



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

COMMUNITY ENGAGEMENT COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 30th July 2018 at East Preston Infant School, Lashmar Road, East Preston at 19:00hrs

PRESENT: Councillors C Bowman, L Duff, P Gander, E Linton (Chairman) and S Toney

ALSO: Clerk to the Council, Simon Cross

Cllr A Chapman

The meeting opened at 19:02. Cllr Chapman attended as an observer with a view to joining the committee.

544/18 APOLOGIES AND REASONS FOR ABSENCE

All committee members were present.

545/18 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No declarations were made.

546/18 PUBLIC SESSION

No members of the public were present.

547/18 MINUTES OF THE MEETING HELD ON 31st MAY 2018

The draft Minutes were circulated to all councillors on 4th June asking for comments by the 11th June. No suggested amendments were received. Cllr Gander had replied to confirm she was happy with the Minutes as drafted.

The committee AGREED unanimously the Minutes of the meeting held on 31st May were an accurate report of the meeting and could be signed. Cllr Linton duly signed the Minutes.

548/18 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

The following report by the Clerk was circulated in advance of the meeting:

Matters Arising from previous meetings

Minute 388/18 – Fly Posting – in the email to residents dated 6th June, I included an article about the number of posters around the village and the length of time they are up.

I have also had a separate chat with Paul Amoo, Chairman of the East Preston Film Society. Other informal chats remain outstanding at the time of writing.

Minute 389/18 – East Preston Christmas Celebrations – 24th November 2018 – I have reviewed the booking letter and it should be clearer in future.

Minute 392/18 – Playschemes – February and Autumn 2018 – I have booked Bee-Fit and the Infant School for Wednesday, 24th October. Tina from Bee-Fit has confirmed she is happy to fit in with any theme the committee chooses.

Minute 398/18 – Remembrance Sunday, 11th November 2018 – a single 10” Perspex *There But Not There* Tommy figure has been purchased and has been on display in the Council Office window since 6th June.

Minute 399/18 – Parish Council website – the new website went live on Friday, 20th July. There is a new web address – www.eastpreston-pc.gov.uk

Simon Cross – **Clerk to the Council**

20th July 2018

Minute 394/18 – East Preston Food and Drink Festival – 25th August 2018 – the Clerk had hand-delivered a letter to Ms Frost on Friday, 8th June. Ms Frost had replied via email on 10th June and the Clerk had asked on the 11th June if that email had just been for him or was for circulation to the whole committee. No response had yet been received on that and until he had clearance from Ms Frost, he would not reveal the contents of the email. The committee accepted this.

549/18 EAST PRESTON FOOD AND DRINK FESTIVAL – 25TH AUGUST 2018

Cllr Linton reported preparations for the event were on track.

Cllr Gander reported she had signed the cheque which the gate supplier needed before the new gate on to the Village Green could be ordered. Cllr Linton said work was due to start on 13th August.

The Clerk reported the Top Deck double bus had changed hands since the committee had originally agreed to include it. At that time it had been offering Persian food; the new owner was offering cheese toasties. Although he had promised to pay on several occasions, he had not yet done so. He had been given a further deadline of 10am on the day of the meeting but had not paid. His pitch had been released and snapped up by a provider of vegan baked goods. Should the double bus man suddenly pay he would still be able to have a pitch in the car-park.

Having met County Councillor Debbie Kennard at the library this afternoon, Cllr Toney reported he had sent her details of the event at her request. This was not an official invitation to attend.

Leaflets had been put into the Rustington Information Centre.

The Clerk reminded the meeting Miss Mae Coupar wanted to volunteer at the Festival. Miss Coupar will be at the working party meeting on 8th August.

It was suggested Cllr Shah be asked to distribute some flyers with newspapers and Cllr Wilkinson be asked to distribute some on the Angmering-on-Sea private estate. Cllr Barber will distribute some on the Willowhayne private estate. Cllrs Chapman, Duff and Gander will also do some leaflet distribution.

Cllrs Duff and Bowman volunteered to mark up the Village Green on Friday, 24th August – time to be agreed between them. Cllr Chapman will assist if available on the day.

550/18 MERCHANT NAVY DAY, 3RD SEPTEMBER 2018

The following paper had been circulated in advance of the meeting:

Merchant Navy Day, 3rd September 2018

Committee is asked to consider progress on this event.

The committee agreed last year the council should again take part in Merchant Navy Day this year. 3rd September falls on a Monday this year and the suggestion from Seafarers UK is, "you may wish to arrange for your Red Ensign to be flown for the whole week and the preceding weekend? There are no restrictions on when or where a Red Ensign may be flown ashore in the UK."

Reverend Richard Bromfield has agreed to attend as Reverend Andrew Perry is unavailable on the 3rd September. Cllr Linton has agreed to contact Revd Bromfield in due course.

Last year, the committee offered attendees a hot drink and some cake in the Royal British Legion directly after the ceremony. Is this something the committee wishes to do again?

Simon Cross – **Clerk to the Council**

20th July 2018

Cllr Linton reported preparations for this event were also on track. Cllr Linton had invited Frank and Margaret Pink to attend the event, and Mr Pink had given permission for extracts from his memoirs to be on display at the library. The library had agreed to mount a Merchant Navy Day display again.

Cllr Toney will liaise with the Royal British Legion about attendance at the event and hosting a reception afterwards. The council would again provide cakes for the reception.

Cllr Moore will be asked to provide backing music with his saxophone again, if available.

551/18 EAST PRESTON BEACH CLEAN NO. 12, 30TH SEPTEMBER

The following paper had been circulated in advance of the meeting:

East Preston Beach Clean No. 12 – 30th September 2018

Committee is asked to consider matters relating to the above Beach Clean event.

Further to the report for this Agenda Item last meeting, the St Mary's Women's Fellowship donated £140 to the council following its annual service on 14th June. I had previously found some litter bag hoops on eBay for £7.99 and have ordered one of those to establish its quality. Postage is free although that might change on a bulk order. If not, we could afford 17 hoops in total from the £140. The Fellowship has been sent a letter of thanks. The committee may wish to consider a future newsletter article – perhaps we could arrange for the five members of this committee and twelve members of the Women's Fellowship to meet on the beach, each waving a bag hoop for a photograph.

It would be useful for committee members to confirm their attendance on 30th September as early as possible so I know we have admin tasks covered. Thank you.

Simon Cross – **Clerk to the Council**

20th July 2018

The Clerk showed the example £7.99 litter-bag hoop which had been purchased. The committee AGREED these were fine and more should be purchased. The committee also AGREED to the photo opportunity idea.

552/18 PLAYSCHEME – AUTUMN 2018

The following paper was circulated in advance of the meeting:

Playschemes

Committee is also asked to give further consideration to the playscheme for the Autumn 2018 half-term. This has been confirmed for Wednesday, 24th October, and will be run by Bee-Fit.

Tina from Bee-Fit is happy to work with any theme the council suggests. **Does the committee have any preference?** Suggestions received so far are character from a book, cartoon character, by the seaside, insects. Recent playschemes have followed a zoo and space-age theme.

Which councillors will be present on the day of the event?

Simon Cross – **Clerk to the Council**

20th July 2018

As this year is the 80th Anniversary of The Beano, the committee AGREED a theme of comic characters. The Clerk will inform Bee-Fit of this decision.

As Cllr Duff is unavailable on the day of the playscheme, Cllrs Gander and Linton agreed they would attend as overseers. Cllr Chapman said she would probably attend with her children and would help Cllrs Gander and Linton when possible.

Cllr Duff reminded the committee the council provided a snack for children during the event and hot drinks for adults and this would all need some consideration, and shopping, before the event.

553/18 REMEMBRANCE SUNDAY, 11TH NOVEMBER 2018

The following paper had been circulated in advance of the meeting:

Remembrance Day – 11th November 2018

Committee is asked to continue consideration of any commemoration of the end of the First World War this council may wish.

I have today asked St Mary the Virgin and the Royal British Legion unofficially for any thoughts either organisation has on the subject. No in-depth response as yet.

Simon Cross – **Clerk to the Council**

20th July 2018

Cllr Toney agreed to be a liaison with the Royal British Legion. He will also talk to Goodwood about any flyover it might be able to assist with.

554/18 EAST PRESTON CHRISTMAS CELEBRATIONS – 24TH NOVEMBER 2018

Cllr Linton reported a useful meeting had been held the week before the meeting which had given some indication of the amount of work outstanding for the event. A follow-up meeting has been booked for September which will be more critical.

555/18 EAST PRESTON FOOD AND DRINK FESTIVAL AND EAST PRESTON CHRISTMAS CELEBRATIONS - ADMINISTRATION

Cllr Linton expressed her concern the working parties for the two events were not being tightly enough administered and proposed the working parties become some form of sub-committee in control of their own budgets.

The Clerk responded the council currently only had a committee and working party structure and therefore thought should be given to converting the working parties into a Events Committee rather complicating the structure.

The committee AGREED to recommend to next Full Council meeting the implementation of a Major Events Committee, initially to be responsible for the Food & Drink Festival and the Christmas Celebrations.

The Clerk suggested Standing Order 13b be waived for the remainder of this council year solely to allow councillors already sitting on three committees to populate the proposed new committee. Standing Order 13 as a whole should be reviewed by the Personnel Committee before the end of the council year.

The Clerk also advised the committee to think about its general workload. It was great the committee wanted to achieve so much in the community of East Preston but the committee and the council as a whole were not inexhaustible resources.

Initially it was AGREED the Major Events Committee should meet in the months opposite the Community Engagement Committee.

556/18 TENNIS COACHING

The following paper had been circulated in advance of the meeting:

Free tennis coaching

Committee is asked to consider year's provision of free tennis coaching in conjunction with Angmering-on-Sea Lawn Tennis Club.

This year's sessions ran over three consecutive Wednesdays starting in the week after the Festival. The first two weeks had one different attendee each, the third week had six attendees.

The sessions were publicised in the council's noticeboards and office window, on Facebook and in the Spring 2018 newsletter, yet all of the above bookings came via word-of-mouth publicity.

Committee is also asked to consider whether to office free tennis coaching sessions again next year, if Angmering-on-Sea Lawn Tennis Club is willing to support such.

Simon Cross – **Clerk to the Council**

20th July 2018

Cllr Linton confirmed Mr Cook was willing to run a further scheme next year. The committee AGREED it would run the scheme again next year and would do more to promote the scheme through school newsletters and such like. Attendance at a school assembly was also suggested as a way of getting a message to parents. The committee felt it was reasonable to keep the events scheduled for 2pm to 3pm, midweek.

The following paper had been circulated in advance of the meeting and covered the next three Minutes:

East Preston Festival Committee

Committee is asked to review its East Preston Festival events for 2018.

The council committed to three events during Festival week:

Owls About Town has agreed to come along on Tuesday, 5th June

Come and Meet Your Local Councillors event on the Thursday of Festival week, 7th June

Carnival Procession participation, 9th June

Committee is also asked to begin participation in the 2019 Festival.

Committee is also asked to note some subjects which arose during the Come and Meet Your Local Councillors event on 7th June. These are on the committee's agenda for discussion at its meeting in September: village hedge trim; village crest; Memories of East Preston events.

Simon Cross – **Clerk to the Council**

23rd July 2018

557/18 EAST PRESTON FESTIVAL, JUNE 2018

Cllr Linton stated the council's contributions to the 2018 East Preston Festival had all been very successful. The committee AGREED.

The committee AGREED to make a donation of £50 to the work of Owls About Town as a thank you for the event on 5th June on the Village Green. This can be taken from the Event Attendance budget line.

558/18 EAST PRESTON FESTIVAL, JUNE 2019

The Clerk stated he had been in contact with an alpaca farm asking whether they attended external events – this as an alternative to the Owls About Town on the Village Green event. If the alpaca farm was willing to attend at an affordable price it was possible owls and alpacas could attend in alternate years. The committee liked this idea.

The committee AGREED to defer a decision upon participation in the Carnival Procession until the full theme for the 2019 Festival has been announced.

559/18 EAST PRESTON FESTIVAL, JUNE 2018 – COME AND MEET YOUR LOCAL COUNCILLORS DISCUSSION POINTS

The committee NOTED the three topics from the Come and Meet Your Local Councillors event listed in the paper above. These will be discussed further at the committee's September meeting.

560/18 END-OF-TERM CELEBRATION

The following paper had been circulated in advance of the meeting:

End-of-term celebration

Committee is asked to begin consideration of the format for the end-of-term event in May 2019.

Back in the day, the council – like many others – used to hold an annual Civic Service followed by a bit of a reception. For various reasons, that was not happening when I took office in 2007.

A civic service did take place on 23rd November, 2014. My report on the event to the December 2014 Full Council meeting read:

7. East Preston Civic Service, 23rd November

In spite of heavy rain, the Civic Service was attended by nine councillors, some spouses, two members of staff, thirteen representatives from six other councils and over thirty local residents representing East Preston organisations. A short service was followed by a lively reception in The Spire Room.

The Community Engagement Committee has discussed the event, and is likely to think in future of one "thanksgiving" event each council term, probably without a service attached. (Minute 742/14)

There had been thirteen councillors in post at the time of the civic service but not all had agreed with the event which is why only nine had attended. The concern seemed to be the religious aspect of the event. As noted, this committee had discussed the event and felt a single, wholly secular event each term might be the way forward.

The current council term ends at the beginning of May 2019, with current councillors being deemed in post until the end of Sunday, 5th May. Committee should start thinking about whether or not it wants to have an event, and if it does, where and when and what time of day. That way, initial bookings can be made.

Simon Cross – **Clerk to the Council**

23rd July 2018

The committee started to discuss dates and format for the event. The committee AGREED to try for Sunday, 14th April and the time availability of the Village Hall would dictate whether the event was an afternoon event or an early evening event, 3pm or 6pm. If the Village Hall was not available, the event could be held in the Conservative Hall. If neither venue was available on the 14th, the 28th was a second choice. The committee AGREED the event should be a smart dress event.

561/18 DEFIBRILLATOR

Cllr Gander advised the committee the council's public-access defibrillator had been registered with the Community Heartbeat WebNos system. This included a useful weekly-check reporting facility and the council's officers were carrying out a weekly check on the availability of the defibrillator and recording those checks through WebNos. WebNos returned an email confirmation of the check and the office was filing these and forwarding them to Cllr Gander for her information. Cllr Gander felt the committee should be carrying out a monthly check too. The committee AGREED a committee check should be carried out on the first Monday of every month. Cllr Gander said she was happy to carry out these checks and would offer the task to other committee members in months she could not do. The Clerk mentioned the recommendation the cabinet be waxed once a month too.

Cllr Gander said she was creating a simple protocol / policy for the checking of the defibrillator. She and Cllr Toney were due to carry out an annual Health & Safety inspection and this would cover the defibrillator thus removing the need for a separate H&S policy for the defibrillator.

The Clerk mentioned he had noticed a sign on the defibrillator at Angmering-on-Sea Lawn Tennis Club which referred people to a familiarisation video on the club's website. The committee AGREED the council website should contain something similar if possible.

Cllr Gander mentioned an interesting matter raised by a 91-year-old resident at the Come and Meet Your Local Councillors event on 7th June. The resident was highly concerned about the proliferation of defibrillators and in particular that they can be used by amateurs. The resident had a Do Not Resuscitate card but understood not everyone, especially in a tense situation such as trying to save a life, would know or think to look for such an item and if working alone would probably not want to go rooting through someone's belongings looking for one. The resident had two friends who had been resuscitated with a defibrillator when they carried DNR cards. There was some discussion as to whether the council could do something to publicise the possibility someone may have a DNR card but there was some feeling such publicity would confuse matters and lead to some people not being resuscitated when they could have been. The committee AGREED it was useful to have been made aware of this. Cllr Bowman, herself a First Responder in the past, said she would follow this up with contacts of her own to see if there is any official advice out there.

562/18 NHS – LOCAL COMMUNITY NETWORKS (LCNs)

The following paper had been circulated in advance of the meeting:

Wellbeing – National Health Service – Local Community Networks

Committee is asked to consider further council involvement in NHS Local Community Networks (LCNs).

Cllr Gander to lead on this item.

Following the March meeting, I contacted Susannah Turgoose, the Executive PA to Chief Financial Officer and Deputy Chief Officer – Performance & Contracting at the NHS Coastal West Sussex Clinical Commissioning Group. Susannah suggested I contacted Debra Flynn. I emailed Ms Flynn on 3rd April and, having had no response, again on 22nd May. Still no response.

At the committee's last meeting it was agreed Cllr Gander should contact the Local Community Network via a different route. This has not proven easy but contact has now been made with Tina Favier who is hoping to come and have an initial conversation with Cllr Gander and I on 30th July.

Simon Cross – **Clerk to the Council**

23rd July 2018

Cllr Gander reported she and the Clerk had met with Tina Favier, briefly, earlier in the day. Tina worked for Adur & Worthing Borough Councils but had been seconded to the NHS to work as part of the Local Community Network project. The thinking behind the project was to bring together Clinical Commissioning Groups, Primary Caregivers, local councils and the voluntary sector to provide an integrated approach to healthcare in the area. Tina was reverted to just one day a week on the secondment and the rest of her LCN role was being handed over to Michaela Hawkes, Transformation Team, Regis and Adur LCN Development Manager, Prevention and Commissioning Manager for Long Term Conditions, who had been unable to attend the day's meeting.

Tina had explained the LCNs within Coastal West Sussex Clinical Commissioning Group had three priority areas: frail and older people; urgent care, ensuring access to urgent care services in the right place at the right time; prevention. The LCNs are looking at how social prescribing can be used to reduce the expenditure the NHS faces each year. Littlehampton Citizens Advice Bureau has recently been hosting sessions within a Littlehampton GP practice.

Tina had agreed to send the council a lot of information. Tina was keen to meet other councils within the REAL (Rustington, East Preston, Angmering and Littlehampton) LCN and had agreed to make a date to come back to East Preston. With sufficient notice, this council would then be able to ask neighbouring councils to send a representative to that meeting.

The meeting AGREED it might be an idea to draw up a table of the different age brackets within the village and a list against each bracket of council offerings; for example, against school-age the council offers half-term playschemes and against teenage the council supports the East Preston Youth Club.

Cllr Duff reported she had recently attended the Annual General Meeting of the Voluntary Action Arun & Chichester at which she had received a presentation from a West Sussex County Council officer on the Five Ways to Wellbeing as part

of the West Sussex Strategic Wellbeing and Resilience Framework (see the handout at Appendix A below). This is something the council could promote through a future newsletter.

563/18 INTERGENERATIONAL MUSIC THERAPY SESSIONS

Cllr Gander said she was keen to set up some intergenerational music therapy sessions within the village. Cllr Gander had been in touch with the local Jo Jingles franchisee, Katie, who had recently started a regular session at Green Willow care home in Vicarage Lane. Katie was not keen to do another regular session within East Preston but was keen to join in one-off community events.

Cllr Gander had also looked at the website for Waves Music Therapy, a group based in East Preston and led by Victoria Hart. Ms Hart had worked with East Preston SENCAT in the past thanks to a grant from this council. The Clerk reported Ms Hart was a big advocate of intergenerational activities and regularly contacted the council with suggestions; for example the article in the Spring 2015 newsletter on The Big Lunch had been Ms Hart's suggestion.

As part of Sussex Forest Activities, Cllr Chapman said intergenerational activities were very rewarding for participants but did not come without some difficulties.

Cllr Gander offered to talk to an organiser of Crawley Posh Club for any available advice.

The Clerk reported he had that day learnt of a new monthly music session running in the village, aimed at dementia cases. This was taking place at Our Lady, Star of the Sea church in Vermont Drive and was open to all. The committee was keen to learn more about this.

Cllr Gander also mentioned an intergenerational art project she had recently read about where children from a pre-school had worked closely with residents of a West Sussex care home to create an artwork formed of 13,000 buttons. This was another idea the committee could explore.

564/18 COMMUNITY SPEED WATCH

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

Community Speed Watch

Committee is asked to consider a proposal for the future of Community Speed Watch in the village.

The village's Community Speed Watch team has not been able to patrol since late November due to resourcing issues and is currently dormant. The previous co-ordinator is no longer able to be involved and a new volunteer has come forward willing to co-ordinate a team, Keith Harris. Mr Harris himself would prefer just to be a patrol member not the co-ordinator but is willing to run with being the co-ordinator for now in the hope someone else will come forward.

Cllr Linton and I met Mr Harris on 23rd July, briefly, as he is unable to attend this evening's meeting and does not want to delay any further.

Mr Harris has created a plan to make Community Speed Watch operational within the village again. Mr Harris would only be interested in co-ordinating for a short while and only with the full support of the council. At the meeting we talked through Mr Harris's proposal which can be seen below.

Mr Harris accepted some of his timescales were optimistic and will be making adjustments to the proposal following the meeting.

Ideally, and he accepts it may not be achievable, Mr Harris would like a team of twelve volunteers, all of whom need only commit to an hour's time each fortnight. That should enable at least one patrol a week. Cllrs Toney and Shah have confirmed their willingness to go out on patrol when they are able; I have asked Cllrs Moore and McElroy and await their answers. [REDACTED], an existing member of the Community Speed Watch team, has confirmed he is willing to stay involved.

Actions 1 to 4 on the plan are complete, and Action 5 is underway. Tasks from that point onwards are pretty much **dependent upon this committee giving its support this evening**. With reference to Action 3, Mr Harris is aware it was not possible to include anything in the Summer 2018 Newsletter and has agreed something in an e-newsletter to residents would be a good starting point.

Committee is also asked to note the following stats produced by the Community Speed Watch team:

The Community Speed Watch team has not been able to patrol since late November due to resourcing issues.

Simon Cross – **Clerk to the Council**

27th July 2018



East Preston Community Speedwatch Operational Plan 2018/19

Background and Issues
<p>1) Recruitment</p> <p>a) There are currently only two available trained Speedwatch volunteers.</p> <p>b) Those who have been recruited to date have been predominately councillors with a few retired members of the community</p> <p>c) We need to recruit a critical mass of at least 6 volunteers so that we can have two teams of 3 available for deployment (as a minimum; if each team then operated, for an hour, once a fortnight, we would have a watch every week)</p> <p>2) Equipment</p> <p>a) Historically, new recruits have had to purchase their own high viz vests (which are needed to carry out the role)</p> <p>3) Community engagement</p> <p>a) There is currently a perception that those outside the council are less likely to be chosen to be Speedwatch volunteers</p> <p>b) There is a general lack of understanding of what Speedwatch is about which can result in lack of interest, or worse, resentment, complaints and hostility (this is an issue nationally)</p>
Proposed ways forward
<p>1) Plan a phased programme of publicity through: EP parish council newsletter, EP parish council web-site, one page article in All About EP, flyers, posters in local shops, EP summer festival, and Xmas fair, posters in schools/churches/BL, inputs at schools' meetings with parents, input at estate association meetings (e.g. AOSERA) and information on their web-sites and in their newsletters.</p> <p>2) Seek to establish partners to help promote Speedwatch and help with recruitment e.g. local schools, churches, British Legion (local schools could be particularly helpful in both making the case of the importance of road safety for our children and helping recruit parents as volunteers)</p> <p>3) Fund all equipment and seek to gain sponsorship from local businesses to help fund publicity (e.g. flyers) and equipment</p>

Actions	By Whom	By When	Intended Outcomes	Progress
1. Arrange for Speedwatch to be on Community Engagement Committee Meeting agenda	SC	July 18	<ul style="list-style-type: none"> EP Speedwatch on July meeting's agenda 	
2. Draft an operational plan to present to the Community Engagement Committee	KH	July 18	<ul style="list-style-type: none"> Operational plan produced in format which allows revision and further development 	
3. Produce text for EP Parish Council newsletter to explain the nature and purpose of Speedwatch	KH	July 18	<ul style="list-style-type: none"> Draft text suitable for publication and adaption for other promotional material 	
4. Present operational plan and draft promotional text to the Community Engagement Committee	SC and KH	July 18	<ul style="list-style-type: none"> Gain agreement of way forward to inform revision of Action Plan and support from the Council 	
5. Arrange a meeting with West Sussex Police liaison officer Jason Lemm	SC and KH	Aug 18	<ul style="list-style-type: none"> Gain agreement and support for the future development of EP Speedwatch from West Sussex Police 	
6. Publish the Speedwatch promotional article in EP Parish Council newsletter	SC and KH	Aug 18	<ul style="list-style-type: none"> Raise awareness and understanding of the nature and purpose of EP Speedwatch Recruit sufficient volunteer operators to proceed 	
7. Put a link to the Community Speedwatch web-site in the EP Parish Council web-site	SC	Aug 18	<ul style="list-style-type: none"> Provide easy access to the comprehensive information available on the Community Speedwatch web-site Make clear the national status of Speedwatch and its direct support from the police. 	

8. Produce the text for additional promotional material (articles/posters/flyers/paragraphs for web-sites and leaflets etc.)	KH	Aug 18	<ul style="list-style-type: none"> The use of promotional text in a wide range of contexts to reach a wider audience
9. Contact Community Speedwatch to identify KH as new Group Coordinator	KH	Aug 18	<ul style="list-style-type: none"> Open communications with Community Speedwatch Ground prepared for submission of report forms
10. Become familiar with Speedwatch administrative procedures	KH	Aug 18	<ul style="list-style-type: none"> KH able to coordinate team activity KH able to process and submit required documentation to police
11. Refer expressions of interest to become volunteer operators to KH	SC	Aug and ongoing	<ul style="list-style-type: none"> Establish early communications with volunteers
12. Screen applicants and oversee training and induction	KH	Aug and ongoing	<ul style="list-style-type: none"> Minimum of two teams of 3 operators trained
13. Commence EP Speedwatch activity	KH and teams	Sep and ongoing	<ul style="list-style-type: none"> Speedwatch monitoring at least once a week
14. Contact local schools to help promote EP Speedwatch	KH	Sep	<ul style="list-style-type: none"> Local schools to promote and support EP Speedwatch to parents Gain additional volunteer operators (e.g. parents and/or part-time staff)
15. Contact local businesses to gain visible support for EP Speedwatch	SC?	Sep	<ul style="list-style-type: none"> Help promote EP Speedwatch as a positive activity in our community

16. Contact private estate associations (West Kingston, Angmering-on Sea, Willowhayne) to help promote EP Speedwatch	SC and KH	Sep	<ul style="list-style-type: none"> Associations to promote and support EP Speedwatch through their own newsletters and web-sites Gain additional volunteer operators
17. Publish and distribute flyers	SC?	Sep/Oct	<ul style="list-style-type: none"> Raise awareness and understanding of the nature and purpose of EP Speedwatch Help gain the trust and support of the wider local community Gain additional volunteers
18. Publish posters for local businesses and organisations to use	SC?	Sep/Oct	<ul style="list-style-type: none"> As above
19. Continue to promote Speedwatch through local events	SC and KH	Sep and ongoing	<ul style="list-style-type: none"> As above
20. Review progress and impact of EP Speedwatch at Community Engagement Committee Meetings	SC	Oct and ongoing	<ul style="list-style-type: none"> Show evidence that EP Speedwatch is reducing speeding in the village to maintain support of the Parish Council
21. Publish regular reports of outcomes of Speedwatch activity in EP Parish Council newsletter (e.g. number of offenders as % of the number of vehicles monitored during watches)	SC and KH	Oct and ongoing	<ul style="list-style-type: none"> Inform the community of the speeding that takes place in our village Show evidence that EP Speedwatch is reducing speeding in the village to further develop the support of the Community

The committee AGREED it supported Mr Harris's proposal, in principle. The Clerk had contacted Sgt Lemm of Sussex Police asking him to visit East Preston to meet with Mr Harris and other volunteers. Cllr Toney felt it was essential Sgt Lemm did meet with volunteers before they went out on patrol.

Cllr Toney suggested Mr Harris might want to meet the co-ordinator of Angmering's Community Speed Watch team now that was running again.

The committee also NOTED it had not been possible to produce any Community Speed Watch stats recently.

565/18 PARISH COUNCIL WEBSITE

The committee NOTED the following paper which had been circulated in advance of the meeting:

East Preston Parish Council website

Committee is asked to receive a brief update on the development of the council's new website.

The new website went live on 20th July and has a new address eastpreston-pc.gov.uk. There is a divert from the old website to the new.

Council officers are awaiting training so we can update the website as we need. Currently updates are having to go through Mrs Chaffe.

Simon Cross – **Clerk to the Council**

23rd July 2018

Cllr Wilkinson, as Chairman of the Website Working Party, had agreed the council could pay the invoice received for this work. The committee AGREED unanimously.

The Clerk said he now had some ability to update the website. He asked committee members to let him know of anything glaringly out of date or incorrect and he would update to the best of his ability.

566/18 BLUE PLAQUE TO COMMEMORATE ISRAEL ZANGWILL AND EDITH AYRTON

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

Blue plaque to commemorate Israel Zangwill and Edith Ayrton

Committee is asked to consider further a suggestion a blue plaque is placed in Sea Lane to commemorate Israel Zangwill and Edith Ayrton.

At its meeting on 2nd July, Full Council approved a Blue Plaques Policy for the Council. (Minute 472/18, Resolution 1227)

I met with the current householders at Far End, Sea Lane on 9th June and they are happy for a blue plaque to be donated to their property. They took away a draft copy of the Blue Plaques policy.

I have asked Leander Architectural for a quotation for a 14" cast aluminium plaque – this will not attract a donation from the East Preston & Kingston Preservation Society but will cost considerably less than a ceramic plaque. The company's website says £231 excl. VAT but I just want an actual quotation to confirm that.

No money was set aside in this year's budget for a blue plaque so committee will need to ask Full Council to use money from this year's contingency budget to purchase the plaque. The policy states, "The installation and maintenance of the plaque will be the responsibility of the property owner, although the council may be able to help in these tasks." Committee may wish to consider asking Full Council for £500 from the contingency budget, for example, in order to purchase the plaque and contribute towards its installation, as the first one in the village.

Simon Cross – **Clerk to the Council**

20th July 2018

The Clerk showed the committee an initial design for the plaque asking for suggestions as to how it could be improved. The Clerk had also sent the design to the Preservation Society for comment.

The committee AGREED unanimously to recommend to Full Council it purchased a blue plaque and contribute the remainder of £500 after the purchase towards the installation costs. This contribution was purely because this will be the first blue plaque in the village.

567/18 MEETING WITH NEIGHBOURING PARISH COUNCILS

The following paper had been circulated in advance of the meeting:

Meeting neighbouring councils

Committee is asked to continue consideration of the suggestion to reintroduce a regular meeting with immediately-neighbouring parish councils.

Cllr Linton to lead on this item.

Further to the report circulated to the last committee meeting, it is likely the Arun District Association of Local Councils (ADALC) will fold soon.

Following the committee's last meeting, I contacted my counterparts at Angmering, Ferring, Kingston and Rustington Parish Councils asking their Chairmen and Vice-Chairmen to contact Cllrs Toney and Linton direct if they favoured the idea of some kind of meeting. I included Steve and Liz's email addresses so direct contact could be made. I made it clear the meetings should be informal.

Subsequently, my Rustington counterpart, Carole Ward, volunteered to clerk the meetings.

The Chairman of Rustington Parish Council, Cllr Jamie Bennett, replied, "May I suggest that the Parish Chairman meet to discuss the possible way forward and see if there is any support for the re launch of this committee."

The Chairman of Angmering Parish Council, Cllr John Oldfield said, "I would be very happy to have a Chairman meet up on this. I haven't got a list of other Chairman emails so could this be passed on."

Beyond that, I do not know what progress there has been.

Simon Cross – **Clerk to the Council**

23rd July 2018

Cllrs Toney and Linton agreed they would try and agree a meeting day with the Chairmen of Angmering and Kingston Parish Councils as they had easy access to them, and then would invite the Chairmen of Rustington and Ferring Parish Councils.

568/18 STREET CLEAN

The following paper had been circulated in advance of the meeting:

East Preston Street Clean

Committee is asked to continue consideration of a Street Clean / I Love East Preston event.

This suggestion was made in an email from Mrs Celeste Amoo, dated 14th May and circulated to committee members in advance of the last meeting.

Simon Cross – **Clerk to the Council**

23rd July 2018

Cllr Duff suggested the council could use the Festival week as a justification for a range of tidying and prettying activities around the village. The committee thought this was a brilliant idea and asked Cllr Duff to come back with a more solid proposal. Any proposal could include groups such as the Scouts and Guides and become truly intergenerational.

569/18 ROUNDSTONE LEVEL CROSSING

The following paper had been circulated in advance of the meeting:

Roundstone Level Crossing

Committee is asked to consider a suggestion councillors stand at Roundstone Level Crossing handing out copies of the priorities map.

A member of the public made this suggestion after the council re-published the priorities map in the Spring 2018 Newsletter.

Simon Cross – **Clerk to the Council**

23rd July 2018

The committee AGREED unanimously this was not a safe suggestion and would not be implemented.

570/18 TRAFFIC REGULATION ORDERS

The following paper had been circulated in advance of the meeting:

Traffic Regulation Orders

Committee is asked to consider a suggestion the council publishes a list of potential Traffic Regulation Orders in the village in a future newsletter asking people to vote for their preferred two.

A member of the public made this suggestion after the council published an article on Traffic Regulation Orders in the Spring 2018 Newsletter:

I read the notice in the newsletter.

Perhaps, as there are a number of locations that concern people, you should issue a special voting insert sheet with the next newsletter, listing all the suggestions, including a tick-box beside each of them and ask readers to return the sheets to your office.

That way, the two with the most votes could be referred to the District Council for consideration.

Simon Cross – **Clerk to the Council**

23rd July 2018

The committee AGREED to keep this idea on the backburner for a future newsletter.

571/18 COMMUNITY VOLUNTEERS

The following paper had been circulated in advance of the meeting:

Community Volunteers

Committee is asked to consider further the introduction of Community Volunteers.

Following the article published in the Spring 2018 Newsletter and the Library Clean on 21st May, eight people have come forward willing to be Community Volunteers.

Simon Cross – **Clerk to the Council**

24th May 2018

The committee AGREED to think of some regular, non-vital tasks it could offer to volunteers. Suggestions at the meeting included updating noticeboards, compiling Welcome Packs for the local estate agents, delivering event flyers.

The Clerk would contact the volunteers and ascertain whether or not they were able to commit to a regular task or were they more interested in ad-hoc tasks.

572/18 GIVE WAY SIGNAGE IN NORTH LANE

The following paper had been circulated in advance of the meeting:

Give Way signage in North Lane

Committee is asked to consider a request for additional Give Way signage at the northern end of North Lane.

Mr and Mrs Longman called into the office on 29th May and suggested life at Roundstone Level Crossing might be improved if an additional north-/east-bound Give Way sign was installed on the right-hand side of the road, outside the car showroom. I referred this request to West Sussex County Council for further consideration.

On 12th July, I received the following response:

“Thank you for your [Love West Sussex enquiry](#) of 29th May requesting a duplicate give way sign in North Lane. I apologise for my delay in replying.

“The provision of an additional illuminated traffic sign at the junction of North Lane with the B2140 can be considered, perhaps in conjunction with the provision of advance give way

signing and/or other junction improvements but it would be necessary to seek funding for this type of work. I would suggest that, if it is supported by the local member, your suggestion could be progressed by submitting an application for a community highways improvement scheme.”

I went back to Rob and asked if he could estimate a price, and he replied:

“If an improvement scheme is proposed that just enhances the give way signing, I would recommend the addition of an advance give way sign, resiting the existing nearside sign closer to the junction and perhaps also adding one on the opposite side (as you have requested). The cost should not exceed £10,000, unless there are any major problems with getting a power supply to any of the signs. It is my view that very few of the incidences of drivers failing to give way to traffic on the main road arise as a result of drivers not noticing that they are required to, so I do have reservations that adding more signs may not influence their behaviour significantly. On the other hand, it is a relatively low cost scheme that could be considered beneficial to road safety even if it only achieved a small improvement in driver behaviour.

“A larger scheme that included some reshaping and/or realignment of the junction to make it harder for drivers to force their way into the main road without giving way might help to deter more offenders but that would obviously be much more costly. Such a scheme would inevitably have limitations in order that large vehicles could be accommodated and that could restrict its effectiveness. I cannot give any sort of realistic cost estimate; that would depend on the design. However, if the County CLC members supported an investigation into a larger scale scheme, they could also consider the justification for diverting funding to it.”

Simon Cross – **Clerk to the Council**

23rd July 2018

As it had passed 21:00, the committee AGREED to defer this matter until its September meeting.

573/18 EAST PRESTON BUSINESS COMMUNITY

The following paper had been circulated in advance of the meeting:

East Preston Business Community

Committee is consider a suggestion related to the East Preston Business Community (EPBC).

Tim Bigger publishes the EPBC directory and runs the EPBC website (<http://www.eastprestonbusiness.co.uk/>). Committee members who have attended recent Business Breakfasts will be aware Tim has been uncertain about the future of any paper version of the directory. The following email was received on 19th July:

“Dear Simon,

“Further to our conversation, I wish to express my gratitude for the support that East Preston Parish Council has given to the East Preston Business Community over the last 4 years. The initiative has had many positive effects on the village and the directory distributed by the council to residents has been well received.

“After consultation with local businesses, it was felt a slight change was required to ensure the directory concept was even more inclusive to businesses so it has been decided to suspend publication of the printed directory and to continue and develop the online version only.

“In order for older residents to benefit still with a reference to local businesses, may I propose using the funds that were originally allocated to distribution of the printed directory and increasing the Parish newsletter to 6 pages instead of 4. One of the pages will have a comprehensive list and contact details of all the businesses on the EP Business Community website.

“I will be happy to prepare the artwork for the extra page and supply it to the art department at Arun DC.

“Ideally it would be great if this could be implemented every quarter but understand if it is only financially feasible twice a year.

“Having this kind of involvement would be highly beneficial to the village as it will help to boost local trade and increase awareness of just how good East Preston is to do business.

"Many thanks

"TIM BIGGER"

Simon Cross – **Clerk to the Council**

23rd July 2018

The committee liked this proposal and AGREED to it in principle depending upon the cost implications. The committee would begin to set its 2019/20 budget at the September meeting and this would be included then.

574/18 NEXT MEETING (24TH SEPTEMBER)

In addition to any matter arising from the above, the Clerk asked the committee to consider the following at its next meeting:

East Preston Official Guide 2019-2020

British Food Fortnight

Council involvement with the Sussex Community Rail Partnership and in particular the Angmering Station Partnership

Dementia Awareness events

Silver Sunday 2019 (probably 6th October)

The Clerk also said he had this afternoon met a couple from St Mary's Drive and would be writing to Places for People on their behalf. Whilst not strictly related to this committee, the Clerk wanted this recorded somewhere.

The Meeting closed at 21:15hrs.

Chairman: *CLLr Elizabeth Linton* Date: **24th September 2018**
Cllr Elizabeth Linton