



EAST PRESTON PARISH COUNCIL

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

Tel: 01903 770050

www.arun.gov.uk/eastpreston

Email: epparishcouncil@btconnect.com

AMENITIES COMMITTEE

MINUTES: of the Proceedings of the Meeting of the Amenities Committee held on 16th March 2020 at East Preston Infant School, Lashmar Road, East Preston at 19.00.

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

ALSO: Dawn Reid (Assistant Clerk to the Council)
Simon Cross (Clerk to Council)



APOLOGIES: Councillors S Wilkinson and E Linton.

The meeting opened at 19:00, Councillor McElroy (Chairman) welcomed the attendees.

218/20 APOLOGIES AND REASONS FOR ABSENCE

Apologies were received and accepted from Councillor S Wilkinson (prior engagement) and Councillor Linton (unwell)

219/20 PERSONAL AND/OR PREJUDICIAL INTERESTS

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

220/20 PUBLIC QUESTION TIME

The committee agreed to discuss matters relating to Agenda Item:14b next, as [REDACTED] was present specifically for matters relating to this item.

DL thanked SC and the council for informing her of the situation with the Fig Tree, whilst she was away on holiday. DL expressed her distress with the report findings and questioned how the tree had been tested and how the conclusion to remove it was reached. DL told the committee she understood the importance of public safety and she would not stand in the way of the tree's removal if that was the only alternative.

DL felt the Fig Tree did not appear to be dead and that following pollarding, the tree was healthy, although it was weighted and leaned more to the western side (toilet side). DL asked if there was anything that could be done to support the tree? and expressed to the committee, she would like the tree to be saved, if possible. The tree had been planted by her grandfather 94 years ago.

Councillor McElroy expressed the council's sadness to DL, as it was aware the Fig tree was of great sentimental value to her and her family. Therefore, the council had sought a second expert opinion, which came back with the same conclusion.

SC and the Assistant Clerk had written to the Council's Insurance company, to request more time before any action is taken, this would allow the council to look at all options. The Assistant Clerk informed the committee she has not received a response yet and will contact the Insurance company again to stress the urgency with this matter.

The committee AGREED it will have to be guided by the Council's Insurers response.

Following a lengthy discussion, the committee suggested the Assistant Clerk should arrange a meeting as soon as possible with DL and the Tree Specialist. This would allow DL the opportunity to ask questions about the report findings and conclusions.

DL left the meeting at 7.15pm.

The committee agreed to discuss matters relating to Agenda Item:10b next, as [REDACTED] was present specifically for this item.

221/20 EAST PRESTON VILLAGE GREEN- b) To consider a request for a memorial bench on the Village Green.

LH asked the committee to consider her requested to place a memorial bench, in memory of Kim Taylor on the Village Green. The ideal place for the bench would be in the space, at the north-eastern side of the Village Green, to the north side of the entrance gate.

The committee thanked LH for attending the meeting and for her request for the memorial bench on the Village Green.

A vote took place and the committee unanimously AGREED the request, to locate a Kim Taylor memorial bench on the Village Green.

LH left the meeting at 7.20pm.

222/20 MINUTES OF THE AMENITIES MEETING HELD ON 20th JANUARY 2020

The draft minutes had been circulated to all Councillors on 29th January 2020 asking for suggested amendments by 5th February 2020. No amendments had been received.

The committee AGREED the minutes as a true record of the meeting held on 16th March 2020 and were duly signed by Councillor McElroy.

223/20 UPDATE ON MATTERS FROM PREVIOUS MEETINGS

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

Matters Arising from previous Minutes and not covered on this Agenda

Matters Arising from 18th March 2019

Minute 262/19 - Planter outside northern shops in Sea Road: Permission has now been granted by WSCC to erect the bollards. This is now on the handyman's list of jobs to do, once fitted I will contact WSCC to apply topsoil and re seed the area as previously promised. A planter could then be added at a later date if the council wishes.

No further updates to the date of writing this report.

Dawn Reid – Assistant Clerk to the Council

16th March 2020

The Assistant Clerk updated the committee, the council's Handy Man will be installing the bollards shortly, whilst the soil is soft and is easy to work on.

Matters Arising from 9th September 2019

Minute 767/19 - To receive an update on relocating the table football table: Permission has been granted by ADC to relocate the football table to Lashmar Recreation Ground. The six new Interlocking Ground Reinforcement Tiles, to be placed either side of the table have arrived at the office. Councillor Toney will be arranging for the firemen to carry out the move shortly.

No further updates to the date of writing this report.

Dawn Reid – Assistant Clerk to the Council

6th January 2020

Councillor Toney updated the committee, once the weather has improved, he will make the necessary arrangements to relocate the football table.

224/20 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:

The official opening of the newly refurbished toilets took place, on Wednesday 4th March 2020, the opening was well attended, Councillor Toney officially opened the toilets and afterwards there was tea and cake in the Village Hall. A photographer from the Littlehampton Gazette attended the official opening and an article has been submitted, so hopefully it will appear in the paper.

There are still a few issues which require attention, Lauren Willard (Project Manager) is liaising with the company who fitted the doors, regarding adding an additional lock to the HAT door and adding separate locks to the Unisex Toilet doors, to indicate if the toilet is occupied or not. There is some paintwork missing from the top left-hand corner of the HAT door, which requires re-painting as it is showing metal.

There has been a problem with the cistern flush in the two Unisex Toilets, Cloud 9 contacted the toilet supplier and the problem in the right-hand cubicle has been resolved. The left-hand cubicle is a faulty mechanism, so unfortunately until the company has fixed the problem, I have closed the cubicle.

Bill, ADC Cleansing has reported some anti-social behaviour in the Unisex toilets, human excrement was smeared over the walls. Bill is also concerned that youths are hanging around inside the toilets in the afternoons, smoking and sitting on the baby change units. The Clerk has reported anti-social behaviour and Toni McElroy, Village Hall Chairman, will check the Village Hall's CCTV to see if there is any evidence of a perpetrator in the footage.

The Assistant Clerk informed the committee, the cistern's flush problem had been resolved and the right-hand cubicle was now open.

The Clerk informed the committee, that Lauren Willard (Project Manager) has received a quote from the company who fitted the external doors, of £3000.00, to add the additional locks. The company said it would need to remove the doors and take them back to their workshop, to carry out the work. Lauren and Cloud 9 are looking at alternative companies to quote for the work.

The Assistant Clerk informed the committee, there had been no further reports of any anti-social behaviour in the Unisex toilets.

Councillor McElroy suggested due to the recent anti-social behaviour, the council should consider approaching the Village Hall committee, to ask permission to add an additional camera to their CCTV system, directed at the toilet block.

The committee AGREED to seek permission from the Village Hall Committee to attach an additional camera, directed at the toilet block, to their CCTV system.

SC suggested attending the next Village Hall Committee meeting to seek permission.

225/20 PUBLIC TOILETS – SOUTH STRAND b) To receive an update on the South Stand Community Toilet Group

The Clerk suggested this Item should now be removed from the Amenities Agenda.

The Committee ARGUED to remove this item from the Agenda.

226/20 SEA ROAD – BEACH ACCESS a) To receive an update on ensuring the future of access to the beach at the bottom of Sea Road

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

Due to current workloads, Councillor McElroy and Toney both agreed that once the Sea Road toilet refurbishment project is completed, they will focus on the process of ensuring the future access of the beach at the bottom of Sea Road.

The committee AGREED once the process of replacing the bollards at the bottom of Sea Road is complete it will begin moving forward with this project.

227/20 To receive any update on replacing the concrete bollards at the beach access at the bottom of Sea Road.

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

No further updates to the date of writing this report.

The Assistant Clerk updated the committee, she had received the draft letter from the council's solicitor to send to the Caravan Park owners, informing them the council will be removing the existing concrete bollards and replacing them with removable or retractable bollards.

Councillor's Toney and McElroy agreed to review the solicitor's letter and liaise with the Assistant Clerk on timings prior to sending.

The committee AGREED to begin the process of replacing the bollards at the beach access at the bottom of Sea Road and to returning the existing concrete bollards, intact, back to the Caravan Park owners.

228/20 EAST PRESTON VILLAGE GREEN – a) To receive an update and information relating to the installation of a CCTV scheme to cover the Village Green

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

The Working Party met on 10th February 2020, the purpose of the meeting was to review the progress of the project so far and to consult with Councilor McElroy, who had been specifically co-opted to the WP for his professional advice.

After some discussion the WP agreed not to go ahead with the multi camera coverage of the Village Green. The WP agreed the risk of any further damage would be reduced with the relocation of the football table, as this factor will likely reduce any congregation in that area. The WP also agreed that it would be prudent to include an external camera at the rear of the offices.

D-TECT, the WP's preferred supplier have provided a new quote of £2,544.90, for the revised spec. A copy of the quote will be available for councilors at the meeting.

The WP agreed the phase to upgrade the current power supply at the north western corner of the Village Green, can proceed independently of the other CCTV phases and agreed to use SSE as the preferred supplier to carry out the work. I have informed SSE to go ahead with the work.

The committee is asked to consider the new quote from D-TECT and decide if it would like to go ahead with implementing the proposed CCTV.

As Councillor Wilkinson was unable to attend the meeting, Councillor McElroy read out his recommendations to the committee. Councillor Wilkinson recommended:

- Internal CCTV coverage of the office with audio in the lobby area which can be switched off if required;
- CCTV coverage of the external approaches to the office (north and south);
- External CCTV coverage of the rear entrance door to the office;
- External CCTV coverage of the carpark pay machine and the PC's noticeboard from a day/night camera installed on the front of the PC office building;
- Upgrading of the power supply on the green as per the quote supplied by SSE.

The Assistant Clerk circulated the revised quote, supplied by D-TECT for the committee's consideration.

Councillor McElroy advised removing the wall mounted bracket and monitor from the quote and replacing these with using a tablet or mobile phone.

The committee AGREED to accept the quote and engage D-TECT to install the CCTV and to remove the wall mounted bracket and monitor as advised by Councillor McElroy.

The Clerk asked the committee to write an article for the Council's Newsletter to explain why the project had been scaled back from the initial proposal and budget allocation of £10,000.

The Assistant Clerk informed the committee the WP had agreed to engage SSE to carry out the work to upgrade the current power supply at the north western corner of the Village Green.

The Assistant Clerk circulated the quote provided by SSE, of £1512.98 and informed the committee SSE have provisionally scheduled the work on Monday 30th March 2020.

The committee AGREED to accept the quote provided by SSE and to go ahead with the work to upgrade the current power supply, at the north western corner of the Village Green, on Monday 30th March 2020.

229/20 EAST PRESTON VILLAGE GREEN CAR PARK – a) To receive any updates on the Village Green Car Park scheme

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

The ticket machine has been out of order four times over the past 8 weeks, the faults were mainly due to the adverse weather conditions in February, water had penetrated the machine and caused damage to the keypad and circuit board. Over the period whilst the repairs were being fixed, Gavin, One Park Solutions, suspended issuing any fines. In this period, I have logged 11 complaints which were mainly due to being frustrated about not being able to pay cash for their parking as they found it difficult to use the app or pay using a mobile phone.

Gavin is re-designing and replacing the car park signs to display the 15 minutes' grace period as the committee requested at the last meeting.

The committee ACKNOWLEDGED the recent problems with the ticket machine and the complaints received from the public.

230/20 EAST PRESTON VILLAGE GREEN CAR PARK – b) To receive an update on the Village Green Parking scheme

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

The current contract with One Park Solution's comes to an end on the 21st August 2020, it then becomes a 30-day rolling service agreement. The contract states the ticket machine would always remain the sole property of One Parking.

Option 1: Parking scheme. This would consist of a three-year contract where One Parking bear all set-up costs, including signage, potential vandalism costs, full management and enforcement of site and regular emptying of the machine. Takings would be split 50/50% year 1 and 60/40% (in the Parish Council's favour) years 2 & 3. In addition to this, 10% of every PCN issued on site would be paid to the Parish Council. The machine would always remain the sole property of One Parking.

Proposed enforcement rules would be:

- 50p per hour daytime parking (8am to 6pm) max 3hr stay and no return within 1hr;
- £1 overnight parking (6pm to 8am) then max 3hr stay as above;
- 1 x FOC Disabled Bay parking (3 hr restriction as above);
- Enforcement 7 days per week, including Bank Holidays.
- Allowance for full closure of car park during parish events where needed (currently August Bank Holiday Saturday for Food & Drink festival and a Saturday in late November for Christmas Event plus others as occurring)

currently waiting for Gavin, One Parking Solutions to provide details and proposed costs for a new agreement. If the committee decides to continue with charging for the car park, I will begin looking for companies who can provide a comparison service.

It would be fair to say charging for the carpark is as unpopular as ever. Fairly or unfairly, it is seen as the main reason for the traffic management and parking problems in the lower half of Sea Road. At the February Business Breakfast, the owners of Pebbles suggested to Simon a public meeting be held before the end of the current contract to ask residents whether they would prefer to pay £1 extra on their annual Council Tax to paying to use the car-park. At the March Business Breakfast, those businesses present were asked to say what their biggest bugbear about working in East Preston was and almost to a man they replied it was the parking problems at the southern end of Sea Road. Simon wonders whether a meeting should be held with the businesses in the southern end of Sea Road as to what can be done to improve the situation. Before 08:00 there are plenty of parking spaces available at the southern end. One of the points raised at the March Business Breakfast was the limit on how long a vehicle can be in the car-park at any time.

There is still confusion about any grace period in the car-park as the signage remains unchanged.

The council has again received a suggestion a permit scheme should be introduced for those businesses that regularly have vehicles in the area.

The office has started to keep a log of complaints about the machine not working and also correspondence from residents asking the council to reconsider its charging scheme.

The dissatisfaction with charging for the car-park is never going to reduce miraculously.

A lengthy discussion took place and various options for parking were discussed, these included: voucher payment, parking discs and annual parking permits.

Councillor McElroy suggested a permit system for local businesses and to keeping the existing payment system for the public.

The Clerk informed the committee there had been numerous complaints about parking at the lower half of Sea Road. The Clerk suggested the committee consults with local businesses for solutions.

The committee AGREED to write to local businesses, asking for suggestions of how the car parking situation could be improved and to invite them to attend the next Business Breakfast meeting, on 1st April 2020 at the Sea Horse Café, to put forward their suggestions.

The committee AGREED to attend the Business Breakfast meeting to discuss any suggestions raised by local businesses.

231/20 REQUEST TO HOLD EVENTS ON THE VILLAGE GREEN

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

No requests have been received.

Committee is advised though an application is imminent for an East Preston Classic Car Show on Sunday, 26th July. This is the usual Classic Car Show but the organisers have moved it to an earlier date in the year. The organisers will also be asking for exclusive use of the car-park on that day.

The committee thanked the Assistant Clerk for the information regarding the imminent application, and it will consider the application when the form has been received.

232/20 BANK AT THE JUNCTION OF LASHMAR ROAD AND NORTH LANE a) To receive an update on clearing the bank area at the south-western corner of Lashmar Road

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

Tivoli Group are waiting for the weather to improve, before they apply the second treatment to kill any remaining brambles etc.

I have contacted Courtenay, Ferring Nursery to arrange to meet at the bank area to discuss planting ideas and obtain a quote for the work, I am waiting for Courtenay to reply.

Once the planting has been decided and agreed I can submit a planting application to WSCC for approval.

The old broken fencing at the rear of the neighbouring properties has been replaced by Places for people and it is a great improvement.

The committee AKNOWLEDGED the fencing at rear of the neighbouring properties, has now been replaced by Places for people.

233/20 TREES - a) - To receive an update on the David Quick Memorial Tree

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

On Thursday 23rd January, the memorial tree was planted at the Two Acres site. The tree is an attractive and quite well-established Hawthorn and will produce a fine display of double, pink-red flowers in May time, it is a welcome addition to the existing trees in the area. Jan, her family and friends were all there to see the tree being planted and to remember David.



The committee thanked the Assistant Clerk for her update, and AGREED this item is now complete and can be removed from the Agenda.

234/20 TREES - b) – To receive an update Annual Tree Inspection for 2019.

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

ArbTec Tree Care carried out the Annual Tree Inspection on 19th February 2020. The full report is 28 pages long and is available at the office should any councillor like to see it prior to the meeting.

I have listed all the trees which requiring urgent attention as highlighted in the report:

Priority rating: (E) = Within 7 Days					
Site	Tree No	Species	Comments	Recommendations	Priority Work
Warren Recreation Ground	98	London Plane (Platanus x hispanica)	Hanging branch at 8m to east	Remove branch	E

Village Hall Car Park	114	Fig (<i>Ficus carica</i>)	Multiple fruitbodies of the wood decay fungus <i>Rigidoporus ulmarius</i> at base to north indicating a level of internal decay Tree has significant lean to west towards toilet block Cavity at 1.5m to north, substantial decay visible Tree has now been pollarded	Taking the visible evidence into account and the close proximity to the toilet block, this tree now poses an unacceptable risk to people and property and should therefore be felled, the stump ground out and then replanted with a replacement tree of an alternative species	E
-----------------------	-----	--------------------------------	--	---	---

Priority rating: (1) = Within 1 Month

Site	Tree No	Species	Comments	Recommendations	Priority Work
Village Green	8	Group x 16 Holm Oak (<i>Quercus ilex</i>), Hawthorn (<i>Crataegus monogyna</i>), Silver Birch (<i>Betula pendula</i>), Sycamore (<i>Acer pseudoplatanus</i>)	Three dead Silver Birch, one dying Holm Oak	Fell dead/dying trees and grind out stumps to below ground level	1
	13	Group x 19 White Poplar (<i>Populus alba</i>), Hawthorn (<i>crataegus monogyna</i>)	One dead Poplar One Poplar in poor condition Large, dead branch stub at ground level Hanging, damaged and low branches throughout Ivy taking hold throughout	Fell and grind out stump to below ground level Reduce height by approx. 50% Remove branch stub Remove branches Sever ivy at base	1 1 1 1 1
	16	Group x 2 White Poplar (<i>Populus alba</i>), 3 x Hawthorn (<i>Crataegus monogyna</i>)	Damaged, hanging branch at 8m to north		1
Two Acres	23	Sycamore (<i>Acer pseudoplatanus</i>)	Minor to moderate deadwood in upper crown	Remove deadwood	1
	26	Silver Birch (<i>Betula pendula</i>)	Fruitbody of the wood decay fungus <i>Fomitopsis betulina</i> at 8m, deadwood Visible`	Remove areas of diseased and dead wood and monitor	1
	29	Scots Pine (<i>Pinus sylvestris</i>)	Minor to moderate deadwood in upper crown	Remove deadwood	1
	32	Contorted Willow (<i>Salix matsudana</i>) cv. 'Tortuosa'	Damaged hanging branch at 2.5m to South	Remove branch	1
	34	Silver Birch (<i>Betula pendula</i>)	Multiple fruitbodies of the wood decay	Remove areas of diseased and dead wood and monitor	1

			fungus <i>Fomitopsis betulina</i> throughout Minor deadwood throughout		
	52	Norway Maple (<i>Acer platanoides</i>)	Moderate deadwood in upper crown	Remove deadwood	1
	157	Group x 2 Elder (<i>Sambucus nigra</i>)	Damaged, dead and broken stems	Fell to ground level	1
	66	Cherry Plum (<i>Prunus cerasifera</i>)	Potential dieback to main stem	Carry out aerial inspection and remove if Necessary	1
Warren Recreation Ground					
	77	Silver Maple (<i>Acer saccharinum</i>)	Dead stem at 8m	Remove stem	1
	79	Silver Maple (<i>Acer saccharinum</i>)	Moderate deadwood in upper crown	Remove deadwood	1
Village Hall Car Park					
	115	Sycamore (<i>Acer pseudoplatanus</i>)		Install Cobra™ non-invasive brace system to safeguard against potential union failure	1

The committee should note, the Fig Tree in the Village Hall Car Park was previously rated priority work 3, in the last year's report, so this tree has deteriorated quite quickly.

I have contacted Tom, The Urban Tree Specialist to review the report findings and provide two separate quotes, one for the trees with the priority rating E - Within 7 Days and the other for the trees with the priority rating 1 = Within 1 month

The committee is asked to NOTE the Annual Tree Inspection carried out on 19th February 2020 and decide a timetable for any work it wishes to carry out.

The Assistant Clerk informed the committee she had contacted Tom, The Urban Tree Surgeon regarding the work recommended on the Annual Tree Inspection report. Tom supplied a quote of £525.00 for work with a priority rating: (E) = Within 7 Days: WRG: London Plane (*Platanus x hispanica*) – Remove Branch and Village Hall Car Park: Fig Tree – felled and the stump ground out.

The committee NOTED the Annual Tree Inspection had been carried out and the recommendations on the report.

The committee AGREED to accept the quote and to go ahead immediately with the removal of the branch from the London Plane (*Platanus x hispanica*) tree on WRG.

235/20 TREES - c) – To receive an update on the replacement tree in Russells Close

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

The following correspondence from WSCC has been received with regards to the tree at the corner of Normandy Drive which disappeared:

'WSCC removed the tree as it was dead. With regards to planting it would appear that yes it will be replaced with a Rowan. But this will not be until our next planting season which will be end of year (November) when all our new trees will be planted'.

The committee is asked to NOTE the correspondence received from WSCC indicating the tree is due to be replaced with a Rowan tree, when the next planting season begins in November 2020.

The committee NOTED WSCC has scheduled planting the replacement tree in Russells Close when the next planting season begins, in November 2020.

236/20 TREES - d) – To consider a request from Lashmar Ladies WI to plant a tree in the Village.

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

Lashmar Ladies WI would like to plant a Native Tree in the Village, I provided [REDACTED], a member of the WI information and costings on tree planting, for her to report at the next WI meeting.

The committee is asked to consider the application from Lashmar Ladies WI, to plant a tree in the village. Should the application be granted, the committee will need to decide on a suitable location to plant the tree.

The committee AGREED to the request from Lashmar Ladies WI to plant a tree in the Village.

The Assistant Clerk advised the committee the recommended planting season for new trees is late Autumn/Winter.

Councillor Toney suggested the tree could be planted on the Village Green, to replace one of the dead trees highlighted in the Annual Tree Inspection report.

23/20 FLOWER PLANTING CONTRACT- a) – To review the Flower Planting Contract.

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

The current flower planting contract is due to expire 31st March 2021. I have prepared a renewal draft contract for the committee's consideration: (See Appendix 1)

The committee is asked to consider extending the length of the Flower Planting Contract to 10 years to keep it in line with the council's Grounds Maintenance contract and County and District contracts.

A discussion took place regarding extending the length of the Flower Planting Contract and suggested adding a clause which would allow the council to break the contract, at certain points if required.

The committee reviewed the Flower Planting Contract and AGREED to extending the term to 10 years, with the addition of a clause to the contract, allowing the council to break the contract, at certain points if required.

238/20 FLOWER PLANTING CONTRACT- b) – To consider the proposed Flower Planting Tendering Schedule.

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

I have prepared the following draft tendering schedule for the committee's consideration:

Tendering Schedule for Flower Planting Contract 2021-??????

1. 16th March 2020 – Draft of Flower Planting Contract presented to the Amenities Committee for

consideration – (Term of contract to be discussed.

2. **6th April 2020** – Recommendation to Full Council of new Flower Planting Contract agreed by the Amenities Committee.
3. **w/c 20th April 2020** - Ads in Contract Finder, press
4. **31st May 2020** - All requests for Tenders to be received by.
5. **w/c 1st June 2020** - Tender Packs to be sent out.
6. **30th June 2020** – Closing Date for Tender Packs to be returned.
7. **1st July 2020** – Open and Log Tenders received.
8. **13th July 2020** – Present Tenders to Amenities Committee.
9. **w/c 20th July 2020** – Send out Acceptance/Rejection letters.

The committee is asked to agree the proposed Tendering Schedule for the Flower Planting Contract.

The committee AGREED to the proposed Tendering Schedule for the Flower Planting Contract and asked the Assistant Clerk to begin the process.

239/20 WARREN RECREATION GROUND - a) - To consider a request to teach Tai Chi lessons at Warren Recreation Ground.

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

The following correspondence was received from [REDACTED] to ask the committee to reconsider its decision to not allow Tai Chi lessons on the outdoor green space at Warren Recreation Ground.

Good morning

My name is [REDACTED] and I teach a couple of Tai Chi lessons a week in the East Preston & Kingston village hall. During the summer months we would, when the weather allows, relocate to the park behind the hall to make the most of the weather and the green space. On average there would be about 10 of us and I'd guess we'd be out there 2 or 3 times a month.

A couple of summers ago we were told that the Parish Council had decided not to allow 'organised classes' to use the park. I'm not entirely sure of the stated reasons but I think this followed a day when some members of the parish council were clearing nettles/plants from the boundary fence and felt that they could not complete the work because we were using the space where the hardstanding is. I was told later that those members of the council had found us 'intimidating'. To my recollection there was no discussion between the two groups of people and we were not asked to move.

I am writing to ask the PC to reconsider this decision. My students very much enjoyed being able to practice outside in the park and, other than the incident previously mentioned, we were the only ones using the park at the time except for occasional dog walkers. It seems a shame to ban a healthy, peaceful and respectful group activity from this very pleasant open space. We don't make any mess or affect the grass and, given that the average age of the students is around 72, we tend not to charge around shouting :)

██████████ is one of my students and a former Councillor. He is very happy to meet with you to discuss this on behalf of the club should you want to.

I look forward to hearing from you.

Yours faithfully

██████████

The committee is asked to acknowledge the correspondence from Mr ██████████ and reconsider its decision to not allow Tai Chi lessons on the outdoor green space at Warren Recreation Ground.

A lengthy discussion took place, on allowing Tai Chi lessons or any other exercise classes to take place on Warren Recreation Ground.

The committee reconsidered its decision and unanimously AGREED, not to allow Tai Chi lessons on the outdoor green space, at Warren Recreation Ground.

240/20 TWO ACRES – a) To consider a request for planting to the ditch area.

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

The following correspondence was received regarding the ditch area at Two Acres:

The ditch along Two Acres remains a bare muddy ditch.

While I understand the need for drains to be kept clear, but I have noticed that with the recent heavy rain the mud bank is being washed into the ditch, particularly where there are old rabbit/fox holes. I fear over the years the whole bank will gradually be undermined and the drain blocked with soil.

When the EPCC adopts a Nature Planting Policy would it be a good idea to sow some tough grasses, ground ivy and native ferns or similar in order to stop the banks eroding? This action would immensely improve the environment for wildlife and be aesthetically more pleasing for residents of E.P.

Thanks,

██████████

The committee is asked to acknowledge the correspondence from ██████████ and consider the suggestion of planting suitable plants in order to stop the bank eroding.

The committee AKNOWLEDGED the correspondence received from AW, and AGREED to planting on the bank area, at Two Acres, to stop the bank eroding.

A discussion took place and the committee asked the Assistant Clerk to consult with ██████████ for advice on suitable native plants that would stop the bank eroding.

241/20 INTERGENERATIONAL PLAYGROUND – a) To receive a request from the Community Engagement Committee to investigate the possibilities for an intergenerational playground.

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

The Community and Engagement Committee is currently investigating the possibilities for an intergenerational playground, Councillor Moore is consulting with his brother, who is a playground specialist in this area and then he will report back to the Amenities committee.

Following a discussion, the committee **AGREED** that Councillor Moore will provide the Community Engagement Committee, with information on Intergenerational playground equipment. The Community Engagement Committee could then make suggestion of what it wants the Amenities Committee to consider implementing.

242/20 GRASS VERGES – a) To consider a request for a Working Party to upkeep the Grass Verges and Pavements around the Village.

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

The following correspondence was received regarding the condition of the grass verges around the village.

We are sure that you have seen Boris Johnson's plea for volunteers to clean up Britain- While our Village is fairly litter free there are other areas that could be tackled! Linda and I have looked at the state of the verges and pavements and think that a working party could be very effective in this area- the verges are gradually creeping across the pavements and desperately need cutting back. Also, in 2019, the council said they were purchasing a mower and storing it in a shed at the rear of the Parish Council Offices. Did that happen?

Linda and I have now retired and therefore would be happy to join a team to fix all of the above. We are both 70 and therefore cannot take all of this on alone.

Regards

██████████

The committee is asked to acknowledge the correspondence from ██████████ and to consider their request for a working party to upkeep the verges and pavements around the Village.

A lengthy discussion took place on the logistics of how a working party would operate.

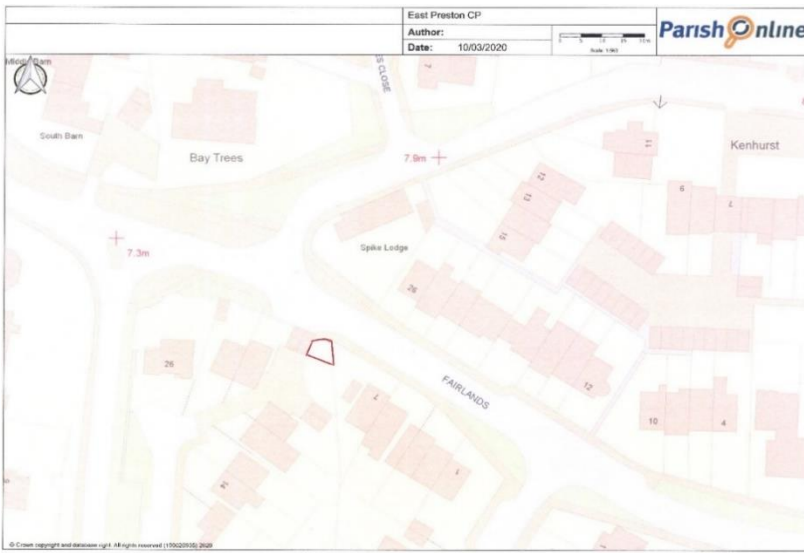
The committee **ACKNOWLEDGED** the correspondence received and **AGREED** to placing an article in the council's Newsletter to gauge public interest in forming a Working Party to upkeep the verges and pavements around the Village.

243/20 WASTE BIN – a) To consider the provision of a waste bin at Fairlands.

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

Council has been approached about providing an additional waste bin in Fairlands. The requester believes there is a litter problem in this area.

The proposed location is to the west of no. 7 Fairlands, on a small piece of land which is currently home to just a tree. I have contacted WSCC and been advised it does not own the land but thinks ADC may – I would be surprised at that, but I have asked the question. I have also contacted ADC as to the current costs of a new bin, also awaiting a response. The nearest bin on the southern side of Fairlands is at the bus shelter.



SC informed the committee, that the requester of the provision of an additional waste bin in Fairlands, has unfortunately passed away, therefore the committee no longer needs to consider this request.

244/20 WASTE BIN – b) To consider the provision of a waste bin outside the Village Hall, donated by East Preston Film Society.

The Film Society has kindly offered to fund the provision of a waste bin outside the Village Hall.

Simon contacted ADC to find out the cost of adding an additional waste bin to the emptying service and is awaiting their response.

The committee is asked to consider the request from [REDACTED], East Preston Film Society, to fund the provision of a waste bin outside the Village Hall.

The committee voted and were all in FAVOUR of the Film Society’s request to fund the provision of a waste bin outside the Village Hall.

Councillor Toney asked the Assistant Clerk to gain clarification from the Film Society of the proposed position of the waste bin.

245/20 CLOTHES/FABRIC RECYCLING BIN

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

A few residents have contacted the council recently, now the Sea Road toilet block is back in action, asking whether or not the clothing bank could be / will be reinstated. When doorstep recycling collection began, the recycling bins in the village were removed with the exception of the clothes bank which was re-sited from the Village Green car-park to the Village Hall car-park – on land not included in the lease to the Village Hall Foundation.

The following correspondence has been received from RK regarding making the Clothes/fabric recycling bin available again:

Dear Simon,

Further to our conversation this morning, I am writing to ask for a Clothes/fabric recycling bin to be made available again in East Preston.

As you know there was a recycling bin by the public toilets near the Village Hall before the toilets were redeveloped recently.

Several people have asked me where recycling bin has been put now and it was a well-used facility.

It is important that we have this facility locally so that we can recycle fabric and not send it to landfill. By having this facility available it enables us meet an important environmental need.

I look forward to hearing from you.

Best wishes,

RK

The committee is asked to acknowledge the correspondence from RK and consider the request to make the Clothes/fabric recycling bin available again. If the committee decides to make the facility available again, it should consider whether or not a new location is required.

The committee ACKNOWLEDGED the correspondence received from RK, requesting the Clothes/fabric recycling bin is made available again.

A discussion took place regarding suitable places to locate the Clothes/fabric recycling Bin, due to the Sea Rd Toilet's ramp now being where the bin was previously located.

The committee asked the Assistant Clerk to make enquires, if a smaller Clothes Bin is available, and to also enquire about the possibility of the Clothes Recycle Bin generating revenue.

255/20 MATTERS RELATING TO COUNCIL OFFICE, 122 SEA ROAD – a) To receive any update on the construction of a shed in the back garden of the property.

The Assistant Clerk informed the committee there were no further updates on this item to date.

The Clerk advised the committee, that he would speak to Tracy Khoo to find out the advised time scales, for commencing with any work, after the removal of the Japanese knotweed.

256/20 MATTERS RELATING TO COUNCIL OFFICE, 122 SEA ROAD – b) To receive any update on replacing the fencing between the office and the neighbouring property at the rear of the office building.

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

Councillor Toney assessed the rear fencing and decided it would be prudent to remove the low brick wall and place the concrete posts directly into the ground. Then to add the gravel boards to support the new fencing.

I contacted the fencing companies and asked them to revisit and advise on the new spec for the fencing. So far only one company has re visited. David, Carters Gates suggested leaving the existing brick wall in place, as it supports the soil from the neighbour's garden. If the wall was removed the soil would come quite high up the new fencing and it would rot it after time. David suggested bringing the new fencing over a few inches, so it is in the council's garden.

David has re-quoted for the work:

<p>Carters Gates</p>	<p>Rear Fence Clearance</p> <p>To take down the existing fencing and shrubbery where necessary then remove from site. To supply and erect approximately a 7.2m run of 1.8m high panel fencing.</p> <p>Rear Fencing</p> <p>The fence is to consist of 2.7m long 100mm x 100mm Concrete slotted posts let into the ground and concreted in, 1.83m wide x 1.65m high fencing panels, plus 150mm high Concrete gravel boards. All measurements are approximate.</p>	<p>For the sum of £295.00 inc VAT.</p> <p>Option1. Fence with Waney lap panels. For the sum of £759.00 inc VAT.</p> <p>Option 2. Fence with Closeboarded panels For the sum of £815.00 inc VAT.</p>
-----------------------------	---	--

The total invoice cost equates to: Option 1. £1,054.00 inc VAT. Option 2: £ 1,110.00 inc VAT. Both options are less than the £1,000.00 the committee initially agreed.

The committee is asked to consider the new proposal and revised quote for the fencing work at the rear of the property.

The Assistant Clerk reminded the committee at the last meeting it had agreed to going 50-50 with the council's neighbour on the total cost of replacing the fencing.

The committee discussed the new proposal and AGREED to engage Carters Gates to carry out the fencing work at the rear of the property.

The committee voted and unanimously AGREED, to proceed with Option 2: £ 1,110.00 inc VAT.

257/20 MATTERS RELATING TO COUNCIL OFFICE, 122 SEA ROAD – c) To reconsider the purchase of retractable parking posts for the forecourt of the Council Office.

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

As the current tenant of the flat above the Council Office has given his notice, Simon has questioned whether this expenditure is needed at this time as the main driver for this work was the tenant's frustrations with being unable to park on the forecourt.

The committee AGREED to defer this item until new tenants have moved in to the flat above the Council Office.

258/20 2019/20 BUDGETS – a) To note Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

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

We have now received the cheque contribution towards the HAT equipment to the value of £9628.00 (DAG Contribution and Space Hive donations) so this will reduce the WRG Trust Budget Line - Public Conveniences (Sea Rd) - Modernise/Renovate (Major Works) by that amount and more in line with the budgeted amount.

The committee are asked to the WRG Trust Budget Line - Public Conveniences (Sea Rd) - Modernise/Renovate (Major Works) will be amended by £9628.00 now the cheque contribution (DAG Contribution and Space Hive donations) has been received.

The committee NOTED the Income and Expenditure for the Amenities Committee and the Warren Recreation Ground Trust to date.

259/20 CORRESPONDENCE

Councillor McElroy has received correspondence from [REDACTED] Disabled Action Group (DAG) with regards to the Sea Road Toilets. Councillor McElroy read out the correspondence to the committee. The letter reiterated concerns which have been previously raised by DAG members, that people using a motorised buggy are unable to access the Hoist Assisted Toilet (HAT), this was due to the double angled right hand turn into the toilet and the proximity of the boundary wall.

A discussion took place and Councillor McElroy informed the committee he initially met with DAG's Chairman and [REDACTED] regarding their concerns and there had also been several further conversations on the HAT usage and accessibility. Councillor McElroy reminded the committee, DAG's chairman had been involved at the planning stages of the project and the toilets had been designed according to government guidelines. The HAT has been designed for wheelchair access and not motorised scooters. The Unisex Cubicles have been specially designed to be more accessible, they have been made wider and grab rails added to assist people with some mobility, this generally will include motorised scooter users.

The committee ACKNOWLEDGED [REDACTED] (DAGS) correspondence and AGREED Councillor McElroy will respond in writing to the issues raised.

The Assistant Clerk informed the committee she had received a letter from Mr [REDACTED], regarding his request to consider an archery run on Warren Recreation Ground.

[REDACTED] advised that he will be attending the Amenities meeting, 13th July 2020, to provide the committee with further information, about the practicalities of establishing an Archery run.

The committee ACKNOWLEDGED [REDACTED] correspondence and looked forward to hearing more about the archery run at the meeting on 13th July 2020.

260/20 URGENT MATTERS ARISING (FOR INFORMATION ONLY)

There were no matters arising.

261/20 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA 16TH MARCH 2020

There were no items to be referred to the next meeting.

The meeting concluded at 21.05hrs.

Chairman:

Date: