



EAST PRESTON PARISH COUNCIL

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AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 20th May 2019 at East Preston Infant School, Lashmar Road, East Preston at 19.00.

PRESENT: Councillors McElroy (Chair) (from 19:34), S Toney (Vice Chairman), B Gale, E Linton, S Wilkinson and D Moore

ALSO: Clerk to the Council, Simon Cross

Assistant Clerk to the Council, Dawn Reid

Mr B, Kick Cancer (until 19.25)

Mr M

ABSENT: Councillor D Shah

Apologies were received from Councillor McElroy who would be arriving late to the meeting. Councillor Toney (Vice-Chairman) chaired the meeting in councillor McElroy's (Chairman) absence.

The meeting opened at 19:00 the Vice-Chairman welcomed the attendees.

For the first two items below Councillor Wilkinson acted as teller alongside the Assistant Clerk.

444/19 ANNUAL APPOINTMENT OF THE CHAIRMAN FOR THE YEAR 2019/20

Councillor McElroy was appointed unopposed. The Assistant Clerk had confirmed Councillor McElroy was willing to stand.

Voting took place by a paper ballot.

445/19 ANNUAL APPOINTMENT OF THE VICE-CHAIRMAN FOR THE YEAR 2019/20

Councillor Toney was appointed unopposed.

Voting took place by a paper ballot.

446/19 APOLOGIES AND REASONS FOR ABSENCE

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

447/19 PERSONAL AND/OR PREJUDICIAL INTERESTS

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FINAL

Chairman's Initials: ST

Councillor Toney asked councillors to declare any Personal/Prejudicial Interest prior to the agenda item being discussed.

448/19 PUBLIC QUESTION TIME

As Mr B was attending the meeting to discuss Agenda Item 15b, *To consider a proposal of a Christmas Wonderland on the Village Green 14th- 21st December 2019*, it was agreed to discuss this item next. This event was being organised to raise money for the Kick Cancer charity.

The committee NOTED the information on the proposed event that had been circulated in advance of the meeting.

Mr B presented his proposal to the committee. The committee considered the proposal and after a lengthy discussion the committee expressed concerns regarding the event's timings/dates. Mr B asked if it would be acceptable to submit another proposal after he has revisited the timings/dates. Mr B also asked if it would be acceptable to the committee if he began approaching sponsors for the event, subject to permission being granted to go ahead. The committee AGREED to receive a revised proposal and for Mr B to begin approaching sponsors subject to the event being granted.

(19.25 Mr B left the meeting)

Mr M expressed his concerns that the Boules Piste was showing signs of wear due to members of the public using it as a footpath and playing pitch. Mr M asked if the committee was able to request that members of the public keep off the area.

The committee suggested putting up a keep off the area sign. The Assistant Clerk will look to see if the budget allows.

449/19 REVIEW OF THE TERMS OF REFERENCE FOR THE AMENITIES COMMITTEE

The Terms of Reference had been circulated to all councillors in advance of the meeting. As there were no suggested amendments, the committee AGREED to adopt the Annual Terms of Reference for the year 2019/20.

450/19 MINUTES OF THE AMENITIES MEETING HELD ON 18th March 2019

The draft minutes had been circulated to all Councillors on 1st April 2019 asking for suggested amendments by 3rd April 2019. None had been received.

The minutes were accepted by the committee as a true record of the meeting held on 18th March 2019 and were duly signed by Councillor Toney.

451/19 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

The Committee NOTED the following update report produced by the Assistant Clerk Dawn Reid which had been circulated in advance to the meeting.

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.

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.

Matters Arising from 18th March 2019

Minute 261/19 – Wildflower Meadow Planting –The Wildflower planting went ahead on 8th May with the children (SENCAT) assisting with planting the seeds on the Village Green. The children seemed to have a good time and Tivoli the contractors were happy with the planting on the day. We are all looking forward to seeing the end results.



Matters Arising from 18th March 2019

Minute 262/19 - Planter outside northern shops in Sea Road – The plastic bollards have arrived and it is now on the handy mans list of jobs to do. We have received further guidance on regulations for the installation and an application to WSCC for a licence to erect the bollards has been submitted. Once this has been received the bollards can be fitted I will then contact WSCC to visit and apply top soil and re seed the area as promised. A planter could then be added at a later date if wished.

Matters Arising from 18th March 2019

Minute 263/19 – Two Acre Signs - At the last meeting the committee asked to see samples of David Chilton’s work, Councillors Linton and Gale visited David’s workshop and were both very impressed with his passion for wood and the quality of his work. After consulting the Chairman it was agreed that David should go ahead with the work. One of the signs has been restored:



The other sign was so badly deteriorated it was unable to be restored so David will be starting from scratch and making a brand new matching sign.

David has not charged for the restoration of the sign but has asked the Council for a donation of £50.00 to his chosen Charity, Littlehampton Men in Sheds. The new sign will cost £150.00 to be made. Both costs are considerably less than David originally quoted.

Since producing the report the Assistant Clerk provided an update on Minute 069/19 – *Noticeboard-Worthing Road*. The notice board has now been renovated and concreted in place.

(Councillor R McElroy arrived at the meeting)

Councillor Toney informed Councillor McElroy he had been unanimously voted as chairman. Councillor McElroy thanked Councillor Toney for acting as chairman in his absence.

452/19 PUBLIC TOILETS – SEA ROAD – a) To receive an update on the refurbishment project

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

At the previous meeting the committee AGREED to defer the toilet refurbishment to September 2019. The council has – finally – received a third tender. Committee will now need to agree two councillors to meet with the architect, Lauren Willard, and myself to open and consider the tender documents received.

Committee can tonight agree to delegate to the four people above to choose a company to recommend to Full Council as the chosen supplier. If the meeting can be held in time, a recommendation could then be made to Full Council in June.

If the committee is happy to proceed in this way, then:

Committee is asked to agree two councillors to open the tender packs with myself and Lauren.

Committee is asked to delegate the choice of a contractor to the two councillors opening the tender packs in conjunction with Lauren and myself.

Committee is asked to agree to recommend the chosen contractor to Full Council, preferably the June meeting.

The committee AGREED to form a sub committee to open and review the tender packs along with Lauren (Architect) and the Assistant Clerk. Councillors Toney, Linton and McElroy expressed their wish to be members of the sub committee, Councillor McElroy expressing his limited availability may make it difficult for him to attend. It was AGREED the sub committee would recommend the preferred contractor to the next Full Council meeting 3rd June 2019, if it felt able to do so.

453/19 PUBLIC TOILETS – SEA ROAD – b) To consider a recommendation to Full Council to waive Standing Order 11a in order for the project to progress

The Clerk informed the committee as a third tender had been received this item was no longer applicable.

454/19 PUBLIC TOILETS – SOUTH STRAND- a) To receive an update from the South Strand Community Toilet Group

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

As previously agreed this council did not renew its lease on the South Strand toilet block when the 25 years came to an end on 31st March, 2019. In light of the creation of the South Strand Community Toilet (SSCT) group, Arun District Council is currently keeping the toilet block open whilst a lease is agreed with SSCT.

George Schlich, nominally head of SSCT, called in to see me last week and said ADC was working on drawing up the lease. He did not foresee any problems with this.

The council's Finance & General Purposes Committee, knowing SSCT was now registered with the Financial Conduct Authority, had released the £1,000 it had agreed to pay SSCT for the current financial year. SSCT has received a number of other grants and donations and is confident it has enough to run happily for a while.

The relevant utilities companies were contacted on 1st April to cease the accounts for the South Strand toilet block. SSE was easy, Everflow less so. The argument with Everflow over the unlocatable water meter continues, and until that is resolved we may or may not end up owing Everflow some money. Despite paying by Direct Debit and Everflow having accepted our account is closed, we have recently been sent a reminder for £106. This has been queried. ADC is now the account holder for utilities at the toilet block.

Councillor Wilkinson, the council's official representative to the SSCT group, reported negotiations on the lease with ADC were continuing. There was a possible stumbling block as the cleaning costs proposed by ADC seemed unrealistically high. Councillor Wilkinson will provide a further update in due course.

455/19 PUBLIC TOILETS – SOUTH STRAND- b) To consider any quotation received from Arun District Council for final works required to the toilet block

On 18th March, ADC provided this council with a list of works ADC wanted completed before the end of the lease on 31st March. The list included works such as some external repointing, some internal decorating, removal of signage, external pipework and suchlike. ADC accepted we may not be able to get all the works done before the 31st March and was, initially, happy for us to carry out works after the 31st March. That was until I informed ADC we had arranged for our insurance of the building to lapse, rightly, from 1st April. Some of the work on the list we did manage to get done, some we did not. Some we had a company lined up to do, but because they could not do the work before 1st April, they had to

be approved by ADC. Twice I have sent their paperwork to ADC and heard nothing back, so that particular piece of work remains undone (to my knowledge).

Because ADC made us aware of these works before the end of the lease, we remain responsible for their completion. The officer has said he will give us a quote at some point, but is presumably busier working on the lease at the moment. He last spoke of this in an email dated 2nd April.

This committee will need to ask Full Council for approval to use money from the council's Contingency budget line to pay for works identified and agreed. I would also suggest we only consider any quotes received within six months of the end of the lease, i.e. nothing after 30th September.

The committee NOTED the above report which had been circulated in advance of the meeting. The Clerk reported there was no further update at this time. The committee AGREED with the Clerk's suggestions of not accepting any charges after the 30th September 2019.

456/19 SEA ROAD – BEACH ACCESS

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

After discussing the progress of the beach access with Tracy Khoo. Tracy drew to my attention to the projects history and the committee's previous decision made at the meeting 19th March 2018, Item 193/18: 'Not to go ahead with the application for Public Right of Way'

Item 193/18 SEA ROAD BEACH ACCESS

The Assistant Clerk said she had now had a chance to speak to the Council's legal adviser regarding the letter which was sent about registration of the beach access land through West Sussex County Council (WSSC).

In essence, WSSC has pointed out that in order to continue with the public rights of way application, they would require additional information and forms to be completed by all those who have already submitted qualifying forms. WSSC has also stated that there is a real prospect of the application being referred to a Public Enquiry, which will hear all the evidence and then come to a decision as to whether a right of way exists. This process could take up to 3 years from start to decision. The Council's legal adviser has said that this will incur substantial costs both legally and time spent by the Parish Council with no guaranteed outcome. It is also very hard to quote for costs going forward on this case, as they believe that given the additional requirements now put in the way to register a right of way by West Sussex, this may not be possible and costs could be in excess of £20-30k or more and the case could go on for over 3 years. To quote "it is impossible to discuss exact legal costs at this stage in terms of this matter but to say that it will be very expensive".

As a result of this new information coming to light, the Council's legal adviser has been investigating alternative ways of preserving the beach access as a right of way. "Under the Countryside and Rights of Way Act 2000, any person is entitled to enter and remain on any access land for the purpose of open area recreation. The definition of access land under the Act was originally open country land. However, under the Marine and Coastal Access Act 2009, the definition of open country land was amended to include coastal land which was further defined as (a) the foreshore (b) land adjacent to the foreshore (including in particular any cliff, bank, barrier, dune, beach or flat which is adjacent to the foreshore)."

The Council's legal adviser considers that the Sea Road beach access could be considered as "land adjacent to the foreshore having regard to its position and nature" and therefore would be protected under the Marine and Coastal Access Act 2009.

Regarding the proposed new beach access, the legal adviser stated it is important to remember that the Council do not own the land and therefore advise the Council notifies Natural England and the Environment Agency, as well as obtaining local planning permission and publishing the plans. If this access was then agreed, the Parish Council would then need to accept all public liability on the matter which would include all personal injury claims from the public in terms of this area of land.

The Committee was asked to note the above update and consider how it would like to proceed over protecting this area of land.

After further discussion, the Committee AGREED not to go ahead with the registration of the land as a Public Right of Way with WSSC, given the complexities of the process, high costs and the uncertain outcome. It agreed to discuss with the solicitor for the land to be protected under the Marine and Coastal Access Act 2009 and whether the Council could look at putting up signage to say that the area is protected under this Act.

The Committee also AGREED to the suggestion of a letter to be sent by the legal adviser to the two neighbouring properties of the beach access to inform them that this area is protected by the Marine and Coastal Access Act 2009 and the Parish Council, as a local governing body and acting in the best interests of the villagers, will have overall control of the area.

The Committee agreed that until the above had been put into place, it would be premature to start looking at the beach access path again.

Cllrs McElroy and Cllr Toney met with Tracy and myself to recap on the history and progress of the project so far to ensure the council were not wasting time and re covering old ground. As a starting point it was suggested contacting Wellers Hedley's solicitors, the council's Legal Advisor to continue on from where Tracy left off and enquire what they suggested the council did next. Also to contact Geoff Taylor ADC Foreshore Officer, regarding the 4 concrete bollards which are obstructing the access to the beach. The concrete bollards were erected by the Caravan Park owner many years ago in an attempt to stop access onto the beach by vehicles and quad bikes.

I contacted the council's Legal Advisor and the previous advisor who had been dealing with the project has left the company, the information has been directed to Roger Taylor who already knows the background of the project. I am awaiting his response and advice.

I contacted Geoff Taylor ADC Foreshore Officer, proposing the concrete bollards should be removed and replaced with retractable bollards (similar to those at the end of Sea Lane) due to there being no access for the emergency services and service engineers. I have asked for the backing of the Foreshore Engineers to re-inforce the need to do this to the Caravan Park owners. I asked if Geoff or one of his team were able to carry out a site visit to the area to discuss further. The Foreshore Office is not technically responsible for this area but the Foreshore Engineers like to be satisfied the area is maintained in such a way as to allow access onto the beach and for environmental reasons. I was copied in the following email sent from Geoff and I am awaiting further correspondence from all involved:

Dear Roger, Paul & Karl

I have received the email below from EPPC regarding the replacement of the 4 x fixed concrete bollards at the southern end of Sea Road, East Preston and replacing them with removable bollards. I have no personal objections to this request but would ask for your advice on this matter as I don't believe ADC controls this part of the beach but would agree with EPPC that it would be desirable to have both service and emergency vehicle access at this point, if it is possible/permissible. I don't rate the plastic removable bollards which are used at the southern end of Sea Lane, East Preston. These are difficult to lock/unlock and seem to be prone to jamming.

I am happy to go along to a meeting with EPPC but would request some managerial/Estates/Engineering support before doing so.

Best regards
Geoff

The Assistant Clerk had no further updates at this time.

The committee AGREED to continue down the route of Marine and Coastal Access Act 2009 as previously work on and not to continue with the application for 'Public Right of Way' given there was no guarantee of an outcome and the complexities and high costs of the process.

Councillor Wilkinson is a member of WSCC Community Volunteering project and advised the committee their volunteers may be interested in supporting this project.

457/19 EAST PRESTON VILLAGE GREEN – a) To receive an update and information relating to the installation of a CCTV scheme to cover the Village Green

Councillor McElroy declared a Prejudicial Interest in this item as his company had submitted a quotation related to this matter. Councillor McElroy took no further part in this discussion, which was led by Councillor Toney as the committee's Vice-Chairman.

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

At the previous meeting it was agreed to form a sub committee to further look at the provision of CCTV and provide recommendations to the committee: Councillors Wilkinson, Linton and Gale formed the sub committee.

The sub committee met with the three CCTV suppliers and discussed the objectives to ensure the CCTV meets the Councils requirements. The suppliers will need to access the power supply on the Village Green, on further inspection the sub committee noted the poor condition of the power supply extension cable and the manhole cover does not fit properly. It was agreed I contact SSE to arrange a site visit to inspect the supply. I have contacted Simon Francis SSE and I am awaiting a response.

To date of writing this report we have received two quotes, on receipt of the third quote the sub committee will meet to open and consider the quotes and choose a company to recommend to the committee as their recommended chosen supplier.

From the informal conversations we have had with other councils, the likely cost of the CCTV scheme will fall between £3,000 and £15,000. The council's Financial Regulations (§11.1.b) state "at least two written quotations must be obtained". Owing to the already-declared Pecuniary Interest of Cllr McElroy in one of the potential suppliers, he, by his own volition, cannot be a part of any decision to choose a contractor.

If the committee is happy to proceed in this way, then:

Committee is asked to delegate the choice of a contractor to the sub committee. It may be advisable to include an independent witness to this discussion, for example an Arun District or West Sussex County councillor.

Committee is asked to agree to recommend the chosen contractor to Full Council, preferably the June meeting.

Since writing the report the third quote has been received. In response, Councillor Wilkinson has prepared further questions for the company. Once answered, the sub-committee will meet to discuss the three quotes and will hopefully be in a position to make a recommendation to full council.

458/19 EAST PRESTON VILLAGE GREEN – b) 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:

At the previous meeting the committee asked me to enquire if Paul Amoo (Chairman of the Film Society) had any preference where he would like the football table to be situated. Paul does not mind where the table is re located to but he was still very upset it had been damaged. The Handy Man has now carried out the repairs and replaced the metal bars and the damaged metal bars have been straightened so can be re-used if ever required.

The committee will need to discuss the relocation of the football table and take in to consideration the installation of CCTV to cover the Village Green.

The committee discussed the relocation of the football table and AGREED to the MUGA area, if this is viable with ADC.

459/19 EAST PRESTON VILLAGE GREEN – c) To consider charging for bookings of Events on the Village Green

This item was suggested for inclusion on the agenda at the last committee meeting for discussion.

The committee AGREED to defer this item to the next meeting 8th July 2019.

460/19 EAST PRESTON VILLAGE GREEN CAR-PARK– a) To receive an up date on repairs to the ticket machine

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

Contact has been made on several occasions to Gavin Price - One Park Solutions for an update on the modem fault. Gavin has been on Annual Leave and apologised for his delay in responding to me. The Modem fault was reported to Metric Group in April and a service engineer visited. Gavin said the fault is still occurring and he has reported it again. Gavin emailed me on 8th May the correspondence he had received from Metric Group:

Thank you for your email.

We are looking into this internally for you, soon as we have an update I will advise for you.

Regards,
Elyshia Joyce
Customer Service Advisor

Gavin is following this up and hopes the issue will be concluded soon.

The committee discussed the ongoing problems with the ticket machine and expressed concerns regarding the length of time the machine has been faulty and possible loss of revenue. The Assistant Clerk reported although the modem fault is still ongoing it was not preventing the ticket machine from issuing tickets and generating revenue.

461/19 EAST PRESTON VILLAGE GREEN CAR-PARK – b) To receive and update on the introduction of the Just Park payment scheme

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

Contact has been made with Gavin Price- One Park Solutions on several occasions informing him the committee would like to go ahead with the JustPark pay scheme. Gavin has responded saying everything at his end is ready to go when the council are ready to go ahead. The Clerk suggested to Cllr Toney and Cllr McElroy 1st June 2019 as a start date this will allow the council time to notify members of the public.

The committee AGREED to the JustPark payment scheme commencing 1st June 2019, due to timing of the distribution of the Newsletters for public notification, it was AGREED to grant a one weeks grace period for non payment.

462/19 EAST PRESTON VILLAGE GREEN CAR-PARK – c) To consider a request for an Annual Parking Permit received from a local business

A local business representative expressed his concerns that it is becoming increasingly difficult to find a parking space and he has asked the council to consider granting an Annual Parking Permit.

The committee discussed the request and AGREED not to grant an Annual Parking Permit because it felt this could lead the council back to the situation where the car-park was permanently full of trade vehicles. At 50p an hour those interested in having a permit not just use the ticket machine in the ordinary way.

463/19 REQUEST TO HOLD EVENTS ON THE VILLAGE GREEN - a) To consider a proposal of a Children's Fun Fair on the Village Green 1st June - 2nd June 2019.

The committee NOTED the proposal which had been circulated in advance of the meeting.

The committee discussed the proposal and AGREED not to grant the application at this time due to the short notice provided. The Council suggested another request could be submitted later this year or next year, giving greater notice.

464/19 REQUEST TO HOLD EVENTS ON THE VILLAGE GREEN - b) To consider a proposal of a Christmas Wonderland on the Village Green 14th-21st December 2019.

This item was covered earlier during Agenda item 6: Public Question Time.

465/19 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:

At the previous meeting the committee agreed to approach Ferring Nursery to enquire if they would like to sponsor this area. The Assistant Clerk contacted Courtenay at Ferring Nursery and Courtenay has declined to sponsor the area. The committee will need to agree a proposal of work they would like to be done to put forward to WSCC.

Since producing the report the Assistant Clerk has spoken with Dave Farrant, Tivoli Group Ltd and he has agreed to visit the area to see if they are able to provide support/sponsor.

466/19 EAST PRESTON FESTIVAL - a) To consider the matter of pre-Festival grass cut.

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

I have contacted Gemma Mills WSCC as agreed closer to the time of the Festival and she has been in touch with the contractor and is waiting their response.

Perhaps the committee could consider a back up plan to put in place.

Meanwhile, an article about grass verge-cutting has been included in the Correspondence Corner section of the Spring 2019 Newsletter, which will have gone to print by the time you read this supporting paper.

The Assistant Clerk informed the committee the grass cutting is on the contractors scheduled programme for 31st May. If the contractors are running behind then it may be the beginning of June as the council had requested. The committee discussed a contingency plan and suggested obtaining a register of volunteers who were willing to cut the verges, if required. The Clerk will place an article in the council's e-newsletter asking for volunteers.

467/19 TREES

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

Jan Quick visited the office and suggested 3 places she would like the council to consider planting the memorial tree:

1. Village Green – in between wildflower beds open space
2. Two Acres
3. Warren Recreation Ground

I have provided Jan with information and advised that planting would be better in late autumn to give the tree the best chance of survival.

The committee will need to consider which location they prefer and then Jan will be able to choose a suitable tree for the area.

The committee AGREED the Northern end of the Warren Recreation Ground in the middle of the circular bench, although the Clerk believed there was already a new tree in there. He also expressed concern that the circular bench is a memorial bench and any further planting would need to be agreed with the Cricket Club. On inspection, if this area was not suitable the committee then suggested Two Acres.

468/19 FLOWER PLANTING CONTRACT

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

At the meeting held 29th May 2018 the committee agreed to extend the existing contract with Ferring Nurseries for 1 year after acknowledging the heavier workload for the Parish Council Office. (See Item 373/18 below)

373/18 FLOWER PLANTING CONTRACT

The Committee NOTED the two year extension to the Flower Planting Contract with Ferring Nurseries was coming to an end on 31st March 2019.

The Committee was asked to consider two options: 1.To further extend the contract for a period up to three years or 2. Re-tender for the Flower Planting Contract for a longer period, more in-line with the Council's other agreements and contracts.

The Committee agreed that although Ferring Nurseries had always provided a high standard flower planting scheme for the village, which was deemed very good value for money, it would be healthy to re-tender again in the near future. However, members acknowledged the Sea Road toilet refurbishment project was creating a heavier workload for the parish

office and agreed a further one year extension for 2019/20 should be offered to Ferring Nurseries at the right price and then re-tendering should take place in January 2019, ready for budget setting for 2020/21. The Committee agreed the next Flower Planting Contract should be for a new five year period.

After speaking with Cllr Toney and Cllr McElroy It was acknowledged the amount of additional workload and costs putting out to re tender would create. Given the Sea Road Toilet refurbishment project is still ongoing, it was suggested to approach Courtenay Luscombe – Ferring Nurseries to provide a quote for an annual rolling contract (more in line with other Council’s agreements and contracts) for the committee to consider, I am waiting his response.

The committee AGREED to defer this item to the next meeting 8th July 2019, this would allow time to receive the quote from Ferring Nurseries and approach other councils for examples of rolling contracts. Meanwhile the Clerk will add the matter of rolling contracts to the Agenda for the Finance and General Purpose committee meeting scheduled for 12th August 2019.

469/19 LASHMAR ROAD RECREATION GROUND

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

I recently met Neil O’Connor, ADC Greenspace Technical Officer at the MUGA site prior to beginning a planning application. I had previously provided Neil with details of the Solar Lighting and steel columns for erecting the lights. Neil could not see any problem or any reasons for objections, he was happy everything was acceptable and seemed straight forward. He felt there would be no objections. Further correspondence has been received from Neil:

Hi Dawn,

Apologies for the delay over this. Now the elections are over I’m sure we are both keen to get this moving.

Whilst we have no objection in principle, we would just like to formalise a couple of points.

- 1) Who will be responsible for any ongoing maintenance?
- 2) If they exacerbate the situation they can be removed at no cost to ADC?
- 3) The hours they intend to on?

Many thanks,
Neil.

Dawn Reid – Assistant Clerk to the Council

13th May 2019

Having given this some thought, I now have some concerns about the proposal to add solar lighting to the MUGA.

Firstly, when Dawn first mentioned the idea to Neil O’Connor, part of his reply was “Whilst we are not against the idea and recognise the problem with anti-social behaviour, we have found that lighting can sometimes make the matter worse.” (email dated 25th February) East Preston PC has received no reports of anti-social behaviour around or on the MUGA since before the end of 2018.

Secondly, the MUGA is on ADC land and was purchased by EPPC. Lighting was discussed at the time of purchase and was dismissed. As this council spent over £60,000 to provide the MUGA, I am not comfortable with it also having to pay for some lighting to tackle anti-social behaviour on ADC land.

Thirdly, Neil has advised Planning Permission will likely be needed for installing the lights at 4m or more above ground level. This will incur this council further expenditure for something on ADC land. Not only would there be the cost of the Planning Application but we may need to have some drawings done at further cost.

Fourthly, the company which supplied the lights has agreed to take them back and refund us fully as they have not been opened. The only cost here would be a courier cost to return them – Dawn has calculated this would be just under £40.

For these reasons, I believe the council should not pursue this matter further at this time. Should anti-social behaviour at the MUGA increase again, I would recommend we advise ADC and say that we are willing to help financially with any agreed measures they wish to implement.

Simon Cross – Clerk

Following discussions the committee acknowledged there had been no reports of anti social behaviour and AGREED the solar lighting was not needed at present. The Assistant Clerk will arrange for return of the Solar Lights.

The committee AGREED should there be any future reports of anti-social behaviour the council would advise ADC and express its willingness to support financially any security measures proposed by ADC, within reason. The committee felt this stance was justified as it had funded the £63,000 purchase of the MUGA.

470/19 MATTERS RELATING TO COUNCIL OFFICE, 122 SEA ROAD- a) To note the completion of the Japanese knotweed programme and certificate

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

The Japanese Knotweed treatment programme has been completed, and a Guarantee Certificate has been provided. This expires on 31st January 2026. The certificate is three pages long so rather than circulate it with these papers, I shall have a paper copy with me at the meeting for anyone to read if they wish.

471/19 MATTERS RELATING TO COUNCIL OFFICE, 122 SEA ROAD – b) To consider the construction of a shed in the back garden of the property

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

The committee is asked to begin consideration of having a shed in the back yard of the Council Office. This would be used for further storage.

The committee considered and AGREED to investigate a shed for further storage in the back yard of the Council Office. The Clerk will look in to this further.

472/19 MARK EDWARDS (HANDY MAN) RATE OF PAY AND ASSOCIATED MATTERS

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

The Personnel Committee has asked the Amenities Committee to consider some matters relating to the council's handyman, Mark Edwards. At its meeting on 8th April, the Personnel Committee considered the following report:

Council's handyman

The committee is asked to consider matters relating to the council's handyman, Mark Edwards.

Mark has been employed by this council as a first-call handyman since April 2015, self-employed at a rate of £14.50 an hour, based upon a six-hour week. According to the Bank of England inflation calculator, by 2018, £14.50 was worth £15.80.

Mark's job description also included the clause, "The Contractor will be expected to have suitable transport, or transport available to them, to transport items such as benches or other large items from one location to another at times."

Mark has asked whether his rate of pay could be reviewed. Mark has also asked whether the clause about transportation could be reviewed as he feels fuel costs are prohibitive to the clause these days.

Mark has also said if the council wanted to find another first-call handyman he would not object. He is a good man, and he is willing to turn his hand to pretty much anything we throw at him.

Simon Cross – Clerk to the Council

3rd April 2019

The Personnel Committee agreed to recommend the following to the Amenities Committee:

1. Mr Edwards be set to National Joint Council (NJC) pay scale point LC2 27, which paid £15.86 per hour.

Adding Mr Edwards to the NJC pay scale means he would receive pay increases at the same time as all other council staff.

2. Mr Edwards be paid a travel allowance of 45p per mile for reasonable travel. This figure was to be built into Mr Edwards's invoices.

These recommendations are made to the Amenities Committee as Mark is paid from the Amenities Committee budget (and partly the Warren Rec budget too).

Simon Cross – Clerk to the Council

14th May 2019

The Clerk apologised and said this matter would now be referred to Full Council as he had mistakenly believed the Amenities Committee was still responsible for Mr Edwards pay.

473/19 2018/19 BUDGETS

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

EOY 2018/19 BUDGET FOR THE AMENITIES COMMITTEE & WARREN RECREATION GROUND (WRG) TRUST

It is a little early in the new financial year to start providing budget figures for 2019/20. However, the draft End of Year 2018/19 Accounts have now been prepared for the Internal Auditor to examine next week and so separate Budget Sheets for the Amenities Committee and WRG Trust have been provided. Please find these attached.

Final Net Expenditure for the Amenities Committee shows at £47,581.48 against a budget of £81,058.53. The main reason for this underspend is due to the underspend on budget offset against the WRG Trust. This is also reflected on the WRG Trust Account. This should be a lot simpler this financial year as the WRG Trust will be accounted for separately from 2019/20.

The main underspend on the WRG Trust account is due to the WRG Boundary Enhancement budget of £10,000 not being spent and the Sea Road Toilets Refurbishment of £15,500 being unspent. The latter has been earmarked to a Reserve dedicated for this project, along with donations made amounting to £4,810 (£4,500 of which is the Festival Committee's donation which reflects in the unspent amount for accounting as the PC paid this out initially through the Spacehive crowdfunding bid for funding).

Tracy Khoo – Bookkeeper to the Council

15th May 2019

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

474/19 CORRESPONDENCE RECEIVED

No correspondence has been received

475/19 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

The Clerk advised the committee he has been made aware the council should conduct asbestos surveys on its buildings and is making enquiries to companies who carry out asbestos surveys.

The committee suggested checking on legal requirements before proceeding with the survey.

The Clerk advised the committee of receiving several reports of travellers in the Arun District. The Clerk expressed his concerns of the vulnerability of the Village Green. The Clerk suggested the committee could consider the dragon's tooth fencing could easily be breached.

The committee suggested that this be added to the next meeting.

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FINAL

Chairman's Initials: ST

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

- a) To consider charging for bookings of Events on the Village Green.
- b) Village Green Security.

The meeting concluded at 20:44 hrs.

Chairman: *Cllr Steve Toney* Date: **8th July 2019**