

**MONTHLY MEETING
OF THE COUNCIL**

2ND SEPTEMBER 2019

SUPPORTING PAPERS

Agenda Item 6b

West Sussex County Council – survey on Joint Area Committees

Council is asked to agree councillors to respond to the survey on the Joint Arun Area Committee meetings.

Council received the following email on 8th July:

I am contacting you on behalf of WSCC Governance Committee Working Group to complete a survey on your areas Joint Arun Area Committees meeting

West Sussex County Councils Governance Committee has set up a working group to review [County Local Committees](#) (CLCs) & Joint Arun Area Committees (JAACs) to report in the Autumn. The County Councillors of the working group are: **Paul High**- Worthing West (Chairman), **Carol Purnell** – Selsey, **Morwen Millson** – Horsham Riverside, **Brenda Smith** – Langley Green & Ifield East, **Hilary Flynn** – Felpham , **Kevin Boram**- Shoreham South and **Andrew Barrett-Miles** – Burgess Hill North.

The working group's aims are to:

- a. Review the purpose, role and effectiveness of JACs & CLCs
- b. Review the Council's approach to community engagement and development, to include support to the member role in the community
- c. Explore opportunities for savings.

The group needs your help to gather the views of all Town and Parish Councils on the value and purpose of their local JAAC meetings through a survey running until the **30th September**. Councils are encouraged to fill out the survey through the following link.

We will be back in contact later in the year, any changes as a result of the review will be subject to further engagement with you.

Please take the time to complete this survey to assist the review.

Any questions please respond to this email or our Talkwithus@westsussex.gov.uk joint inbox.

Kind Regards

Nick Burrell
Senior Advisor, Democratic Services

As the councillors with the greatest experience of the Joint Eastern Arun Area Committee, I would suggest **Cllrs Toney and Linton** be the council's nominees to complete the survey.

Simon Cross – **Clerk to the Council**

24th August 2019

Agenda Item 6c

West Sussex County Council -

Council is asked to support formally suggested Traffic Regulation Orders for the area around the Sea Road / Manor Road junction.

Councillors will be aware of concerns about traffic management in Sea Road, especially at the junctions with Manor Road and Willowhayne Crescent. Residents have put forward several ideas for improvements and have asked the Parish Council to support formally those combined proposed.

Proposals include extending the double-yellow lines at the junction of Manor Road and Sea Road with the aim of improving the visibility for cars exiting Manor Road. Implementing double-yellow lines along the southern side of Manor Road to assist properties on that side with accessing and exiting their driveways; this would also improve accessibility along Manor Road for people in or with buggies and wheelchairs. Extension of the single-yellow line on the western side of Sea Road opposite the Village Green further north towards Normandy Drive; also making the single-yellow line 365 days a year, currently it is April to September.

Some may see there could be conflicts between these schemes.

Council could agree a general resolution to ask West Sussex County Council to make relevant improvements to the traffic management in the area described above. At the moment that would give some sort of scheme a higher mark and a higher chance of being implemented in the coming year.

Simon Cross – **Clerk to the Council**

27th August 2019

Agenda Item 6d

West Sussex County Council – Electric Vehicle Strategy Consultation

Council is asked to consider any response to the following email, received on 21st August.

Dear Sir / Madam,

At the request of the Deborah Urquhart, our Cabinet Member for the Environment and Roger Elkins the Cabinet Member for Highways and Infrastructure, WSCC has convened an internal Members' Task and Finish Group to produce an Electric Vehicle Strategy. The main focus is improving awareness and acceleration of provision of charging infrastructure.

This is currently in draft form. We would like to consult you on your views about the proposals in this draft strategy before a decision is made about formally adopting it. You can access the questions online here: - www.westsussex.gov.uk/evconsultation. The consultation to collect views on this draft will open on 27th August and run until 2nd October. Prior to this launching, I have attached a copy of the full strategy, and also a one page summary. All consultation responses will help shape the final Electric

Vehicle strategy before a Cabinet Member Decision is taken in December to formally adopt the strategy.

I would like to particularly highlight the aim within the Strategy to enable a comprehensive and cohesive public charging solution on public land. We believe that if we can consider all public land when planning a charging network there would be significant benefits to our residents. We could:

- provide a joined-up solution, which looks, and is accessed in, the same way across the county making it easier for people to use;
- provide chargers in the best locations for the users, rather in the places we have the land / space to do it;
- enable chargers to be delivered faster across the whole county as the chances of finding more feasible and achievable sites will be increased if we maximise potentially "in scope" public land;
- avoid duplicating provision in a single area;
- access significantly more government funding than acting alone, and thereby deliver more infrastructure within the county;
- put together a very attractive package to draw in a quality supplier / partner to deliver the infrastructure at a no cost basis to us all.

We consider that a third-party partner / supplier would be the best option to deliver infrastructure and we are exploring potential procurement options. Based on what we know at the moment, our preferred approach is a concession contract where there is no cost to the land owner for any aspect of the installation, management or maintenance of the charger but both the land owner and the supplier would benefit financially.

To prepare for this procurement we are assessing our own assets with the aim of creating a long list of sites where, subject to feasibility assessments, we would be happy for chargers to be installed. We appreciate that without a clear offer you cannot be expected to commit to this idea at this stage, but we would like to know if you:

- are already pursuing installing electric vehicle charging infrastructure?
- would be interested in hearing more about a concession contract offer when we are in position to share this with you
- have land / assets you would consider adding to the long list at this stage
- have any other comments you would like to make

We are keen to move forward as soon as possible with this work and be ready to go out to the market immediately after the Cabinet Member decision. To this end, we'd be pleased to receive any indication of interest by 14th October.

If you or a member of your Council would like to discuss this, or have any specific questions that will help you reach a conclusion please contact Ruth O'Brien (ruth.obrien@westsussex.gov.uk 0330 2226455) from our Sustainability Team.

Kind regards

Steve Read
Director of Environment and Public Protection, West Sussex County Council

There is a supporting document available, 18 pages long, or a two-page summary document available. If you would like either of these, please let me know.

Simon Cross – **Clerk to the Council**

24th August 2019

Agenda Item 8a

Transport for the South East (TfSE) – Draft Transport Strategy

Council is asked to note the following email received, via West Sussex County Council, on 21st August.

Dear colleague,

To mark the launch of our draft Transport Strategy and the subsequent public consultation period, we have organised a series of informal drop-in sessions across the TfSE region. This is your opportunity to come along and learn more about TfSE, the strategy contents and consultation process.

Attending one of these sessions will help you to develop your thinking and formulate your response to the consultation. There will be officers from TfSE, Steer & WSP on hand to answer any questions you may have.

These sessions are open to all, and may be particularly beneficial for those representing town & parish councils, local user and interest groups, businesses, members of the public and officers and members from local councils.

Please book your space via one of the links below, at whichever location is most convenient for you, and forward this invite to anyone else who may like to attend:

[Reading Town Hall, Weds 16th Oct 2019 4.30pm – 6pm](#)
[Woking, WWF Living Centre, Thurs 17th Oct 4.30pm – 6pm](#)
[Canterbury, Christ Church University, Tues 22nd Oct 2019 4.30pm – 6pm](#)
[Brighton, Jury's Inn, Weds 23rd Oct 2019 4.30pm – 6pm](#)
[Southampton, Central Hall, Thurs 24th Oct 4.30pm – 6pm](#)

We look forward to seeing you at one of the events in October.

Kind regards

The TfSE Team

Councillors who would like to attend are asked to let me know by midday on Wednesday, 4th September so I can book us in.

Simon Cross – **Clerk to the Council**

24th August 2019

Agenda Item 9a

Sussex Police

Council is asked to note the following email received, via Arun District Council, on 23rd August.

Dear Partners,

As it may take some time for me to get to see you all, I thought I would introduce myself.

I am the new District Commander for Chichester and Arun, replacing Kris Ottery, who is off to another role.

I have been a police officer for 24 years and have worked in a number of locations and roles. For the last two years I have been the Operations Chief Inspector for West Sussex.

I asked for this post and although I have spent most of my service working in a police led operational environment, I firmly believe in the benefits of effective partnership working to solve issues. There are very few things that can be fully resolved just by the police and building, maintaining and using effective partnerships makes most things more efficient and effective. I am aware of the excellent partnership working that is already going on in the districts and my aim is to continue working with partners and the community, strengthening relationships and together carry on driving down crime and disorder.

I want Arun & Chichester districts to be and remain a hostile environment for those who commit or support the commission of crime, or behave in an anti-social manner and a place where communities are safe and feel safe. This involves us knowing who is causing harm, effective and the timely use of proportionate and legitimate policing tactics to pursue them. It is also important that we are holistic and work with partners to tackle any underlying issues, and making full use of the other legislative mechanisms that we can use together to prevent or restrict harmful behaviour.

I am a firm believer that to be effective at policing, we need to engage effectively. For me engagement is not only sending messages out, but listening to people and, crucially, responding to issues in a timely and effective way. Effective engagement is also a collaborative process.

I look forward to working with you all and would welcome the opportunity to meet with you. I can be contacted via email at jonathan.carter@sussex.pnn.police.uk. Alternatively you can contact my secretary at rosemary.sawyers@sussex.pnn.police.uk.



Chief Inspector Jon Carter CC131
District Commander Chichester and Arun
West Sussex Division |Sussex Police

Simon Cross – **Clerk to the Council**

24th August 2019

Agenda Item 10

Minutes of Monthly Full Council meeting, 1st July

The draft Minutes were circulated to all councillors on 2nd July, asking for comments by 9th July. A change of one word had been suggested by Cllr Linton and incorporated into the final Minutes.

Simon Cross – **Clerk to the Council**

17th July 2019

Agenda Item 11

Monthly Update Report

- 1. Introduction**
- 2. Minute 566/19 – Public Session – East Preston & Kingston Village Hall Foundation**
- 3. Minute 566/19 – Public Session – Automated Traffic Counter surveys**
- 4. Minute 578/19 – External Meetings and Events – Southern Water: Working together to build a resilient water future for the South East, 27th June**

- 1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 1st July 2019.

- 2. Minute 566/19 – Public Session – East Preston & Kingston Village Hall Foundation**

Cllrs Toney and Linton and I met with Mr Melser (Chairman), Mrs McElroy (Bookings Secretary) and Mr Merrington (Premises Manager) on Wednesday, 4th July. The meeting took place at the Village Hall and was a robust exchange of information and questions between the two organisations. The flooring contractor also attended and provided additional information.

- 3. Minute 566/19 – Public Session – Automated Traffic Counter surveys**

The contractor has confirmed the necessary permissions have been granted and the surveys will be taking place during September.

- 4. Minute 578/19 – External Meetings and Events – Southern Water: Working together to build a resilient water future for the South East, 27th June**

As a direct result of Cllr Gunston's output from this meeting, the council will receive a presentation at its October meeting from Joel Hufford, Southern Water's Stakeholder

Engagement Manager (Sussex). Councillors are reminded the presentation will start at 18:30 on 7th October.

Simon Cross – **Clerk to the Council**

27th August 2019

Agenda Item 13

Committees

Since the last meeting, the following committee meetings have taken place: Amenities on 8th July; Community Engagement on 22nd July; Finance & General Purposes on 12th August; Major Events on 2nd July and 19th August; Personnel on 15th July Planning & Licensing on 22nd July and 12th August.

Simon Cross – **Clerk to the Council**

27th August 2019

Agenda Item 13a

Amenities Committee

Sea Road Toilet Refurbishment Project - The start date for the Sea Road Toilet Refurbishment Project has been confirmed, 30th September by Cloud 9 Contractors. Lauren Willard the Architect has accepted the role of Project Manager and would like to see the project through to completion. The Working Party has received quotes from three internal specialist equipment companies and have favored Closomat to carry out the internal specialist equipment work.

The Asbestos Survey was carried out at the toilet block on 8th July 2019 and asbestos was identified in two areas, both areas were given a low rating on the report and the asbestos will be removed by the contractors.

The Legionella Survey was carried out at the toilet block on 25th July 2019, the report gives an overall risk rating of Low.

An action plan is being developed for both the Asbestos and Legionella management and money has been put into the budget for future surveys.

Sea Road Beach Access - The Working Party met 5th August to discuss the future access to the beach at the bottom of Sea Road. The WP agreed to place signs around the area stating it is protected under the Marine and Coastal Access Act 2009 and also to replace the existing concrete bollards with new retractable bollards, to allow access for the emergency services and ADC Foreshore Officer and Engineers. The WP is waiting for confirmation from the solicitor about the legalities of their intentions before going ahead.

Relocating the Football Table - The council has received confirmation from ADC for the Football Table to be relocated to Lashmar Recreation Ground, close to the table-tennis table area. The committee are looking at the logistics of moving the table.

Telescopic Bollards at Warren Recreation Ground - The council's handyman has completed the installation of the new Telescopic Bollards at Warren Recreation Ground and the older ones have been stored away in the Council's garage as a backup. Keys have been issued to the Cricket Club and East Preston Village Pre-school. A key will be issued to Cllr Gale in due course.

Dawn Reid – **Assistant Clerk to the Council**

28th August 2019

Agenda Item 13c

Community Engagement Committee

The committee met on 22nd July. The draft Minutes were circulated to all councillors on 24th July.

The committee welcomed Vic Benney and Kelvan Gale to the meeting. Vic and Kelvan talked about community radio stations and explained how such a venture might work for East Preston.

The committee also welcomed Cllr Gunston to talk through his report from the Southern Water Stakeholders' meeting he had attended in Brighton on 27th June. His report can be found in the Minutes from July's Full Council meeting. (Minute 578/19)

As stated in the Monthly Update report, the committee has secured the attendance of Joel Hufford, Southern Water's Stakeholder Engagement Manager (Sussex), at the October Full Council meeting. This will hopefully be the next step in some meaningful discussion as to how the council can work with Southern Water to achieve a greater engagement between Southern Water and our community.

The committee felt the free tennis coaching sessions on the council's tennis court had been a success this year, with attendance higher than previous years. Feedback was positive, not just about the tennis coaching but also about the chance the sessions gave to residents to meet people they would otherwise never have met.

Following on from a discussion about this year's Merchant Navy Day, the committee discussed whether it should also commemorate other days such as Commonwealth Day and Sussex Day. The committee agreed it should continue to celebrate Commonwealth Day and Merchant Navy Day annually, but was undecided about Sussex Day.

The committee received an update on Wellbeing matters from Cllr Gander. The committee agreed it would be useful to have an early meeting with the new Headteacher at East Preston Junior School, Michael Tidd, and he has agreed to come along to the committee's September meeting.

The committee reviewed the comments that had been received after the *What can we do for the Village?* article in the Spring 2019 Newsletter. The committee agreed to host a round-table meeting with those residents who had responded to the article. This took place on 5th August and was attended by about half of the residents who had responded.

On behalf of the committee, Cllrs Moore and Toney are considering suggestions from Richard Standing for additional names to be added to the village war memorial.

Also on behalf of the committee, Cllrs Duff, Linton and Toney are considering suggestions for other blue plaques in the village.

Simon Cross – **Clerk to the Council**

28th August 2019

Agenda Item 13d

Finance & General Purposes Committee

The committee held its first meeting of the new council year on Monday, 12th August. Cllr McElroy was elected Chairman and Cllr Wilkinson Vice-Chairman, both unopposed. The draft Minutes were circulated to all councillors on 13th August.

The committee considered a Grant Aid application received from the East Preston & Kingston Village Hall Foundation. Mrs McElroy, (new) Chairman, and Mr Merrington, Premises Manager, attended to speak in support of the Application. The committee agreed unanimously to award £2,000 from the 2019/20 Grant Aid budget line immediately and to recommend to Full Council a grant of a further £1,000 from the 2019/20 contingency budget line. The committee felt the council should financially support the Village Hall from time to time as it hosts so many village activities. Cllr McElroy declared his Personal Interest in this matter and took no part in the discussion or voting.

The committee carried out the annual review of the financial entries on the council's Risk Register and agreed no changes were needed currently.

Cllrs Gunston, McElroy, Toney and Wilkinson all volunteered to work with Mrs Khoo and me on adapting the latest NALC Model Financial Regulations to suit this council.

The committee agreed unanimously the council should donate £1,000 to South Strand Community Toilets for each of the next four financial years. Should the South Strand Community Toilets group surrender its lease, the committee would reconsider this decision in line with any group which took on the lease.

It was agreed Cllr Wilkinson should become a new bank signatory in place of resigned Cllr Shah.

Simon Cross – **Clerk to the Council**

28th August 2019

Agenda Item 13e

Major Events Committee

The committee met on Tuesday, 2nd July. The draft Minutes were circulated to all councillors on 9th July.

The committee discussed progress on its three current projects: East Preston Food & Drink Festival (24th August), Funday Sunday (6th October) and East Preston Christmas Celebrations (23rd November).

Councillors will be aware of the continued success of the Food & Drink Festival, which most councillors attended at some point during the day.

Publicity for Funday Sunday has started and will ramp up over the coming weeks. The event is aimed at local residents who might not otherwise get out much. If you know any suitable attendees please let a committee member know.

Preparation for the East Preston Christmas Celebrations event was continuing happily.

The committee met again on Monday, 19th August. The draft Minutes from that meeting have yet to be published owing to my unavailability that week.

Simon Cross – **Clerk to the Council**

28th August 2019

Agenda Item 13f

Personnel Committee

The committee met on Monday, 15th July. Owing to the confidential nature of some matters discussed at the meeting, the draft Minutes have only been circulated within the committee.

This was the committee's first meeting this council year. Cllr Gander was elected Chairman and Cllr Linton Vice-Chairman, both unopposed.

The committee reviewed Mrs Reid's first six months as Assistant Clerk to the Council and agreed to end her probation period. As Dawn had successfully completed her probation period, she was entitled to a salary uplift as detailed in her contract.

The committee considered a draft Attendance Policy and would like all councillors to stay behind at the end of the September Full Council meeting to have an informal discussion about the policy before it is put to the October meeting for formal adoption.

Simon Cross – **Clerk to the Council**

28th August 2019

Agenda Item 13g

Planning & Licensing Committee

The committee met on 22nd July and 12th August and draft Minutes have been circulated from both meetings.

On 22nd July, the committee considered nine Planning Applications relating to eight different properties in the village. Several applicants helpfully attended. The committee agreed to object to three of the proposals and also to comment upon the choice of materials for others.

On 12th August, the committee considered a further three Planning Applications. The committee raised no objections to two of these and said it would go along with the ADC arboriculturist's view on the third.

Further to last meeting's report, ADC had confirmed live music being played outside The Tudor Tavern on 30th June had been contrary to the venue's licence. ADC had visited to explain this to the landlady and there had been no complaints since.

Simon Cross – **Clerk to the Council**

28th August 2019

Agenda Item 14a

Finance & General Purposes Committee – East Preston & Kingston Village Hall Foundation

Committee is asked to agree a further donation of £1,000 to the East Preston & Kingston Village Hall Foundation towards the costs of a new floor in the Miller Barn.

The Village Hall Foundation submitted a Grant Aid application in May of this year, looking for a donation towards the costs of the new floor in the Miller Barn.

The Finance & General Purposes Committee considered this Grant Aid application at its meeting on 12th August. Mrs McElroy and Mr Merrington attended the meeting on behalf of the Village Hall Foundation. Work had started on the new floor that day and lifting the old floor had revealed a number of suspected problems; joists needed replacing and the door threshold between the Miller Barn and the foyer. These increased the cost of the new flooring.

Members of the Finance & General Purposes Committee have visited the Village Hall and can give further information on the additional problems.

The committee agreed a donation of £2,000, pretty much the remainder of this year's Grant Aid budget line after the applications considered by the committee in April. The committee would like this council to consider a further grant of £1,000 from the council's Contingency budget line for the current year.

Simon Cross – **Clerk to the Council**

27th August 2019

Agenda Item 15a

Councillor Vacancy

Committee is asked to receive an update following the resignation on 8th August of Cllr Shah.

For personal and business reasons, Cllr Shah resigned from the council on 8th August.

Following the resignation of a councillor, the council must issue a Notice of a Vacancy, which invites local electors to call a by-election should they so desire. The notice was published on Monday, 12th August, and local electors have fourteen working days, excluding weekends and Bank Holidays, during which they may request a by-election. The fourteenth working day is Friday, 30th August, so by the time of the meeting we shall know whether or not any residents have called for a by-election.

Members of the public are aware there is a vacancy and to have already contacted the council for more information. The information I can give them at this time is the same for either a by-election or a co-option.

With council's agreement, we can advertise the co-option with a closing date of 22nd September, which would enable us to invite any candidates to the October Full Council meeting with a view to co-opting a new councillor then. Alternatively, we could set the closing date for mid-October and invite candidates to the November Full Council meeting.

Simon Cross – **Clerk to the Council**

27th August 2019

Agenda Item 16a

Working Parties

The Leases Working Party has not met since the last Full Council meeting.

Simon Cross – **Clerk to the Council**

20th June 2019

Agenda Item 17a

Arun District Association of Local Councils (ADALC)

Council is asked to agree the council remains a member of the Arun District Association of Local Councils.

Within Sussex, each District Council area has its own Association of Local Councils which report to the relevant Sussex Association, in our case the Arun District Association of Local Councils reporting to the West Sussex Association of Local Councils.

ADALC was reconstituted in 2013 and got off to a good start but the past few years have seen the Association flounder somewhat, unsure which direction to take. Cllr Toney and I attended a meeting on 17th July at which Cllr Lilian Richardson (Aldwick P.C.) was elected

Chairman and Cllr Michael Warden (Aldingbourne P.C.) was elected Vice-Chairman. Both strongly support ADALC. Twelve local councils were represented at the meeting. A bit of a report can be found at Item 7 in the Clerk's Report below.

Cllr Richardson made the point that following the election this was a good time for the Association to be forging new links with ADC councillors. The meeting took a vote on whether or not the Association should continue, and those present unanimously voted it should. The meeting asked all councils present to get confirmation from their councils they were willing to continue to be an active member of the Association. Annual subs remain £15, which is already in this council's budget.

Simon Cross – **Clerk to the Council**

8th August 2019

Agenda Item 18

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **Shoreham Harbour boat trip, 1st July**
5. **East Preston Business Community Business Breakfast, 3rd July**
6. **Two-monthly meeting with ADC Anti-Social Behaviour Caseworker, 10th July**
7. **Arun District Association of Local Councils, 17th July**
8. **SSALC HR and Appraisals Training, 31st July**
9. **Round-table with residents, 5th August**
10. **East Preston Business Community Business Breakfast, 7th August**
11. **Social media**
12. **MailChimp stats**
13. **A selection of things we have been asked since the last meeting**
14. **Recent bouquets and complaints**
15. **Leave**
16. **September meetings and events**

1. **Introduction**

This is the report mainly covering July and August 2019 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

Our only contact with Sussex Police over the past two months was when a battered mobile phone was handed into the Council Office by a local resident concerned the phone may have been stolen during a mugging or similar event. Acting Police Sergeant Palfrey replied, "I have had a quick look through our reports and have been unable to find anything specific that I could link this to. I would suggest holding onto it for a short while before disposing of it if no one comes forward for it."

3. Freedom of Information / Data Protection requests

The council received no Freedom of Information or Data Protection requests during the months of July and August.

4. Shoreham Harbour boat trip, 1st July

The last Sussex Community Rail Partnership meeting I attended was held at Shoreham Port's Nautilus House building in Southwick. Emily Kenneally, Communications Manager for Shoreham Port, offered groups the chance of a free 45-minute boat trip around the harbour. These trips are offered during May as part of the Brighton Fringe Festival, and then a smaller number of trips are available in July for community groups and, I think, individuals.

The following councillors attended: Bowman, Chapman, Gander, Gunston, Linton, Mathias and McElroy, several with family members. Cllr Gale's husband and granddaughter attended. Most of us travelled together by train, arriving in plenty of time to enjoy the hospitality of drinks and ice-creams.

By 16:00, we were all aboard together with maybe twenty other people. The tour takes in the sights on the southern side of the harbour first, vast steel and timber works, the scale of which cannot be appreciated from the A259. The return journey takes in the buildings on the northern side of the harbour. There was a live commentary but the audibility of it was a little hit and miss.

I believe councillors who attended all found it an enjoyable afternoon.

5. East Preston Business Community Business Breakfast, 3rd July

Cllr Linton and I represented the council at this month's meeting. Thanks to Rachel for hosting at The Seahorse Café.

Several businesses were represented and discussion was lively as usual.

6. Two-monthly meeting with ADC Anti-Social Behaviour Caseworker, 10th July

Matt Rookes, Anti-Social Behaviour Caseworker (Littlehampton), has implemented two-monthly meetings with me and, when available, Cllr Chapman as a way of keeping us in touch with ADC anti-social behaviour initiatives and him in touch with any concerns we may have. The next meeting will be early in September.

7. Arun District Association of Local Councils, 17th July

Cllr Toney and I attended this meeting, held at Aldwick Community Centre. About twelve other Arun town and parish councils were represented, but only Kingston from the Eastern Parishes. Rustington's Clerk had sent her apologies.

The meeting was chaired by Cllr Lilian Richardson, Chairman of Aldwick Parish Council, assisted by Michael Warden, Vice-Chairman of Aldingbourne Parish Council.

The only topic on the agenda was whether or not the Association should continue. Cllr Richardson said there was currently a one-off opportunity, with the new political structure of the council, to get the Association's voice on the table and heard. There was discussion about what the Association has achieved, should achieve and could achieve. The meeting agreed the Association should not just be about kicking ADC but should also look at working more closely with WSCC, Sussex Police, the local Clinical Commissioning Group and so on.

Those councils present unanimously agreed the Association should continue and representatives were sent back to their councils to get agreement their councils support the continuation of the Association.

Going forwards, Cllr Richardson was elected Chairman, Cllr Warden, Vice-Chairman, Cllr Yeates from Bersted, Treasurer, and Cllrs Richardson and Warden said they would manage the secretarial role between them for the time being.

Councils were asked to let Cllrs Richardson and Warden know their decision on support for the Association by the end of September. (Agenda Item 17a will already have covered this in this meeting.)

8. SSALC HR and Appraisals Training, 31st July

I attended this training course run by the Clerk to Seaford Town Council, James Corrigan. About a third of the attendees were other clerks and two-thirds councillors. It was a useful refresher course on appraisals, but I'm not sure I particularly learnt anything. I'm also not sure how Brexit will change how people complete appraisals for their staff, but that was certainly the view of one councillor, although he couldn't explain it. As Chairman of the Personnel Committee, Cllr Gander has booked to attend this course in September.

9. Round-table with residents, 5th August

In place of a Full Council meeting, the council invited those residents who had completed a *What can we do for the village?* form to a round-table meeting. Ten members of the public attended together with eight councillors and me. To be accurate, it was more of an octagon than a round.

As this was a Community Engagement initiative, Cllr Linton chaired the meeting, based upon the forms received in time for inclusion in the Supporting Papers for the Community Engagement Committee meeting on 22nd July. Cllr Linton grouped the topics under four headings, *Anything to do with traffic*, *Beach Access*, *Green matters* and *Other Suggestions*.

For each heading, Cllr Linton advised the residents of the sort of comments we had received and updated those present on what actions the council had previously taken, was already taking or planned to take, if this was an issue over which we had some control. The meeting was then opened up for discussion before moving on to the next heading.

Some of the discussion was necessarily robust and confirmed not all residents agree on all matters, which is human nature of course. The meeting certainly provided food for thought for the next Community Engagement Committee meeting.

Councillors and members of the public have said they found the meeting useful. Good news for the council is the members of the public present all, at some time during the meeting, praised and/or thanked the council for the work it does.

My thanks for Cllrs Duff and Gunston for keeping the meeting supplied with refreshments.



Cllrs Linton, Gale, Duff, McElroy, Moore, Wilkinson, Gunston (not shown) and Toney attending the round-table meeting with residents including Jennifer and Jerry Hardy, Sue and Robert Morley, Jane Souttar, Brian Day, June Phillips (not shown), Gay Lane (not shown) Alison Wilkinson (not shown) and Danny Reginiano.

Following the meeting, one public attendee wrote in: “First thank you for inviting me along to the roundtable meeting. [...]The Parish Councillors and the PC staff have difficult job, it may not seem like it but most of us do appreciate what you all do.”

10. **East Preston Business Community Business Breakfast, 7th August**

Cllr Linton and I represented the council at this month’s meeting which was held at The Tudor Tavern. Our thanks to Tanya Maidens for hosting.

As is usual for the August Business Breakfast it was held at 5pm so some different businesspeople could attend and was purely a social event. A good selection of businesses attended, some regulars, some there because it is the one Breakfast of the year they can easily attend. Although ostensibly only a social, the following topics were covered in various depths: Village Green car-park, St Mary the Virgin Christmas Tree Festival, lockable cooker valves for vulnerable adults (these are available from SGN free-of-charge), Christmas Celebrations.

The next Business Breakfast will be on Wednesday, 4th September.

11. **Social media**

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

- Bunch of keys found on Langmeads Field – 1,324 people
- Lost toy helicopter – 987
- Poster for the Rustington Hall Street Party - 907
- Thanks to East Preston Infant School for its beach clean on 29th June – 843
- Photograph of the RSPB on the office forecourt, 21st August - 730
- Child’s hat found outside Cicero’s Hair Company – 707
- Details of the theft of a child’s scooter – 700
- Lost Sony mobile phone - 696

- Found keys – 639
- Poster for July’s meeting of the East Preston Railway Club – 616
- Poster for Dean House Garden Party - 605
- WSCC recycling video - 601
- A lost phone – 591
- Hoody and mobile phone found on the Warren Recreation Ground – 576
- Poster for East Preston & Kingston Horticultural Society Flower Show & Village Fête - 573
- WSCC heatwave advice, 23rd July - 567
- Photograph of the first week’s tennis coaching session – 559
- Found silver ring – 535
- Found adult’s bike - 533
- Poster for Cancer United art exhibition – 530
- † Publicity for the Food & Drink Festival - 530
- A found camera SD card – 529
- Poster for the rescheduled Festival stoolball match - 506

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 27th August)

The child’s scooter was found and returned to its owner.

The number of people currently like the council on Facebook is 1,245, an increase of fourteen over the last report.

No posts placed on Nextdoor.

12. **MailChimp stats**

Since the last papers were issued, the council has sent out the following emails to local residents on the council’s main e-mailing list:

Parish Council news – 19th June – sent to 797, opened by 525 (65.9%)

Parish Council news – 27th June – sent to 799, opened by 546 to date (68.3%)

Parish Council news – 9th July – sent to 798, opened by 552 (69.2%)

Parish Council news – 18th July – sent to **800**, opened by 539 (67.5%)

Parish Council news – 1st August – sent to 804, opened by 527 (65.5%)

Parish Council news – 13th August – sent to 803, opened by 535 (66.6%)

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

“How much do gardeners charge to mow a lawn?”

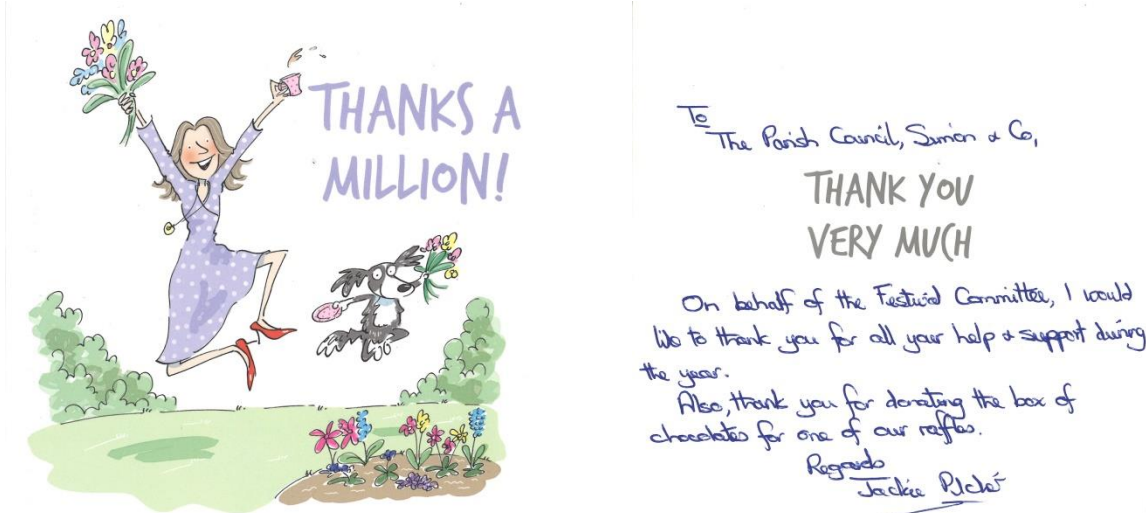
“Did you know I’ve had my toe removed?”

“Should my recycling have been collected today?”

14. **Recent bouquets and complaints**

(In addition to anything reported above)

From the Chairman of the East Preston Festival Committee:



From the Chairman of the Festival Committee after she had received a “speedy recovery” card following a recent minor op, “Just to say a thank you for the lovely card, which I think was probably sent by you, but could you thank everyone else as well.”

From a holidaying member of the public who wrote in to ask about the tennis court, “Thank you for taking the time to reply & thank you for the info. We had great holiday last time & look forward to visiting again.”

From a resident of the Willowhayne private estate, when dropping some found property into the office, “I must say the council always keeps the village lovely.”

From a resident of Montpelier Road, “The flowers outside our office are gorgeous.”

Thanks from Kingston Parish Council for use of the Council Office on the evening of 9th July.

Thanks from Angmering Parish Council for helping to promote its Dog Show.

From a resident of The Ridings, “Excellent Newsletter, most informative. We are away for Food & Drink Festival but wish you all a good day - so much work has gone into it.”

15. Leave

Dawn will be off on 2nd and 3rd September. I shall be off on 12th and 13th September and for a while will try not to work Fridays.

16. September Meetings and Events

This list may be incomplete and is subject to change.

| | |
|------------------|---|
| 2 nd | Full Council (19:00, East Preston Infant School) |
| 3 rd | Merchant Navy Day (09:45, East Preston War Memorial) SLCC Arun Clerks meeting (12:30, Bersted) |
| 4 th | East Preston Business Community Business Breakfast (08:00, Kerry's Community Tea-room) |
| 9 th | Planning & Licensing Committee (18:00, East Preston Infant School) Amenities Committee (19:00, East Preston Infant School) |
| 16 th | Audit & Governance Committee (14:00, Council Office) (tbc) Warren Recreation Ground Annual General Meeting (19:00, East Preston Infant School) |
| 20 th | West Sussex Fire & Rescue Service advice vehicle (10:00, Village Green car-park) |
| 23 rd | Planning & Licensing Committee (18:00, East Preston Infant School) Community Engagement Committee (19:00, East Preston Infant School) |
| 24 th | Eastern Parishes Meeting (17:00, Rustington) (ST and EL only) |
| 29 th | East Preston Beach Clean No. 14 (11:00, bottom of Sea Road) |

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

Simon Cross – **Clerk to the Council**

28th August 2019

Agenda Item 19

Other meetings and events – Part 1

Council is asked to note the following reports:

NHS REAL Local Community Network, 11th July

Rustington

(REAL LCN: Rustington, East Preston, Angmering, Littlehampton Local Community Network)

It has recently been agreed to disband the Arun East Health Services Advisory Group and to incorporate this into other existing meetings.

The main agenda item focused on the future of LCNs. It has been agreed to combine the REGIS LCN (population 100k) with the REAL LCN (population 63k) with a remit to have a county-wide focus on prevention and the population's ability to keep itself well. Currently several of the members of the groups attend both meetings and this merger will prevent this cross-over and enable a more integrated partnership.

Practices have recently formed primary care networks (PCNs) of 30-50k patients) and their work will focus on neighbourhood and locality work.

The next steps are to manage the merge and to ensure the right people are on the group. Currently the REAL LCN is attended by over 20 separate organisations.

Wellbeing and safety of young people in Arun District

The meeting discussed the draft report which is building a comprehensive picture of the mental health of young people. The views of children, teenagers, schools and other stakeholders have been taken into consideration and included in the report. The next stage is to establish what to do with the information and how to affect outcomes.

Nursing Homes

There is an initiative to provide more comprehensive training for nursing home staff especially on 'end of life' care. In the next few months all GP practices will also have this training.

Cllr Patricia Gander

7th August 2019

East Preston & Kingston Village Hall Foundation Annual General Meeting, 27th July

Warren Room, Village Hall

An Agenda had been distributed and the structure of the Agenda was followed, and Committee members were introduced.

Minutes of the AGM which were held on the 16th June 2018 were discussed and it was agreed that once approved they would be placed on the EPKVHF website.

A suggestion was put forward from the floor that there would be value in sending out the draft minutes earlier so that any amendments could be made prior to the next AGM.

It was confirmed by the Committee that as of today (Saturday 27th July) these Minutes would be available on the website.

The draft Minutes were not seconded.

NOTE: Best practise would have been for the Committee to make a contract with the villagers at the very beginning of the Meeting covering:

- Names
- Hirers
- Fields of Interest
- Avoiding 3rd party conversation and talking over one another

This would have enabled the Chair to keep control of some disruptive conversations and raised voices in objection to those speaking.

MATTERS ARISING

Toilet closure times: Concern was raised regarding how early the outside public toilets were being closed which meant that some people had asked to use the toilets facilities in the village hall during the evening.

It was explained that one person from Arun District Council closes and opens all the public toilets in the district and if you are first on the list the closure is considerably earlier than if you are the last on the list. Amenities will investigate this at their next meeting to try and resolve the situation.

Collage:

Once again, the issues regarding the hanging of the collage in the library is still being debated. Concern was raised what would happen to the collage if the library comes under local government closure programme.

Discussion took place regarding the weight of the collage and the concerns once again raised about fixtures and fittings needed to be extensive if the collage is put back into the village hall. The Committee reinforced the fact that after considerable risk assessments carried out, the insurance company will not cover the hanging of the collage into a flint wall and Health & Safety Rules dictate that it is unsafe to do so.

Volunteers:

It was agreed that a list of requirements from volunteers would be put together and placed on the website.

Chairman's Report and Treasurers Report were both read out and subsequently proposed and seconded.

A member of the public raised the point that little information had been given regarding nominations for positions and it was agreed that another meeting might be held to ensure best people were in the right positions and more information regarding the Charity Commission and where the committee stands if the numbers drop.

AOB

It was suggested that there is value in photos of those involved should be made available and also a list of what goes on in the hall so that it would encourage people to be able to define who to go to and what goes on. It was reinforced that this would now all be available on the website and Liz (Secretary) also stated that there will be a facility made to enable you to 'hyperlink' into the various events which take place in the hall. Telephone numbers would not necessarily be made available on the current Notice Board system.

A concern was raised regarding how close the Sycamore Tree is to the Village Hall and is it safe. It was confirmed that a survey will take place both outside and inside the village hall to determine the root infrastructure.

The new flooring raised general concerns from a group of villagers regarding the tap dancing classes. The Committee clearly explained the route that had been taken regarding the new flooring which still did not satisfy some villagers and they were not taking on board the fact that dancing mats and a top flooring could accommodate their needs.

It needed to be made very clear that if the insurance company is not prepared to insure the new flooring against metal tap dancing damage and an accurate risk assessment has taken place including a survey of the current usage of the village hall the Committee cannot go against this advice.

I feel that this point needed to be emphasised more to these villagers regarding where the Committee would stand with going against any insurance company's risk assessment of the floor and the collage and a subsequent prosecution if, in the event, that somebody got seriously hurt.

CLOSURE OF THE MEETING

After the closure of the meeting I personally thanked Toni for her sterling effort as stand-in chairman and gave her some advice regarding defining the structure of any subsequent meeting which might take place. She was grateful for the feedback.

Cllr Christine Bowman – **Council representative to the
East Preston & Kingston Village Hall Foundation**

29th July 2019

League of Friends of Zachary Merton Hospital Annual General Meeting, 31st July

Rustington

The meeting was chaired by Pauline Farr, who was re-elected for a three-year term.

The objectives and activities of the League of Friends is to relieve patients and former patients of the hospital who are sick, convalescing, disabled, handicapped, infirm or are in need of financial assistance and generally support the charitable work of the hospital.

They provide a regular ‘trolley service’ of confectionery, toiletries, etc for patients, relatives, visitors and staff. Undertake fundraising events and respond to requests from the hospital.

During in the year they financed the following initiatives:

- Removal of drinks vending machine, replaced by self service equipment
- Height-adjustable chair for therapy team
- Benches and tables for the terrace

Continued support for:

- Supportive slippers
- Standing funds for personal items for patients
- Xmas decorations and presents for patients

The meeting was well attended and after the close of business, we all enjoyed a chat and light refreshments.

Cllr David Moore

2nd August 2019

Planning Seminar, 8th August

Jubilee Hall, Bersted

The planning session was organised by Bersted Parish Council and designed to be a brief introduction to planning. It was delivered by an Independent Planning Consultant – Mr Lindsay Frost.

EPPC was represented by Simon Cross, Liz Linton and myself, Christine Bowman. Locally, only Angmering PC appeared to be represented too.

The session was delivered by a power point presentation which was self-explanatory and narrated by Lindsay Frost.

The session covered the following:

- The purpose of the planning system
- The plan-led system
- What is 'development' and the need for planning permission
- How planning decisions are made;
- Making your views count on planning applications;
- Special types of planning control
- Where to find out more information

Overall it was a very informative planning session and although generally we already had an awareness of the information being covered there were some snippets of information which gave us an update on current planning legislation and updates on permitted development rights and that not all development (operation and change of use) needs to obtain planning permission.

The most recent changes came into effect on 25th May 2019. Some examples are:

- Making permanent the previous temporary right to enlarge a dwelling house by 8 metres (detached) and 6 metres (other houses);
- Allowing larger electric vehicle charging stands;
- Allowing shops, and food take-aways etc., to change to offices;
- Flexible change of use for 'town centre uses' for up to three years.

A couple of exercises were thrown to the floor.

One regarding choosing the right type of application and the other was regarding material considerations, both were very interesting and allowed the large group present to be involved.

Overall it was a useful planning session, both as a refresher and increased understanding of the changes which are currently taking place.

Again, a reminder that as parish councillors we need to understand that our views count on planning applications and making sure we understand what the applicant is proposing and, if possible, go and see the site for yourself.

Cllr Christine Bowman

28th August 2019