



# EAST PRESTON PARISH COUNCIL

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

Tel: 01903 770050

[www.arun.gov.uk/eastpreston](http://www.arun.gov.uk/eastpreston)

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

## AMENITIES COMMITTEE

**MINUTES:** of the Proceedings of the Meeting of the Amenities Committee held on 21<sup>st</sup> January 2019 at East Preston Infant School, Lashmar Road, East Preston

**PRESENT:** Councillors B Gale, P Gander, E Linton, and S Toney (Vice Chairman)

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

Assistant Clerk to the Council, Dawn Reid

Locum Assistant Clerk to the Council, Andy Beams

Lauren Willard (from 19:10 hrs)

One member of the public

**ABSENT:** Councillors R McElroy (Chairman), D Shah, D Moore.

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The meeting opened at 19:00 hrs. In the absence of the committee chairman, Councillor Toney chaired the meeting and welcomed the attendees.

### **058/19      APOLOGIES AND REASONS FOR ABSENCE**

Prior to the meeting, apologies were received from Councillors McElroy, Shah and Moore.

### **059/19      PERSONAL AND/OR PREJUDICIAL INTERESTS**

None

### **060/19      PUBLIC QUESTION TIME**

Mr Akhurst was invited to ask any questions. As they related to the public toilet refurbishment, it was agreed to defer these until the item was discussed on the agenda.

### **061/19      MINUTES OF THE AMENITIES MEETING HELD ON 19<sup>TH</sup> NOVEMBER 2018**

The minutes were accepted by the committee as a true record of the meeting held on 19<sup>th</sup> November 2018 and were duly signed by the Chairman of the meeting.

## **062/19      UPDATE ON MATTERS FROM PREVIOUS MEETINGS**

The Committee NOTED an update report produced by the Locum Assistant Clerk.

Matters Arising from previous Minutes and not covered on this agenda

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

**Minute 532/17 – WRG – Telescopic Posts** – 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.

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

**Minute 848/17 – Wildflower Meadow Planting** – A reminder that as reported at the September meeting, Arun District Council has said a favourable rate for Meadow Planting would be given next year to compensate for the disappointing displays.

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

**Minute 200/18 – Outdoor Table Tennis Table** – ADC Ground’s Maintenance Team have now moved the table onto the hard surface next to the MUGA and this was included in the Opening Ceremony for the MUGA. However, since being moved, it has been tipped over with some of the sand from the trays underneath to weigh it down coming out. ADC is looking to try and secure the table to the ground. Deborah Wood has also reported she went to play table tennis with a disabled resident in a wheelchair and the area around the table was not wide enough to accommodate the wheelchair. The edges sloped away for drainage and the wheelchair kept going down these. There may be a need to speak to ADC about increasing the surfacing around the table.

### **Matters Arising from 9<sup>th</sup> July 2018**

**Minute 522/18 – Memorial Bench** – Mr Stobbe’s new memorial bench for Sea Lane has been installed.

### **Matters Arising from 17<sup>th</sup> September 2018**

**Minute 646/18 – Pavement run over by vehicles** – The Clerk contacted WSCC, who provided the following response *“Thank you for this recent enquiry asking if we intend to alter this small verge into a tarmac area. The only option I have is to replace again with topsoil and seed if it met intervention level, going by the photo I would say that it is nowhere near the required depth/length as yet. Unfortunately I’m not allowed to do anything else with areas like this even when they lose all functionality!”*

The Clerk then asked whether WSCC would have an issue with EPPC siting a planter there, response: *“apply on-line and I won’t have an issue with one.”*

The committee will obviously need to consider the financial implications of siting a planter there – initial cost of planter and installation, increase in cost of annual planting scheme, likelihood of planter being serially damaged by large vehicles, etc.

### **Matters Arising from 19<sup>th</sup> 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 by the Council’s handyman, once the most appropriate installation method has been agreed, bearing in mind the health and safety implications.

**Minute 864/18 – Mobile phone signals** – The Locum Assistant Clerk raised the matter at the Arun Clerks meeting on 4<sup>th</sup> December to ascertain similar issues across the local area.

None of the parishes represented at the meeting had reported any collective concerns on behalf of their residents, although there were some individuals who had reported problems personally. Ofcom's online service checker shows that mobile services for all four providers (EE, O2, Vodafone and Three) are good outdoors in the East Preston area, but EE and Three have a less reliable reception indoors. Ofcom will not get involved in individual disputes and their advice is for individuals experiencing reception problems to contact their mobile operator in the first instance, as most now offer solutions on an individual basis, i.e. signal boosters, Wi-Fi calls, etc.

**Minute 865/18 – Street name signs** – The Locum Assistant Clerk contacted Arun DC providing photographs of examples of ADC's logo appearing on the street signs on the private estate on 26<sup>th</sup> November. The reply received on 27<sup>th</sup> November states *“Under Section 19 of the Public Health Act 1925 the local authority is responsible for all street nameplates on both adopted and private roads. For new developments the first fix nameplates are provided by the developers with Arun taking over responsibility once the site is completed. The residents associations for some private roads occasionally put up their own nameplates and we have no objection to this.”*

As the committee reviewed the report, minute references 200/18, 522/18, 864/18 and 865/18 were AGREED to be removed as completed, and minute references 848/17 and 646/18 were AGREED to be included as agenda items for the next committee meeting.

### **063/19      PUBLIC TOILETS – SEA ROAD REFURBISHMENT**

Lauren Willard (project architect) addressed the committee and confirmed that she had still received only one tender for the building work aspect of the project, despite approaching a number of firms. Without additional returned tenders, it was difficult to confirm whether the quoted cost was fair and reasonable. Three quotes had been received for the specialist equipment installation.

Mr Akhurst expressed concern at the delay, as the funding was in place and he was keen for the project to progress, as were the council. He suggested a number of alternative companies (some of which had already been contacted) to approach regarding the building work, and Councillor Gander also provided two suggestions.

It was also suggested that enquiries were made as to which contractors completed the recent work on similar projects in Bognor Regis and Worthing.

Lauren agreed to reissue the tender to the suggested companies with a two week return deadline. The committee noted the estimated 8 week duration of the works and stressed the need to complete the project by May, or it faced being delayed until October as the work could not be done during the busy summer period.

Lauren Willard left the meeting at 19:30 hrs.

### **064/19      PUBLIC TOILETS – SOUTH STRAND**

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

#### AGENDA ITEM 7 – PUBLIC TOILETS – SOUTH STRAND

ADC Councillor Terry Chapman reported at the Full Council meeting on 7<sup>th</sup> January that he was confident a Registered Community Benefit Society would be set up in time for a new lease to be agreed with ADC to start on 1<sup>st</sup> April, and that it was likely that ADC would pay expenses associated with putting the new lease in place.

A further meeting is scheduled for tomorrow (16<sup>th</sup> January) and a further verbal update can be provided at the committee meeting.

The Parish Council has agreed to place a sum of £1,000 in the 2019/20 budget as a contribution towards the group running the South Strand toilets in future.

The Clerk confirmed that as agreed at the Full Council meeting on 7<sup>th</sup> January, Councillor Wilkinson had agreed to be the parish representative on any group set up to run the public toilets. Councillors Toney and Wilkinson, along with the Clerk, had attended a meeting to discuss the group on the 16<sup>th</sup> January and a further meeting was scheduled for 4<sup>th</sup> February.

A number of organisations had now pledged financial support for the group, and Arun District Council were prepared to offer a ten year lease and arrange the paperwork at minimal cost. The parish council has included £1,000 in the 2019/20 budget, from which to make an appropriate contribution to the scheme.

**065/19      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

Having contacted various officers at West Sussex County Council, I am now awaiting the necessary paperwork to complete to begin the registration process of recording the access on the definitive map. There will be a need to provide evidence of continual use, so the work previously completed by the Parish Council in obtaining details from residents will be vital.

From viewing the current outstanding applications list, it should be noted that the average time for agreeing a request from its initial receipt by WSCC appears to be around 18 months.

With regard to ownership of the access, I have contacted Arun DC as it was noted that one of their litter bins is placed on either side of the access. This may mean that the land belongs to them, or alternatively they may have acquired a licence to place the bins in these locations historically. I am awaiting a response to this request.

The Locum Assistant Clerk confirmed that a response had now been received from West Sussex County Council, outlining the requirements to begin the registration process. The committee acknowledged that the process was lengthy, and it was agreed that prior to the actual submission of the documents, contact would be made with affected neighbouring properties.

**066/19      BANK AT LASHMAR ROAD**

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

AGENDA ITEM 9 – BANK AT LASHMAR ROAD

This item was agreed for inclusion on the agenda at the Full Council meeting on 7<sup>th</sup> January, after concerns were raised by a resident. The Amenities previously considered the area at it's meeting on 19<sup>th</sup> November 2018, agreeing to take no further action at that time, pending further complaints from residents.

The Clerk confirmed that the area was the responsibility of West Sussex County Council Highways department, and suggested that the committee agree a proposal to put to WSCC for consideration.

The committee agreed that the area needs tidying up and the removal of some of the brambles, which would make the area more aesthetically pleasing and less of an attraction for anti-social behaviour.

**067/19      BUS SHELTER DAMAGE – NORTH LANE**

The committee NOTED the 'before and after' photographs provided by the Locum Assistant Clerk and commended the quality of the repair work completed.

The Clerk confirmed the incident had been reported to the police, but by the time they attended the scene the perpetrators had fled. The committee discussed whether there was still a need for a bus shelter at that location, and AGREED to bear this in mind for the future.

**068/19      VILLAGE GREEN**

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

AGENDA ITEM 11 – VILLAGE GREEN

Concerns have been raised by residents regarding vandalism and anti-social behaviour on the village green. This has been evidenced with recent damage to the football table, where two bars have been bent and a player snapped off of one of the bars.

The committee expressed their sadness and concern at the damage and discussed whether re-siting the table to a more visible location was possible. The committee considered the installation of CCTV at each of the locations in the village where anti-social behaviour had become an issue and AGREED to include this as an item for discussion on the next committee agenda.

#### **069/19      NOTICEBOARD – WORTHING ROAD**

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

##### AGENDA ITEM 12 – NOTICEBOARD – WORTHING ROAD

Following publication of the statutory notice in November, and having received no complaints about the proposal, West Sussex County Council has granted permission for a new noticeboard to be placed adjacent to the bus shelter at the western end of Worthing Road.

The committee are asked to note the licence details and agree for it to be signed on behalf of the Parish Council.

The committee AGREED for the licence to be signed and that consideration of the type and cost of the noticeboard should be included on the next committee agenda.

#### **070/19      2018/19 BUDGETS**

The committee NOTED the year-to-date budget sheets which had been circulated in advance of the meeting.

Mr Akhurst left the meeting at 19:55 hrs.

#### **071/19      CORRESPONDENCE RECEIVED**

The Locum Assistant Clerk informed the committee that correspondence had been received regarding the car parking machine on the Village Green, suggesting that upgrading the machine to allow payments via phone, app and text should be considered, particularly given the amount of time the machine has been out of order recently. The committee AGREED to include this as an agenda item for the next committee meeting.

#### **072/19      URGENT MATTERS ARISING (FOR INFORMATION ONLY)**

None

#### **073/19      ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA**

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

- Wildflower Meadow Planting
- Planter outside shops at Sea Road
- CCTV
- Noticeboard on Worthing Road
- Car Parking machine

**The meeting concluded at 20:10 hrs.**

Chairman: *Cllr Rick McElroy*

Date: **18<sup>th</sup> March 2019**