



# EAST PRESTON PARISH COUNCIL

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## **AMENITIES COMMITTEE**

**MINUTES:** of the Proceedings of the Meeting of the Amenities Committee held on 15<sup>th</sup> June 2020 at 19.00, via the Zoom online meeting application.

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

**ALSO:** Dawn Reid (Assistant Clerk to the Council)

**APOLOGIES:** None

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

The Assistant Clerk explained that owing to the COVID-19 pandemic and the inability to hold face-to-face meetings, committee members had been asked to let her know by 8<sup>th</sup> June 2020, whether or not they wanted to stand for Chairman or Vice-Chairman of the committee. Committee members were then given the opportunity to vote Yes or No for each candidate by midday on 12<sup>th</sup> June. Cllr Gale confirmed she had acted as a Virtual Teller for both elections and confirmed four councillors had voted in the election for Chairman and three councillors had voted in the election for Vice-Chairman.

### **340/20 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2020/21**

Cllr McElroy was appointed unopposed.

### **341/20 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2020/21**

Cllr Toney was appointed unopposed.

### **342/20 TO REVIEW THE TERMS OF REFERENCE FOR THE AMENITIES COMMITTEE FOR THE FORTH COMING YEAR**

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

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The committee **ACKNOWLEDGED** the changes to the formatting of the document and **AGREED** to adopt the Terms of References for the forth coming year, 2020-2021.

### **343/20 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

### **344/20 PERSONAL AND/OR PREJUDICIAL INTERESTS**

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

### **345/20 PUBLIC QUESTION TIME**

No members of public were present at this time.

### **346/20 MINUTES OF THE AMENITIES MEETING HELD ON 16<sup>th</sup> March 2020**

The draft minutes had been circulated to all Councillors on 6<sup>th</sup> April 2020 asking for suggested amendments by 14<sup>th</sup> April 2020. No amendments had been received.

**The committee AGREED the Chairman could sign the Minutes as a true record of the meeting held on 16<sup>th</sup> March 2020.**

Cllr McElroy will duly complete this task.

### **347/20 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

16<sup>th</sup> March 2020

The Assistant Clerk updated the committee, the council's handy man had collected the bollards and was due to install them but due to the COVID-19 pandemic, he was advised to wait.

The committee agreed that now that some of the restrictions have been lifted, the Assistant Clerk can rearrange the installation work, with the council's handy man.

#### **Matters Arising from 9<sup>th</sup> 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 firefighters to carry out the move shortly.

**No further updates to the date of writing this report.**

Councillor Toney asked the Assistant Clerk to mark out the area where the football table is to be placed and to arrange for the Interlocking Ground Reinforcement Tiles to be fitted. Once this has been done Councillor Toney will make the necessary arrangements for the table to be relocated.

Councillor McElroy agreed to accompany the Assistant Clerk to mark out the area.

### **348/20 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:

Unfortunately, the problem with the flushing mechanism in the right hand side Unisex toilet and another blockage occurred. The two Unisex cubicles had to be closed until Cloud 9 could fix the problem. I contacted Cloud 9 for an update on the repairs but I have so far not received anything. On a site inspection the repairs appeared to have been carried out, the blockage had gone and both toilets were flushing easily, therefore in agreement with Councillor McElroy, I to reopen the toilets.

Whilst the toilets were closed the Council's Handyman painted the hazard warning lines on the steps.

The External Door company, Essex Window and Door Centre, has provided a quote of £3,840.00 for the alteration work to the toilet doors. The work consists of:

#### **Unisex Toilets**

Remove both doors to take back to the factory for amendments and board openings.

Fit a vacant / not vacant locking mechanism leaving the five point locking mechanism in place for when the door needs to be locked of an evening.

Replace barrels so that the thumb turn internally will be removed and changed for a key lock.

Add 250mm stainless steel kick plates to both doors inside and outside.

Touch up any minor scratches that have happened to the doors.

Revisit site to reinstall amended doors.

#### **HAT toilet:**

Retro fit an external bar with padlock for extra security.

Add 250mm stainless steel kick plates to door inside and outside.

Lauren Willard, Project Manager, advised against using another company to carry out the work, as it may affect the current warranty. Councillor's Toney and McElroy both agreed to accept the quote and will recommend to the Full Council at the meeting 8<sup>th</sup> June, to agree retrospectively to the expenditure on the doors.

I contacted Toni McElroy, EP&K Village Hall Chairman with regarding to a member of the committee attending their next committee meeting. The committee wanted to discuss the recent anti-social behaviour issue, which took place in the Unisex toilets and to seek permission to attach an additional CCTV camera to the Village Hall's CCTV system, directed at the Sea Road toilet block.

Toni advised me, unfortunately owing to the current COVID-19 pandemic the meeting was cancelled so she will take this to the committee and she will also find out how logistically it would work and how it would affect their current license for GDPR purposes. Toni informed me the committee will be discussing upgrading the current system, as the quality of the system is not up to current standards.

Toni will keep the committee informed of the situation as it progresses, but indicated due to no income coming in from bookings, it probably will not happen any time soon.

To date there have been are no further reports of any anti-social behaviour at the toilets.

Councillor McElroy informed the committee the toilet doors are due to be refitted on Tuesday 16<sup>th</sup> June and he has planned to meet the Assistant Clerk on site, to check the proposed work has been completed.

The committee discussed the ongoing flush mechanism problem with the two Unisex Toilets and asked the Assistant Clerk to contact Cloud 9, to arrange for the repair work to be carried out.

**The committee AGREED unanimously the two Unisex toilets should not be re-opened, until Cloud 9 has resolved the ongoing flush mechanism problem.**

**349/20 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:

No further updates to the date of writing this report.

**The committee NOTED that until the bollards have been replaced, there will be no updates to this item.**

**350/20 SEA ROAD – BEACH ACCESS b) - 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:

I have emailed the council's Handyman and Councillors Toney and McElroy various bollard types, to establish which bollards would be the most suitable. Once the order has been places and the bollards arrive, I will schedule in a date with the council's handy man for the work to be done.

Prior to the bollards being replaced, the council will send a letter to the Caravan Park owner informing them of the council's plans.

**The committee agreed that Councillor McElroy will meet with the Assistant Clerk the next day, to make the necessary arrangements to progress the work to replace the bollards. Councillor McElroy will update the committee at the next meeting.**

**351/20 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:

As D-TECT were able to adhere to the government guidance on social distancing, on 11<sup>th</sup>/12<sup>th</sup> May 2020, the CCTV equipment was installed at the council offices. The installation went smoothly and cameras were erected at the front, rear and lobby areas of the building. External signage was erected to alert the public to the use of the CCTV. D-TECT have ordered an additional sign for inside the office entrance.

The system comprises of a 4, MP IP CCTV system, which includes 4 MP turret cameras situated:

1. Internally - main entrance lobby
2. External – front left of the property
3. External – front right of the property
4. External – rear of the property

The cameras have fixed views of:

1. Front entrance - Internal lobby area.
2. External Front Left - across the front of the property and some of Sea Road (north) it also captures the Village Green car park, including the ticket machine, the notice board and the junction leading to Willowhayne Crescent
3. External Front Right - across the front of the property and some of Sea Road (south)
4. External Rear - rear entrance to the building and the back garden

Currently the CCTV images can only be viewed via Simon's desk top PC but there is the facility to have remote access if required.

On 27<sup>th</sup> May I met with Councillor Wilkinson to go through the process of registering the CCTV with the ICO. The registering office informed me the CCTV comes under the existing GDPR umbrella, of personal data protection and the council already has this in place, so there was no further action required.

**Councillor Wilkinson will update the committee on CCTV developments at the meeting.**

Councillor Wilkinson had no further updates from the Working Party.

The committee discussed the remote access facility and agreed there was no need to have remote access at this time, access via the office compute was sufficient.

Councillor McElroy suggested, to ensure CCTV access is always available, the system should also be installed on the Assistant Clerks computer and that all log in details should be available on file, if needed.

**The committee AGREED to installing the CCTV on the Assistant Clerks computer, and to all log in details being available on file.**

Councillor Linton enquired on the progress of the upgrade to the Village Green electrics.

The Assistant Clerk informed the committee she had contacted Simon Francis SSE again and was waiting for him to schedule a date for the work to be carried out.

**352/20 EAST PRESTON VILLAGE GREEN b) - To receive any update on the Kim Taylor memorial bench on the Village Green.**

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

I have not been able to meet with Lizzie face to face, but I have been emailing her examples of benches made from recycled materials. [REDACTED] chose the same bench as the Jane Spark memorial bench, already on the Village Green and will confirm which style memorial plaque and the wording at a later date.

Councillor's Toney and McElroy have both agreed to [REDACTED] choice of bench.

On Wednesday 27<sup>th</sup> May 2020, the concrete base was constructed by the same builder who did the work for the Jane Spark memorial bench.

The bench has been ordered and as soon as it is delivered, the council's Handy Man will carry out the fixing.

**The committee thanked the Assistant Clerk for the update on the Kim Taylor memorial bench.**

**353/20 EAST PRESTON VILLAGE GREEN c) - To review the Village Green Boules Piste and General Maintenance.**

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

Following the very sad death of Chris Shore who regularly maintained the Boules Piste on behalf of the council, Councillor Gander has asked the committee to discuss the Village Green Boules Piste and the general maintenance.

The committee is asked consider whether it wants to retain a Boules Piste on the Village Green. If the committee decides to retain the Boules Piste, then a notice could go out to the public to see if anyone is willing to play a similar role, as Chris did, in its maintenance.

If no willing volunteer comes forward, the committee will need to work how best to ensure the Boules Piste is properly maintained.

**The committee is asked to firstly make a decision on whether it wants to retain a Boules Piste on the Village Green and how it would be maintained properly.**

The committee expressed its sadness on the death of Mr Chris Shore and its appreciation for his work in maintaining the Boules Piste.

A discussion took place on the Boules Piste usage and general maintenance.

**The committee voted and AGREED to retain the Village Green Boules Piste.**

The committee asked the Assistant Clerk to contact the Petanque group, to see if any of them would be willing to take on the General Maintenance role.

Councillor Linton suggested the Assistant Clerk should contact Councillor Gander, as she is a member of the Petanque group and may be able to assist.

**354/20 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:

Due to the current Covid-19 pandemic Councillor's Toney and McElroy agreed to temporarily suspended all car parking charges, until the end of the government lockdown, or in line with advice given by ADC. Therefore, on the 20<sup>th</sup> March 2020, a public notice was placed on the ticket machine and One Park Solutions were informed of the suspension.

On the 20<sup>th</sup> May Councillors McElroy and Toney reviewed the car parking charges suspension and agree, in view of the recent Governments relaxation on the rules surrounding travel and in keeping in line with ADC, car parking charging would be reinforced from, 1<sup>st</sup> June 2020.

Councillor McElroy informed the committee the car park charges had been reinforced 2 weeks later than ADC.

**The committee ACKNOWLEDGED the decision to reinforce the car parking charges from 1<sup>st</sup> June 2020.**

**355/20 EAST PRESTON VILLAGE GREEN CAR PARK – b) To receive an update on the Village Green Parking scheme contract.**

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

Due to the COVID-19 health pandemic, members of the committee were not able to attend the Business Breakfast meeting, on 1<sup>st</sup> April 2020, to discuss the parking scheme. Therefore, in order for the consultation process to take place, I wrote to all local businesses asking for suggestions of how the car parking situation and traffic management in the area, could be improved for everyone. The deadline for responses was the 30<sup>th</sup> May and the following responses were received.

Date	Name	Response
13/5/20	Shortcuts	I think free parking in the Car Park for up to an hour or two, with charges thereafter.
13/5/20	Grub and Gumption  Taken from the article written in the June 20 All About East Preston Magazine	<p>Many thanks for emailing. We feel its positive news the car park contract is ending as its rarely used and just clogs up the beautiful village with locals parking on the verges (especially the middle island)... May be worth looking at this island.</p> <p>Let us know what else we could offer. It would be nice to have the village looking pretty and less congested again.</p> <p>Q: What do you like laser about the village? A: Sad to say, the carpark by the green. Since the pat machine was fitted, it has really crowded up the roads and sadly, it makes East Preston feel much busier than it actually is.</p>
14/5/20	Phys Training	<p>I selected the building I work from when the car park was free and this was a great selling point as I have a lot of clients that use it. This includes the elderly that benefit from the car being so close to my facility. I was upset and so were my clients when we found out it was changing to be a pay and display car park. I haven't personally heard from anyone I speak to in the local area about it being a good thing.</p> <p>That being said I completely understand the reasoning for it, to stop business workers taking the spaces and allowing visitors somewhere to park. Although, from the looks of things, the people visiting the village, do so on a daily basis and no one wants to have to pay everyday. It has caused a lot of problems for my clients and even myself on the odd occasion I need to park in the village. This has also lead to several businesses along the parade I am based in, to double park and block people in. I hope this can be addressed sometime in the future.</p> <p>My suggestions from what I see on a daily basis and from the view of not only running a business but as having friends and family visit me. The car park should probably go back to being free, people don't want to pay and unfortunately the online version of payment confused many of my elderly clients. This next suggestion would be expensive but I think beneficial for years. The island of pavement running in the middle of Sea Road, opposite your office, makes no sense. If this was removed and parking bays slotted diagonally along that parade of shop fronts, you would possibly get more spaces. Much like the setup in Rustington shops. I think if this pavement is not removed, you will always get illegal dangerous parking there. Lastly, maybe you could offer 2 hour time slot parking on the roads as most of the businesses customers shouldn't be using them for longer than that? This is the case at the shops at the top of Sea Road.</p>
14/5/20	Seahorse Cafe	We feel the first thing to address is to get the payment machine consistently working - the biggest complaint we get from customers is that they don't have the mobile phone to be able to make payment (forgive me if it has been repaired since the lockdown). Certainly the manner of some of the parking leaves a lot to be desired but feel if there was an option to park for longer in the car park - this may discourage some of the business owners from 'abandoning' their cars. We accept it will not return to free parking in the car park but if people were able to park for longer this may encourage more people to use the car park, which the majority of the time sits empty.
24/5/20	Pebbles Catering	<p>Our preferred choice would be to go back to free parking. Since the charge was brought in we saw a decline in shop sales and customers were not willing to pay to park and come and pick up catering and take-away goods. The congestion around the southern end shops I believe is because people park up to go into shops not willing to pay in the car park. If it was free parking then I believe people would use the car park and this would then ease if not clear the congestion.</p> <p>If free parking wasn't an option then I believe 2 hours free parking would work with large signs so clients can see it is free for this time when pulling up into the car park. This would enable the majority of parking to take place in the car park whilst people go into the various shops for breakfast, take-away, hair cut, stationers, electrician etc. I also think it would help if it was free parking after 6 again people can use the car park when going to the shops/wine bar that open later.</p>

26/5/20	Fuller Associates Emma Weaver BSc (Hons) Partner	<p>→ overkill with the charging of the car park when the is so much free on street parking. Thus Forcing people into street, leading to the annoyance of residence. What's the point in having an empty, safe car park when it's nearly empty?</p> <p>→ Road safety is ultimately compromised with so many cars parking on a narrow street.</p> <p>→ in my view there was a good turn over in parking spaces thought-out the day, even if the time limits which were in place were generally ignored.</p> <p>→ if the car parking charges are to stay, then at the least the charging period has to be reviewed, ie. No charging between 5pm -8am or at weekends? And give businesses one permit.</p>
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As the current parking scheme contract is coming to an end on the 21<sup>st</sup> August 2020, the committee is asked to, consider the above responses received from local businesses and agree on, what or if any changes should be made to the current parking scheme.

**The committee thanked the businesses for their correspondence and suggestions on how the car parking situation and traffic management in the area could be improved.**

Councillor McElroy read out the suggestions. A lengthy discussion took place and the committee considered all the suggestions raised.

Councillor McElroy suggested the possibly of a parking permit scheme for businesses and Councillor Linton suggested a pre purchasing ticket system.

The committee recognised the issues regarding poor parking in the area and would welcome ADC patrolling the area more frequently.

The Assistant Clerk advised the committee the current parking scheme contract is due to end in August 2020.

**The committee voted and AGREED to continue with the existing parking scheme on a rolling contract basis, with a view to continually reviewing the situation.**

The committee asked the Assistant Clerk to go back to One Park Solutions, to enquire about the 15 minutes' grace period additional signage, which had been requested.

**356/20 REQUEST TO HOLD EVENTS ON THE VILLAGE GREEN**

There were no requests to hold events on the Village Green.

**357/20 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:

The project was put on hold due to the COVID-19 health crisis, until Tivoli Group were back working. The weeds and brambles were all growing back with vengeance, so on 26<sup>th</sup> May, I contacted Dave O'Hare, Tivoli and asked for them to be resprayed. I will continue asking Tivoli to check on this area and respray when necessary, until the council can establish a plan for planting. Dave said he would schedule in the work as soon as possible.

I have contacted Courtenay, Ferring Nurseries to arrange a visit to the bank area to give advice on planting and provide a quote. Due to the current Covid-19 pandemic this has not been possible yet.

**The committee ACKNOWLEDGED due to the COVID-19 pandemic the project had been placed on hold.**



The committee will wait to receive advice and a quote for planting from Ferring Nurseries.

**358/20 TREES - a) – To receive an update on the Annual Tree Inspection recommendations.**

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

I contacted the council's insurers and informed them of the situation with the Fig Tree and given the sentimental attachment to the tree, the insurers agreed to granting cover for an extension on the works time scale, this was to allow discussions to take place.

I contacted Phil Arnott ArbTec Tree Care, who carried out the Annual Tree Inspection to arrange a meeting with [REDACTED], regarding his findings. Unfortunately, Mr Arnott was not able to meet [REDACTED], but he kindly sent his response via email. Mr Arnott reiterated his initial report findings and said a further internal decay testing using a 'Picus Tomograph' could be done if required but the cost would be around £400.00.

I sought a second opinion on the report findings from Tom, The Urban Tree Specialist and he agreed with the report findings. Simon also contacted Arun District Council's Arboriculturists, to see if they would be willing to give their opinion, but unfortunately they did not respond.

I wrote to [REDACTED] on the 27<sup>th</sup> March with all the information and then followed up with a phone call. [REDACTED] said the tree was of great sentimental value to her and her family and also a part of the village's history. [REDACTED] was not able to afford to pay the £400.00 for the additional testing and was very upset with the report findings.

I also contacted John Harraway, Harraway Trees just to enquire how much he would charge for the further internal decay testing using a 'Picus Tomograph'. John quoted £425.00 + vat. [REDACTED] had previously indicated, this was too much for her to afford to pay.

At the Full Council meeting 4<sup>th</sup> May, the Council resolved to remove the fig tree as recommended by the council's annual tree inspection report.

The Fig Tree was sadly removed on 28<sup>th</sup> May, Councillor Toney, [REDACTED] and myself were present to witness the tree being felled.

As the tree surgeon began working on top of the tree, it appeared to have extensive movement and as the sections of the tree were felled, the level of deterioration was evident.

A section of the tree, towards the top end and a section in the centre were both hollow in the middle and when the bottom stump was revealed, the centre of the stump had signs of disease.

[REDACTED] saw the sections as they were removed and appeared to acknowledge the level of internal deterioration.



Tom, The Urban Tree Specialist provided a quote of £1,175.00 for the Priority level 1 work on the report (Within 1 Month), (excluding Village Hall Car Park work) and a quote of £1,775 for the Priority level 2 work (part of routine maintenance). Councillor's Toney and McElroy accepted the quotes and agreed to go ahead with the work as advised on the report.

Tom has scheduled to complete the work on 23<sup>rd</sup> and 24<sup>th</sup> June 2020.

Councillor McElroy expressed his sadness for [REDACTED], that the Fig Tree had to be removed.

A discussion took place on what should be done to the area.

The Assistant Clerk read out the following correspondence received from Mr R W S.

**FIG TREE**

*I did write about the fig tree taken down at the village hall.*

*If this is to be replaced by a good native tree it would be sensible to plant where the sycamore was, in the flint wall recess.*

*The notice moved to where the fig was.*

*The wall was rebuilt around the sycamore.*

*There will be space for a tree there to grow without buildings being in the way.*

RWS

**The committee ACKNOWLEDGED the correspondence received from RWS.**

Councillor McElroy suggested to the committee, moving the council's notice board to the area where the Fig Tree was and having a commemorative bench made to fit in the recess flint wall area. A commemorative plaque could be added to remember the Fig Tree and [REDACTED] father who planted it.

The committee discussed both suggestions and Councillor's McElroy and Moore offered to visit the area the next day, to assess its suitability for either of the suggestions.

Councillor McElroy and Moore will report back to the committee at the next meeting.

**359/20 TREES - b) - To receive an update on the Lashmar Ladies WI request to plant a tree in the Village.**

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

I informed [REDACTED] Lashmar Ladies WI of the committee's decision to grant the planting of a tree in the village and also supplied her with an approximate breakdown of costing.

[REDACTED] thanked the committee on behalf of the Lashmar Ladies WI and will report the proposed costings at the next WI meeting. Unfortunately owing to the current COVID-19 pandemic the meeting was cancelled. [REDACTED] will keep me informed of the committee's decisions when meetings are allowed to take place.

The committee thanked the Assistant Clerk for her update, and will wait to hear from Lashmar Ladies WI.

**360/20 TREES - c) – To consider the donation of a Beech Tree**

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

The council has been offered the donation of a Beech Tree. The tree is currently in [REDACTED] back garden. I asked Tom, Urban Tree Surgeon, to visit to inspect the tree to see if it is suitable and could easily be moved.

Tom advised the tree is only a sapling, it could be transplanted relatively easily, but it would be best to wait until the winter to do this ideally as it is unlikely to survive it in the summertime.

The Beech tree is Native UK, so would fit with the council's Native Planting policy.

**The committee is asked to make a decision on whether it wants to accept the donation of the Beech Tree and a suitable place it could be planted in the winter.**

**The committee thanked [REDACTED] for her kind offer to donate a Beech tree to the council.**

The Assistant Clerk suggested the committee could consider planting the Beech tree, to replace one of the trees identified on the Annual Tree Report, needing to be felled.

**The committee AGREED to accept the donation of the Beech tree, and were in favour of it being planted in a suitable position, to replace a tree which is due to be felled.**

The Assistant Clerk will contact Tom, Urban Tree Surgeon and ask for his advice on where the Beech tree should be located.

**361/20 FLOWER PLANTING CONTRACT- b) –To receive an update on the progress of the Flower Planting Contract and Tendering.**

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

Given the current COVID-19 health pandemic, the council has received guidance from SSALC, Sussex & Surrey Associations of Local Councils, on contracts. The guidance allows the council to extend an existing contract. Therefore, after discussion, Councillor's Toney and McElroy agreed, it would be unduly burdening to anyone to have to tender now, as nobody yet knows if the virus will peak again, so agreed to extend the current Flower Planting Contract, a further two years.

**Councillor's Toney and McElroy will recommend to full council, at the 8<sup>th</sup> June meeting, to agree a further two-year extension, to the current Flower Planting contractor.**

The council received a courtesy call from Courtenay Luscombe at Ferring Nurseries to say that due to issues during the COVID-19 health crisis he and his team will do the very best they can do, to provide floral displays in the village this year, but they have been hit by a number of problems such as suppliers no longer supplying and this will very likely have a negative impact upon what they can provide this year.

**The committee is asked to acknowledge the correspondence received from Courtenay Luscombe, Ferring Nurseries and the likelihood of the issues arising from the COVID-19 crisis having a negative impact upon this year's floral displays.**

**The committee NOTED the two-year extension had been agreed at the full Council Meeting 8<sup>th</sup> June 2020.**

**The committee AKNOWLEDGED the correspondence received from Courtenay, Ferring Nurseries, regarding this year's floral displays.**

The Assistant Clerk advised the committee she had contacted Courtenay with regards to the cost of a two-year extension on the contract. To date she has not received any response but informed the committee the last increase was in the region of 5%.

**362/20 TWO ACRES – a) To receive any update on the planting to the ditch area.**

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

I contacted [REDACTED] who recently advised the council on Native Planting, to ask for his advice on planting to the ditch area. Brian was self-isolating so I sent him some photos and he kindly responded with the following advice:

*One could consider using wildflower turf and/or wildflower plugs. Turf would need to be anchored, but would consolidate after one season. Generally, one uses these on less sloping land than a ditch, but I don't see any reason in principle why it wouldn't work, and would be colourful. [wildflowerturf.co.uk](http://wildflowerturf.co.uk)*

*I like the idea of ferns, as they are varied in form and we have some lovely British native species that are much neglected. For general advice you could contact the British Pteridological Society, which is based at the Natural History Museum. There are a*

few suppliers of native fern collections, ready to plant, such as Fibrex Nurseries, [fibrex.co.uk](http://fibrex.co.uk) Plants for Shade [plantsforshade.co.uk](http://plantsforshade.co.uk) and [info@longacreplants.co.uk](mailto:info@longacreplants.co.uk), and Sarah Raven [sarahraven.com](http://sarahraven.com). Hart's Tongue Fern is perfect for these conditions, but there are many others, such as Dryopteris, Polypodium, Polystichum, Athyrium, and Osmunda species.

Native wildflowers that will tolerate shady or damp slopes are many, and some are good at consolidating soil, such as Bugle, Common Dog Violet, Yellow Pimpernel, Creeping Jenny, Honeysuckle, and Periwinkles (Vinca species). These will give a range of coloured blooms. Also worth considering are Hedge Woundwort, Wood Anemone, Primrose, Red Valerian, Purple Lettuce, Cuckoo Flower, Ragged Robin, Red Campion, White Campion. Again, a range of flower colours here, and tolerance of the conditions. Ivy is very suitable in many ways, but it will tend to dominate and need thinning out periodically. The same applies to Honeysuckle to some extent, but at least it provides attractive flowers. If you are going to plant both wildflowers and ferns there will need to be distance between them to stop the ferns shading out the smaller wildflowers, but you do have quite a long stretch at your disposal. All my suggestions would of course need to be regularly watered and inspected during the first year, but after that only occasionally, in unusually dry weather.

The committee is asked to consider the above information and advice that [REDACTED] supplied when deciding on what native species to plant to the ditch area, [REDACTED] favoured the idea of native ferns.

The committee thanked [REDACTED] for his correspondence.

A discussion took place and Councillor Linton thought it would be good to add some type of flowering plant to add colour to the area.

The Assistant Clerk informed the committee that since the winter, quite a lot of the bare areas had begun to self-fill.

Councillor Moore and Councillor McElroy agreed to visit the area the next day to assess how much planting is necessary.

Councillor Moore offered to loan his Horticulturalist Society Encyclopaedia book to the Assistant Clerk for reference.

### **363/20 GRASS VERGES – a) To receive an update on the 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:

I have asked the Clerk to place an article in the council's newsletter, to establish public interest in setting up a working party, to upkeep the grass verges and pavement areas.

The Community Engagement Committee would usually have published a newsletter in May, but owing to the COVID-19 pandemic and doubt over whether or not a paper newsletter could be delivered, this issue was not published. The next scheduled issue would be published in August. The Community Engagement Committee has instead decided to publish a newsletter in July covering both the May and August issues. An article as described will be included, space permitting.

Once the article has been publicised and we have established the level of interest, I will report back to the committee, so it can decide on what action to take next.

The Assistant Clerk reminded the committee the request for a Working Party to upkeep the grass verges and pavements, was from Linda and Vic and that an article had not yet been placed in the council's newsletter.

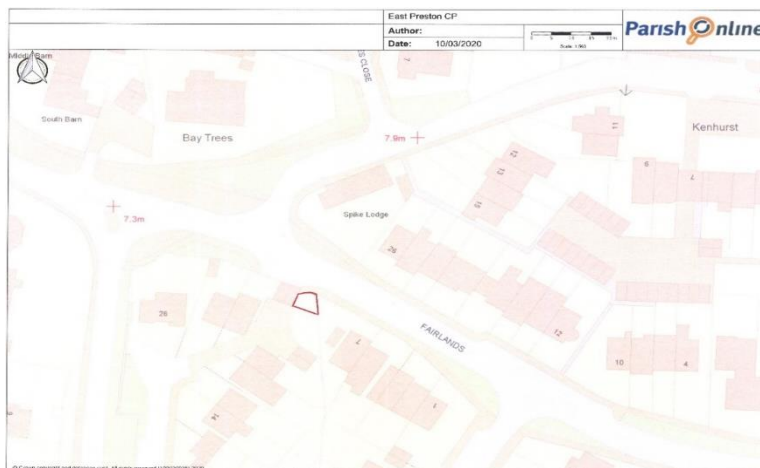
Councillor Linton suggested contacting [REDACTED] to ask if they would be willing to draft an article for the newsletter, requesting volunteers to form a Working Party. The draft article should be received by the first week in July.

### **364/20 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.



The committee was informed that the requester of the provision of an additional waste bin in Fairlands, had unfortunately passed away but I am glad to say this information was not correct, therefore the committee is asked to consider this request.

The committee discussed the request and were not certain there was a litter problem in the area and questioned the need for a Waste bin at the proposed location is to the west of 7, Fairlands.

The Assistant Clerk suggested the council could monitor the area to see if there is a litter problem.

**The committee ACKNOWLEDGED the correspondence received and asked the Assistant Clerk to arrange for the Village Orderly to monitor the area for litter.**

The committee asked the Assistant Clerk for an update at the next meeting.

**365/20 WASTE BIN – b) To consider the provision of a waste bin outside the Village Hall, donated by East Preston Film Society.**

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

I informed [REDACTED], East Preston Film Society of the committee's decision to allow the provision of the additional waste bin, outside the Village Hall.

Following discussions of where the bin could be located Councillor Toney and I felt there was insufficient available space around the toilet block area.

I explained this to [REDACTED] and in conversation I mentioned the council may be considering the provision of a Grit bin, to be able to grit the ramp and toilet access areas during the winter.

[REDACTED] said perhaps this was something the Film Society could sponsor as an alternative, if there was no room to put a waste bin.

Perhaps the committee may wish to consider the provision of a grit bin and the Film Society sponsoring the costs of this.

Councillor Toney informed the committee he had looked at the area and advised there was no available space to put a waste bin.

The committee discussed the suggestion of the provision of a grit bin and agreed it could also be used for the pathways around the Village Hall.

**The Committee voted and AGREED to the provision of a grit bin, donated by the Film Society situated at the rear on the toilet block.**

The Assistant Clerk will inform [REDACTED] of the committee's decision, and make the necessary arrangements for the provision of the bin.

**366/20 CLOTHES/FABRIC RECYCLING BIN – a) To receive an update on the request for the Clothes/Fabric recycling bin to be made available again.**

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

Unfortunately, I have been unable to locate the contact details of the Clothes Bin Recycling company, the council had previously used. I have contacted ADC, to ask if they could help with the details and I am waiting for a response.

Nothing further to report at the time of writing this report.

The Assistant Clerk informed the committee that she had received correspondence from Alan Wheeler Director of Textile Recycling Association. Alan has forwarded her details to Wilcox Textiles and she is waiting for information on the size of a small recycle bin and whether it could generate any revenue for the council.

**The Committee NOTED the progress to date.**

**367/20 BUS SHELTERS – a) To consider an idea to install a bookshelf, for the use as a Community Book Exchange, in a bus shelter in the village.**

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

At the very beginning the COVID-19 pandemic lockdown, a member of the public left a plastic box of used books outside the Council Office, effectively starting the East Preston Book Exchange. Through social media, members of the public were encouraged to bring used books to the plastic box and take away books. The council tacitly supported the initiative by letting the box stay outside the office and once the plastic box was full, the council provided a larger box for use outside the office and took the smaller box for use outside the library. The box outside the library has been joined by a second box, from a mystery supplier, specifically for children's books.

The administrator of the East Preston Community Facebook page noticed this and contacted the council on 13<sup>th</sup> May, as follows:

Hi Simon,

I hope all is well.

I've been conversing with Alison with regards to a 'community book exchange'.

We'd hoped to 'adopt' the phone box near the parish office and firstly, make it less of an eye sore and secondly, use it for something positive as the phone itself hasn't worked for over 4 years. I believe it's been used as a toilet mostly- GRIM!

Lots of members of the community were keen to get involved and clean it up etc.

Alison kindly emailed BT with regards to permission and sadly this hasn't been granted. However, she's informed me that EPPC own the bus huts.

She suggested the one in Fairlands would probably be the best one to use.

I have shelf donations and a handy man who is very willing to help get this set up.

As I'm sure you're aware, the one in Amgmering has been a huge success.

Would this be something we'd be allowed to do?

I can co-ordinate it and I along with other members of the community would be very happy to keep an eye on it.

Please let me know your thoughts.

Thanks

[REDACTED]

Simon replied advising the Amenities Committee would need to consider this before any further action could be taken and, whilst we appreciate the offer of a volunteer fitting any shelves agreed, we would need to have our own handyman fit the shelves for insurance purposes. Simon also contacted the local Cluster Manager for WSCC libraries, and she did not believe the library service would have a problem with any initiative which encouraged reading.

As an aside, interestingly the telephone box across the road from the office has recently been spruced up.

A discussion took place and the committee favoured the idea but questioned the bus shelter's suitability.

Councillor's McElroy and Moore agreed to visit the bus shelter in Fairlands the next day, and will assess its suitability to install book shelves.

The committee asked the Assistant Clerk to contact Angmering PC and see how they had fitted out their Community Book Exchange bus shelter.

**The committee ACKNOWLEDGED the correspondence received from [REDACTED] and AGREED in principle to the idea, subject to the bus shelters suitability.**

**368/20 CHILDREN'S PLAYGROUND - a) To consider the reopening of the Children's Playground.**

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

The committee is asked to consider the reopening of the children's playground.

The committee discussed the timing of reopening of the Children's Playground and all AGREED it should be reopened in lines with when ADC reopen their play areas.

Councillor Toney suggested the grass should be cut, as it is extremely long.

The Assistant Clerk reminded the committee that ADC were leaving their playground grass longer, to deter people from using them.

**The committee voted and AGREED to reopen the Children's Playground in lines with when ADC reopen their play areas and to carrying out a rough cut on the grass.**

The Assistant Clerk will contact Tivoli Group and organise the grass cutting, in the children's playground.

**369/20 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 committee NOTED the following paper which had been circulated in advance of the meeting:

Prior to any work beginning on constructing a shed, I contacted Japanese Knotweed Ltd, and arranged for a site visit to check on the current status of the Japanese Knotweed. The Guarantee Certificate stated: Start Date: 6<sup>th</sup> January 2016 – End Date: 31<sup>st</sup> January 2026, therefore any work which is needed will be covered by the guarantee.

The technician visited on 19<sup>th</sup> May 2020 provided the following report. The technician found young juvenile Japanese Knotweed and resprayed the area.

**Site Visit Record**

The Area Technician that has carried out your work today was Hasan Erdinc.

Contract number	3461
Site address	122 Sea Road
	BN16 1NN
Date	19/05/2020

Target weed	Japanese Knotweed
Works completed	Monitoring Visit

Area JK1	Description	Young juvenile plant
	Treatment method	Spray
	Chemical used	RoundUp ProVantage



Hasan Erdinc

**The committee ACKNOWLEDGED the technician’s report findings, stating juvenile Japanese Knotweed is present and the area had been resprayed.**

**The committee AGREED to wait until the area has received the all clear, before commencing with the construction of a shed.**

**370/20 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:

I have contacted [REDACTED], Carters Gates and Fencing Services, to enquire if he is able to work given the COVID-19 pandemic. [REDACTED] informed me he is currently unable to work because most of his suppliers are closed. Therefore, he is unable to get the supplies he needs for the job. [REDACTED] is hoping to be starting back soon, and he said he will be in touch when he is able to schedule in a date.

The Assistant Clerk informed the committee she had contacted [REDACTED], Carters Fencing during the COVID-19 pandemic, to ask if he is able to work. [REDACTED] was waiting for his suppliers to re-open. David said he will contact the council when he is able to start the work.

Councillor Toney informed the committee he had spoken to [REDACTED] and his suppliers are now beginning to get their stock back in.

The Assistant Clerk will contact [REDACTED] again, for an update.



**371/20 2019/20 BUDGETS – a) To note the 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:

(See appendix B & C)

The Assistant Clerk informed the committee, the budget indicates the funds for the remedial work to the Sea Road toilet doors from the WRG Trust Major Works Budget – Sea Rd Toilets. This will need to be amended, to the Council's General Reserves, as agreed at the Full Council meeting on the 8<sup>th</sup> June 2020.

**The committee noted the amendment and AGREED to altering the budget sheets to reflect this.**

**372/20 CORRESPONDENCE**

The Assistant Clerk informed the committee she had received several complimentary emails saying how stunning the wildflower displays looked this year. One of the emails was from a member of Angmering in Bloom, who is considering replicating something similar.

**373/20 URGENT MATTERS ARISING (FOR INFORMATION ONLY)**

There were no matters arising.

**374/20 ITEMS TO BE REFERRED TO THE NEXT AMENITIES AGENDA 13<sup>th</sup> July, 2020**

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

**The committee discussed the date of the next meeting and AGREED to move the meeting back to 10<sup>th</sup> August 2020.**

**The meeting concluded at 20.30hrs.**

Chairman: *Rick McElroy*      Date: 11<sup>th</sup> August 2020