of demand, and means people that need to be seen today, can get an appointment.

The GP practices have also funded a feasibility study to look at how on the day work (appointments/treatment) could happen at scale across the REAL Care area. This includes looking at the potential of combining triage teams and visiting teams to make it easier to get an urgent appointment, improve efficiency and enable longer appointments for our complex and frail patients. The aim is for a shared same day service. The results of this are to be considered at a GP practice away afternoon to work through the implementation.

Frailty work: REAL Care has also been focused on providing care for the area's older population with chronic diseases, long term conditions and frailty. This has started by integrating primary and community care staff to identify those patients who are most in need of help and support. The LCN aims to have one universal care plan that is shared with all of the people involved in their care and training has been taking place since the end of last year.

In addition, through the relationships being built in the LCN, Arun and Chichester Citizens Advice have developed a pilot project at Westcourt Medical Group focusing on working in the surgery to improve the wellbeing of patients experiencing debt and finance issues. This went live on in October 2017 and will report back to the LCN to understand the potential for a wider roll out.

Mental health: Coastal West Sussex MIND and Angmering School have been working together as part of the LCN to look at improving mental health support in schools. It is recognised that there can be more pastoral / wellbeing support for young people, and scoping will take place later this year for this work.

Social Prescribing: the LCN has been learning from social prescribing schemes elsewhere in Coastal West Sussex, and GPs are meeting with partners at the end of August to see if we can develop a service in the area. There is potential for a collaboration of primary care, Arun District Council, Age UK and Citizens Advice.

Fitzalan Medical Group

A key area of work for the CCG in the last two months is the support the CCG team is providing to Fitzalan Medical Group.

On 19 December 2017, CQC conducted a scheduled visit to the practice where concerns were identified in terms of patient care and leadership. The practice has subsequently been rated as inadequate and on 16 February 2018 was placed into special measures. In response to these concerns the CCG has worked closely with the practice to provide

practical advice and assistance to support them whilst recognising that ultimately it is the individual practice's responsibility to address the identified shortcomings. This month we met with the partners at Fitzalan, by working alongside the other practices in the locality and partners in the wider system, progress is being made.

Wider primary care support

Three of the GP practices in the REAL Care locality have temporarily suspended new patient registrations: The Park Surgery due to staff changes, Fitzalan Medical Group to focus on implementing changes, and The Lawns due to a significant rise in patient numbers. The CCG is supporting any patient who needs to register with a GP practice in the area. Patients can be allocated to any of the practices through the CCG.

Estates

The GP practices in the REAL Care LCN are focused on looking at estates and what is needed now and in the future. All six GP practices in the wider Littlehampton area are working together to draw up a plan, looking at what is needed for the future in the town in terms of services, and then what buildings and space will be needed to support the services. A project manager has been employed to support this work.

The Arun practices have also commissioned a report from "GB partnerships" for a high-level estates options appraisal. The report provides an outline of the requirements, demand profiles and a high-level assessment of options. It concludes that a strategic decision is required as to whether to pursue options which use existing buildings. Therefore, further exploration of the premises options is required.

Initial exploratory discussions have taken place with NHS Property Services regarding possible use of space within Littlehampton Health Centre. This has highlighted that there may be some 'sessional' space available but, work is on-going to understand, in more detail, the existing service provision and the potential for re-configuration.

Planning is also underway between Arun District Council in relation to new housing developments and potential 106 opportunities. All current opportunities have been submitted.

The CCG is also refreshing its Estates Strategy which looks at all opportunities across the Coastal West Sussex area.

Public and patient engagement

Partnership with the District Council is going well, with attendance from Robin Wickham at the LCN meetings. The LCN has also presented twice to Arun District Council in the last six months.

The LCN held a public event in April in Rustington and had more than 60 members of the public attend. It was a positive meeting with the opportunity for people to share their feedback on local services and hear about the latest developments.

A further public meeting is planned for October to be focused on mental health, in partnership with Coastal West Sussex MIND.