



EAST PRESTON PARISH COUNCIL

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AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 18th March 2019 at East Preston Infant School, Lashmar Road, East Preston

PRESENT: Councillors R McElroy (Chair) S Toney (Vice Chairman) B Gale, E Linton, and D Moore

ALSO: Clerk to the Council, Simon Cross

Assistant Clerk to the Council, Dawn Reid

Councillor S Wilkinson

Ms L

Mr & Mrs R

ABSENT: Councillor D Shah

The meeting opened at 19:00 the chair welcomed the attendees. Councillor Wilkinson attended as an observer and had no voting rights.

246/19 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received and accepted from Councillor Shah (away on family business).

247/19 PERSONAL AND/OR PREJUDICIAL INTERESTS

Councillor R McElroy declared a Prejudicial Interest in Agenda Item: 10a Village Green - CCTV.

248/19 PUBLIC QUESTION TIME

No members of public were present at this time.

249/19 MINUTES OF THE AMENITIES MEETING HELD ON 21st January 2019

The draft minutes had been circulated to all Councillors on 28th January 2019 asking for suggested amendments by 30th January 2019. None had been received.

The minutes were accepted by the committee as a true record of the meeting held on 21st January 2019 and were duly signed by the Chairman of the meeting.

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DRAFT

Chairman's Initials:

250/19 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

The Committee NOTED the following update report produced by the Assistant Clerk Dawn Reid.

Matters Arising from previous Minutes and not covered on this agenda

Matters Arising from 17th July 2017

Minute 532/17 – WRG – Telescopic Posts – This is on the list for the Council’s handyman to do but he has various health issues at the moment and is unable to carry out this work at present. The existing posts are perfectly serviceable. The new posts will eventually replace the older ones and these will be stored away in the Council’s garage as back up.

Nothing further to report

Matters Arising from 19th November 2018

Minute 858/18 – Lashmar Road recreation ground – Additional quotes for the solar lighting at the MUGA were obtained by the Locum Assistant Clerk and following consultation with Cllr McElroy these were ordered in December.

They have now been delivered to the Parish office and are awaiting installation once the most appropriate installation method has been agreed, bearing in mind the health and safety implications and ADC regulations.

The Assistant Clerk updated the committee that ADC has clarified installation regulations: (*“if the galvanised steel metal poles used to install are new and above 4m in height, you would be required to submit a planning application. However, if the poles are existing you would not need permission as per the Permitted Development rights you received in Part 12 of the General Permitted Development Order”*) (email from Charlotte Easton, 6th March)

The Clerk and Assistant Clerk will submit a Planning Application to see whether Planning Permission is required prior to any installation work.

Matters Arising from 21st January 2019

Minute 069/19 – Noticeboard-Worthing Road - The signed licence agreement has now been received from WSCC. A single panel noticeboard has been located in storage which would be suitable. The Council’s handyman will carry out some restoration work and then concrete in to place (Left hand side of Bus Shelter). It is on his list of jobs to do.

Nothing further to report

(Ms L and Mr & Mrs R arrived at the meeting at 19.10)

251/19 EAST PRESTON FESTIVAL - To consider the matter of pre-Festival grass cut

The Clerk was aware the members of the public were here for the Public Question Time. As the questions related to Agenda Item 17a, *To consider the matter of pre-Festival grass cut*, it was agreed to discuss this next.

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

AGENDA ITEM 17 – EAST PRESTON FESTIVAL

The Assistant Clerk contacted WSCC Highways and Transport to request the Grass Verge cutting be carried out the week prior to the Festival. WSCC indicated they will try to accommodate as with previous years and they will contact the contractor closer to the time. The Assistant Clerk will contact WSCC again closer to the time as a reminder.

Mrs R asked the committee what plans were in place to maintain the grass verges around the village especially for the Festival week? Mrs R expressed her concerns that the verges are making the village look untidy. WSCC contactors who cut the grass verges use trimmers and do not collect the waste afterwards leaving the verges looking untidy. Last year the verges were not

cut prior to the Festival so members of the public cut the verges themselves. Could a team of residents cut the verges regularly if they were supplied with the equipment?

The Clerk advised the Assistant Clerk had scheduled a pre-Festival cut from WSCC but this was subject to the weather. Perhaps the committee could consider a back up plan. It was agreed to place something in the Newsletter, space permitting.

252/19 PUBLIC TOILETS – SEA ROAD REFURBISHMENT

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

AGENDA ITEM 7 – PUBLIC TOILETS - SEA ROAD

We have received two tenders to date: [REDACTED]. The architect Lauren Willard has contact two further companies, [REDACTED] who were recommended to her by a local resident. Lauren met the Chairman of Amenities (Councillor McElroy) and Chairman of the Council (Councillor Toney) to run through the two tenders received.

Councillors McElroy and Toney informed the committee Lauren Willard the architect had given a three week deadline for [REDACTED] to submit their tenders. The committee AGREED to defer the toilet refurbishment to September 2019 owing to its central location and due to the possibility of the South Strand Toilets being closed for a short while. The committee felt it would be inconsiderate to members of the public to leave the village with no working public toilet facilities.

253/19 PUBLIC TOILETS – SOUTH STRAND

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

AGENDA ITEM 7 – PUBLIC TOILETS – SOUTH STRAND

Contact has been made with ADC regarding the handover of the toilet block on the 31st March 2019 and information on the general upkeep has been provided. The Handyman will be painting the gents toilet door and ceiling in preparation.

The Estates Manager from ADC contacted this council on 8th March advising he would be visiting the toilet block during the week-ending 15th March to advise what remedial works need carrying out. The Clerk has replied expressing his disappointment ADC has left it this late to be in touch about such matters, especially as he contacted ADC on 6th November about this.

Meanwhile, the South Strand Community Toilets group has been set up with an initial steering group of five, including Cllr Wilkinson as a representative from this council. This steering group is moving the matter forward after the larger meetings perhaps became too unwieldy. The group is aware of the Finance & General Purposes Committee's decision to donate the whole £1,000 in the 2019/20 budget for South Strand toilets to the group.

A suggestion the group may come to the council to ask for administrative support, at a price, has been dismissed as a member of the public has come forward willing to provide that administrative support, at a price.

The group is in close contact with the Clerk.

Mr R enquired if there has been a new lease agreement, if the fundraising was on track and if the committee had any thoughts on how they could assist.

Councillor Wilkinson advised a working group was formed of which he is the EPPC representative, the group consists of Kingston Parish Council, West Kingston Private Estate, Angmering-on-Sea Residents Association, Beach Hut Owners and East Preston Parish Council. The toilets may have to close for a short period whilst the administration and legal issues are dealt with. The general running costs for one year is between £6,000 and £7,000 and the funding for the first year has almost been achieved. The working group is looking to maintain interest with a view to a future 10 years lease.

(Ms L and Mr & Mrs R left the meeting at 19.35hrs)

(The Clerk was absent from 19.35-19.40)

254/19 SEA ROAD – BEACH ACCESS

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

AGENDA ITEM 8 – SEA ROAD BEACH ACCESS

The necessary paperwork: application form DMMO/A1 has now been submitted along with the relevant documents to the Environment Department at West Sussex County Council. I was informed that the Rights of Way Committee has a backlog of applications and that it is likely to be some period of time before any new claim is due for investigation. On receipt of the application WSCC have advised that question 1B of the public witness evidence form we provided may not be sufficient to support the application. The evidence does not clearly state the route taken by the member of public. For clarity WSCC recommended using the WSCC template evidence form and attaching a signed plan. The Committee need to decide whether it submits “the evidence (including submitting the evidence forms) as it is in its current state in support of an application or whether or not it wants to undergo months of work (and expenditure) to re collate the witness evidence.

The committee acknowledged the response from WSCC and AGREED to continue with the application and submit the witness evidence in its current format.

255/19 EAST PRESTON VILLAGE GREEN – a) To receive an update and information relating to the installation of a CCTV scheme to cover the Village Green

Cllr McElroy declared a Prejudicial Interest in this item as his company had submitted a quotation related to this matter. Cllr McElroy would not vote on this matter.

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

AGENDA ITEM 10 a – EAST PRESTON VILLAGE GREEN

Following the recent vandalism to property on and around the Village Green, the installation of CCTV has progressed. [REDACTED] provided advice on fitting specialist CCTV equipment. It was recommended installing four cameras in total, three external cameras: one camera covering the Village Green and Car Park area, two cameras crossing over to cover both directions of the street. A fourth camera would be situated in the office entrance. [REDACTED] is to supply a quote and information. The Assistant Clerk has arranged for two local companies to provide quotes on a like for like basis: [REDACTED].

The committee AGREED to form a sub committee to discuss this item further, this would allow time to receive all three quotes. Councillors Toney, Wilkinson, Gale and Linton AGEED to form the sub committee. It was hoped the sub committee would bring back a recommendation to the next meeting.

256/19 EAST PRESTON VILLAGE GREEN – b) To consider a proposal to take online payments for use of the car-park

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

AGENDA ITEM 10b – EAST PRESTON VILLAGE GREEN

Enquiries have been made to One Parking Solutions regarding upgrading the machine to accept a third party payment provider, JustPark. JustPark fees consist of: 1. A transaction fee (15p per transaction which can paid for by the driver) e.g. if the tariff is £1 then the app will show £1.15.

The Assistant Clerk informed the committee there is a 3% MID Fee (Merchant ID fee) which will have to be paid for by the client, East Preston Parish Council.

A vote was taken and the committee AGREED to implement the JustPark scheme. The Assistant Clerk will liaise with One Parking Solutions. Timescales will need to be known so publicity can be put out.

257/19 **EAST PRESTON VILLAGE GREEN – c) To receive an up date on repairs to the car-park payments machine**

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

AGENDA ITEM 10c – EAST PRESTON VILLAGE GREEN

The machine has been repaired twice since the last meeting. On the last repair Gavin Price - One Parking Solutions reported a modem fault to maintenance as he was unable to fix it and unsure why the fault was registering. I am awaiting a report/update on the fault.

Since the report the Assistant Clerk had received an email from One Park Solutions updating the repair status *'they are awaiting a new sim card'* any implementation of a parking app could be dependant upon the modem repairs.

258/19 **EAST PRESTON VILLAGE GREEN – d) To consider relocating the table football table within the Village Green**

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

AGENDA ITEM 10d – EAST PRESTON VILLAGE GREEN

The new replacement parts/bars have arrived to replace the damaged ones and this is on the Handyman's to do list. Following the recent damage on the Village Green and to discourage any further anti-social behaviour, the re-siting of the football table to a more visible location requires further discussion.

The committee AGREED contact should be made with Paul Amoo (Chairman of the Film Society) which donated the football table to see if he had any preferred option as to where he would like the table. The committee noted the CCTV may cover the football table's location if it was left on the Village Green.

259/19 **REQUEST TO HOLD EVENTS ON THE VILLAGE GREEN**

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

AGENDA ITEM 11 – REQUESTS TO HOLD EVENTS ON THE VILLAGE GREEN

- a) The council has been approached by Colin Bradshaw wanting to use the Village Green on Sunday, 9th June for Party on the Green. Members will be aware this event has previously been organised by the Royal British Legion but this year the Legion committee has decided not to run the event. At the time of writing, Mr Bradshaw has not submitted an application form, but this should be available at the meeting. The format will be similar to past iterations of Party on the Green.
- b) An event application form has been received to hold an open-air Art Exhibition on the Village Green 10th - 14th June 2019. The application is from a local resident, Philippa Bower who unfortunately is unable to attend the meeting.

Mrs Bower has provided the following background information to her application:

"There are many artists in the area, including myself. I exhibit monthly at the Pier Road Gallery but would like an opportunity to get rid of my old paintings, which are mounting up.

"My idea is that during festival week artists should be allowed to sell paintings on the green.

"Artists would have to bring their own display systems (eg a drying rack) and remove them at the end of each day. They would have to be prepared to stay with their paintings so would probably need to bring a chair.

"The sale can take place every weekday during the Festival – not weekends and not when it is raining.

"I am hoping that minimum organisation will be needed. It is up to the artists to come and go when they want. If you give permission I will let people know and will be in attendance to supervise it.

“Although this will take place during festival week it cannot be an official part of the festival as it is so dependent on fine weather. However I am hoping it will be an added attraction for the village

“It is non-profit making. There will be no charge”

The committee first considered Mr Bradshaw’s request. The Clerk confirmed he had chased Mr Bradshaw for a completed application form but none had been received yet. The committee considered what it knew of the likely request in some depth.

The committee AGREED to consider charging for events taking place on the Village Green but accepted it could not be implemented without agreement from Full Council and probably not until the beginning of the financial year in 2020. This matter will be considered further at the meeting to take place on 20th May.

The committee AGREED Mr Bradshaw could run his Party on the Green event as long as he completed an application form soon and as long as he made a donation of profits to a charity.

The committee then considered Mrs Bower’s application. The committee AGREED to allow Mrs Bower to run her event for whichever days of the Festival week she wanted. Again, Mrs Bower will be asked to make a donation to charity. After some discussion as to whether or not Mrs Bower’s usage should be limited to just two of the five days, the committee decided to let Mrs Bower decide which days to exhibit as the weather may have some influence too.

260/19 BANK AT THE JUNCTION OF LASHMAR ROAD AND NORTH LANE

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

AGENDA ITEM 12 – BANK AT THE JUNCTION OF LASHMAR ROAD AND NORTH LANE

The committee agreed that the area needs tidying up and making less appealing for anti-social behaviour. The land is owned by WSCC Highways and any work would need to be agreed with them. The Assistant Clerk has contacted WSCC Highways Steward Matt Southern to arrange a site meeting to discuss removal of some of the brambles and generally tidying up the area. Matt said a site visit is not necessary as it is not a safety issue and there is very little he can do with the resources he has. The committee will need to agree a proposal of work to be done to put forward to WSCC.

The committee discussed a proposal of clearing the area of brambles and debris and planting shrubs and bulbs. It was AGREED to approach Ferring Nursery to ask if they would like to sponsor the area.

261/19 WILDFLOWER MEADOW PLANTING

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

AGENDA ITEM 13 – WILDLIFE MEADOW PLANTING

The Assistant Clerk has contacted the contractor who carried out the previous years planting, Tivoli Group Ltd, Dave Farrant for confirmation on this years planting schedule. A quote has been received and the price is the same as the previous two years, as a good will gesture following the disappointing results of last year. The committee will need to confirm they would like to go ahead as soon as possible as timing is crucial, planting normally takes place at the beginning of March.

The committee voted and AGREED unanimously to continue with the current contractor Tivoli Group Ltd for the 2019 Wildflower Planting. The committee suggested inviting SENCAT to assist with the planting as in previous years.

262/19 PLANTER OUTSIDE NORTHERN SHOPS IN SEA ROAD

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

AGENDA ITEM 14 – PLANTER OUTSIDE SHOPS AT SEA ROAD

At the previous meeting there was a discussion regarding placing a planter on this area so vehicles cannot be driven over the corner. The Assistant Clerk has obtained costs for both recycled and wooden planters. On average planters range from £500 -£1500, examples will be provided at the meeting.

The Assistant Clerk provided information and prices on both plastic and wooden planters. After a lengthy discussion the committee AGREED to install three plastic bollards and also purchase a spare bollard at a cost of £80 each. Contact WSCC to apply new topsoil and reseed as previously offered. A planter could then be added at a later date.

263/19 TWO ACRES

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

AGENDA ITEM 15 - TWO ACRES SIGNAGE

The wooden signs at either end of Two Acres have badly deteriorated and are in a poor state.

██████████ a local sign maker from Rustington has inspected the signs and offered 3 suggestions and quotes:

Option 1.

To save the signs all the rot must be cut away. This could be replaced with new wood. The area with the lettering seems to be sound and could be refinished with the original lettering retained and repainted. It may be possible to salvage the centre part of the sign (the part with the lettering) and make an oak frame surround to remount it on the angle iron supports. (**£150 each- Total £300**)

Option 2.

The alternative is to completely replace all the wood with new oak and hand carve the lettering. This would be time consuming and the most expensive. But it would last a lifetime! (**£400 each – Total £800**)

Option 3.

The quickest (and cheapest) option is to remove all the rotten wood, refinish and repaint the lettering and remount the signs. They would just be smaller but still look good. (**£100 each – Total £200**)

The Assistant Clerk has also obtained costs/price lists from online companies: Bramble Signs and Design and The Sign Maker, prices range from £150.00 - £400.00 per sign, examples will be provided at the meeting.

The committee considered the quotes provided and discussed alternative materials, plastic signs. The committee would like to see samples of ██████████'s work and a definition of 'it would last a lifetime!' before a decision is made.

264/19 TREES

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

AGENDA ITEM 16 – TREES

- a) Resident Jan Quick has requested to have a tree planted in the village in memory of her husband, David Quick. I believe the agreement is for a sum of money which covers the cost of the tree and a few years of initial care. The council could consider arranging for the planting of a tree on any of its own land – Warren Recreation Ground, Two Acres or Village Green. Or if Jan would prefer to have a tree planted on a roadside verge the council could liaise with West Sussex County Council. We are waiting for Jan to visit the office to discuss this further.

The committee AGREED to wait until Jan Quick has visited the office and confirmed where she would like the tree planted.

- b) Mrs Lee has approached the Parish Council about planting a replacement tree outside her property in North Lane. This follows the removal of a tree by WSCC. Mrs Lee has spoken to County Cllr Elkins but has approached the Parish Council with the offer of (part-) purchasing a tree.

The committee voted and are all in favour of agreeing to the planting of a tree outside Mrs Lee's property. The tree would have to comply with the Preservation Society guidelines and Mrs Lee would need to complete the relevant paperwork with WSCC.

265/19 2018/19 BUDGETS

The committee NOTED the year-to-date budget sheets which had been circulated in advance of the meeting. Nothing appeared to be untoward.

266/19 CORRESPONDENCE RECEIVED

No correspondence has been received

267/19 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

None

268/19 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA - 20TH MAY 2019

As agreed by the committee, the following agenda items are to be included on the next agenda:

- a) Consider charging for bookings of Events on the Village Green

The meeting concluded at 21:10 hrs.

Chairman:
Councillor Rick McElroy

Date: **20th May 2019**

Version	Date / Action	Changes from previous version (if any)
Draft	25/03/2019 / sent to Cllr McElroy for initial approval	
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