



To the Chair and Members of the **Amenities Committee**:

Councillors: **Dionne Daniel (DD) (Chair)**, **Christine Payne MBE (CP)**,
Sally Morris (SM), **Ian Nisbet (IN)**, **Fran Pritchett (FP)**, **John Pritchett BEM(JP)**, **Ryan Weedon (RW)**.
(With copies to other Members for information).

You are summoned to a meeting of the **AMENITIES COMMITTEE** to be held on
Monday 8th June 2026 at 7.30pm
at the Willingdon Community Hub Library, Coppice Avenue, Willingdon.

Signed: 

3rd June 2026

Suzy Standen-Payne (Parish Clerk to Willingdon and Jevington Parish Council)

The public have a right and are welcome to attend.

The press and public are reminded that they must contact the Parish Clerk if they wish to attend, they should remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).

AGENDA

1. **Apologies, Councillors not present and notification of substitutes.**
2. **To accept the minutes from the meeting held on 9th March 2026.**
3. **Declarations of interest: To receive notices of declaration, personal & prejudicial, in respect of items on this agenda.**
4. **Public question time - to deal with any questions from members of the public.**
5. **To Consider the Parish Clerks Report.**
6. **Dog Waste Bin – Mill Lane**
 - i) To receive the complaint from a member of the public.
 - ii) To consider and agree any action regarding the complaint.
7. **Library Hub.**
 - i) Any updates
 - ii) Minutes of the last Hub Trust Meeting.
8. **Allotments**
 - i) Funding request
To consider the Alexandra Security estimate of £6,732.38 + VAT for Protek 656 twin wire fencing required following the relocation of the allotment plot boundaries and resolve whether to approve the expenditure.

- ii) Disabled plots – Plots 15 and 16
To note that costings are being prepared for a hard-standing pathway and raised beds for Plots 15 and 16.
- iii) Request for funding – dog waste bin outside the allotment fencing
To consider the request for a dog waste bin outside the allotment fencing and resolve whether to approve the proposed location and associated costs (£944 plus VAT and £305 plus Vat to empty).

9. Budgetary Controls.

- i) Income and expenditure to date.

10. Risk management – to consider the effects (if any) arising from items on the agenda.

11. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee / sub-committee.

12. CLOSED SESSION – Exclusion of the press and public. To resolve that the press and public be excluded from the meeting due to the confidential nature of the business transacted.

- i) Members to agree to go into a closed session.
- ii) Easement Request
To consider the legal advice received and resolve how to proceed.

13. Date of next meeting: Monday 7th September 2026.

Parish Clerk
The Parish Office,
The Triangle
Willingdon
East Sussex BN20 9PJ



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Monday to Friday

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The minutes of the **AMENITIES COMMITTEE** held on

Monday 9th March 2026.

At The Willingdon Community Hub Library, Coppice Avenue, Willingdon at 7.30pm.

Present: Cllrs Christine Payne MBE (Chair), Howard Coote (HC), Dionne Daniel (DD), Ian Nisbet (IN), Fran Pritchett (FP), John Pritchett BEM (JP), Sally Morris (SM), Ryan Weedon (RW).

In Attendance: Nicola Williamson – Assistant Parish Clerk (NW), 1 x Member of Public and Cllr Ben Clennell.

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
A26/01	<u>Apologies, Councillors not present and notification of substitutes</u> There were apologies from Cllr Helen Coote who was unwell. Cllr Fran Pritchett substituted. RESOLVED: These apologies were NOTED and ACCEPTED .	
A26/02	<u>To sign the minutes of the meeting held on 24th November 2025</u> RESOLVED: To accept the minutes of the meeting held on 24 th November 2025 as a true and accurate record and were signed by Chair Christine Payne MBE.	
A26/03	<u>Declarations of interest</u> There were no declarations of interests.	
A26/04	<u>Public Question Time</u> – to deal with any questions received from members of the public relating to items on this agenda. There was one Members of public present. Cllr Payne asked Member of Public if he had any questions or wanted to speak.	
A26/05	<u>Speed check Survey C40 Jevington and Filching</u> <i>*Standings Orders was suspended at 7.32pm*</i> The Member of Public had previously circulated a letter to the Members asking for support regarding speed check survey on the C40 through Jevington and Filching. Speeding on the C40 is a real safety concern for the community and has been for years. Numerous letters have been sent to ESCC Highways requesting that a traffic calming survey should be carried out, ESCC have said that they will not do this. ESCC referenced three data sources when responding to local concerns, a speed check in 2021, the number of people killed or seriously injured on the road, and police operation crackdown. In 2021 a survey was carried out during covid times and traffic was not as busy as it usually is now. The resident asked the PC for help and funding for a speed survey to be conducted.	NW

	Members are keen to help and NW to contact the Transport Monitoring Team for costings. Members asked NW to check with the CIL Monitoring Officer to see if CIL money can be used to fund this. Members thanked the resident to attending and all the information supplied. <i>*Standing Orders were re-stated at 7.45pm*</i> NW to provide a report to F & GP.	NW
A26/06	<u>To consider the Assistant Clerk's report</u> The Clerk's report which had been circulated with the agenda was NOTED. i) Maintenance Person works Nothing to report currently, although there has been some graffiti on the underpass which Dave Miles has dealt with. ii) Repairs to the bridge at the Triangle The ESCC Asset and Licensing Team are in the process of preparing a draft license for the PC. iii) Turning strip of land at Willingdon Windmill/25 Park Croft The Manager at the housing Department is trying to find an update on this matter from the estates Manager & Legal Department but they are short staffed at the moment. iv) 125 Eastbourne Road The owner of this property has asked for an easement order as they have got planning permission for a separate dwelling. The easement does not give permission of any widening of the entrance to the property or parking on Foulride Green. NW to contact the PC solicitor to draw up an easement order that includes no parking on Foulride Green and no widening of the entrance to the property. Members expressed their safety concerns for school children using the public pathway next to the property if there is going to more movement of vehicles in and out of the property.	NW
A26/07	<u>Temporary Road Safety Posters</u> Temporary Road Safety Poster have been supplied to the office. Members discussed areas for the posters to placed and AGREED the following areas to put the signs up for a maximum of three months: Slow Down – Meadowburne – St Martins Road, Play Parks and Green Lane Village Hall. Speed Kills Seven Sisters Road, Huggett's Lane Recreation Ground. Children Slow Down – Coppice Avenue, Tott Yew, Schools and Farmlands Way.	NW
A26/08	<u>Meadowburne Bins</u> NW had previously circulated a report and ideas for the bins to be placed at the Meadowburne Pavilion and sports ground. RESOLVED: Members unanimously AGREED to place one bin at the Pavilion and two bins at the entrance to the Sports ground. NW to contact WDC and proceed with the order.	NW
A26/09	<u>Library Hub</u> Members NOTED the previously circulated report. i) Any Updates – Nothing to report at this time. ii) Minutes of the last Hub Trust Meeting Minutes were attached for meetings carried out in January and February 2025.	

A26/10	Allotments Update – This week, residents are being informed whether they have successfully obtained allotments or not. NW is registered for the Rialtas Allotment course scheduled for Friday. NW gave a brief verbal report about the costs of sheds and the bases for them. NW to visit World of water to get a quote for buying a bulk lot of sheds for the Allotments.	NW
A26/11	Budgetary Controls i) Income and expenditure to date The Assistant Clerk's report was NOTED . Members asked NW why there is an overspend on the code 4037/100 – NW to investigate and let Members know by email.	NW
A26/12	Risk Management – to consider the effects (if any) arising from items on the agenda. Inflationary costs for the next budget.	
A26/13	Urgent Matters – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee. None	
A26/14	CLOSED SESSION Exclusion of press and public – <u>To resolve that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.</u> RESOLVED: Members AGREED to exclude the press and public from the meeting due to the confidential nature of business being transacted. i) To consider the following Tenders/Contracts a) Willington and Jevington General Maintenance Contract RESOLVED: It was proposed by Cllr Pritchett and seconded by Cllr Weedon and Members unanimously AGREED to award the works to Red Roses Gardening Services with the figures supplied for the next four years. Cllr Payne expressed her disappointment that the previous Clerk did not come back to the Committee before making a decision (which was contrary to the decision of the Committee at its previous meeting in November) to allow the RPI increase to remain on the annual fee. b) Grass cutting for Highway Grassed Areas 2026 – 2030. RESOLVED: It was proposed by Cllr Morris and seconded by Cllr Nisbet and Members unanimously AGREED to award the works to Milham's Contractor Services with the figures supplied for the next four years.	
A26/15	Date of next meeting - Monday 8th June 2026 at 7.30pm.	

Meeting closed at 8.32 pm.

Signed Committee Chair.....

Date.....

Management Group Meeting Monday April 13th 2026 11.00

Minutes

Apologies: DL

Action

Outstanding Business

Afternoon Tea for volunteers: This will be hosted at the Hub on Friday 17th July JF
5-7pm for all volunteers. JF to organise.

Brighton Adoption Team have chosen not to pursue the enquiry.

Front door has been partially repaired. AM to pursue a door engineer to inspect. AM

Business:

Wealden and Willingdon Parish Council Grants – awaiting outcome

1. Updates from role leaders

- a. **Di Lyon:** Clubs, update. All fine. Stickers for children's area are currently out of stock but will be purchased when they become available. **DL**
- b. **Jo Fitzpatrick:** General updates. Hearing battery collection and replace will commence on 14th May and then every 2nd Thursday of each month. Current DoE student progressing well. James McCleary MP visit to be co-ordinated by JF. **JF**
- c. **Linda Wilkinson:** Events update. Easter egg hunt was very successful. Paper weaving workshop will be scheduled for Oct 17th 2-5pm. LW will make contact with a new window cleaner to wash the Hub windows. **LW**
- d. **Lesley Fryer:** Finance update.

- 2. **Date and time of next meeting:** Monday May 18th 11.00-12.00

Management Group Meeting Monday Mar 23rd 2026 12.30

Agenda

Apologies:

Action

Outstanding Business

Webpage update. Restored and working.

Afternoon Tea for volunteers – JF to identify volunteers who didn't attend Jan lunch. Once numbers have been collated a date and venue will be identified.

Tracey Ridley – It was agreed that she may not book the Hub until insurance liability has been obtained.

Meeting times on Mondays 11.00-12.00

Brighton Adoption Team have enquired about booking the Hub for a client meeting. **DL**

DL to contact re-availability.

Business:

Wealden and Willingdon Parish Council Grants – have been submitted by AM for April meeting.

Front door is in need of some repairs. AM to contact Parish Council

AM

1. Updates from role leaders

- a. **Di Lyon:** Clubs, update. All busy. Chess club is temporarily suspended. DL has requested more stickers for the childrens are which was approved.

DL

- b. **Jo Fitzpatrick:** General updates. The Hub will open on Easter Saturday. The DoE student has commenced and has had an induction.

Word Press confirmation of email address. TC is resolving the issue.

TC/JF

Hearing resources group is attending on 26.03.26 to give an introduction to processes for giving advice and fitting batteries to hearing aids.

Volunteer meeting on 26.03.26 cancelled

JF

St Johns Ambulance first aid course was very successful and donation was very well received.

Hub PAT testing will occur in May JF to arrange a date.

JF

The Hub will trial selling food waste bags for the new food waste recycling Scheme.

- c. **Linda Wilkinson:** Events update: A further MacMillan coffee morning will be hosted on Sept 26.

LW

Quiz was very successful and will be booked again

LW

4 new folding chairs have been requested and approved.

LW

Papier Mache Workshop will be run for free by a local crafter who is also attending the summer craft fayre.

LW

LW to ask The Shed to make some new poster boards for our front windows.

LW

Local beekeeper will provide personalised jars of honey for the Hub to sell

LW

Dovecote gardens Jams and Chutneys will be purchased for sale in the Hub shop.

LW

Summer Fayre update: 10 tables are available for rent by Crafters, of which 6 have been reserved. Tombola/Raffle/Garden Table/Children's activities

- d. **Lesley Fryer:** Finance update. LF waiting for the window cleaner to clean windows, gardener has tidied the garden.

2. **Date and time of next meeting:** Monday Apr 13th 11.00-12.00



Clerk's Report for Amenities Committee Meeting on Monday 8th June 2026

Agenda Item 5. To consider the Assistant Clerk's Report

- i) **Speed Survey – C40 Jevington & Filching** - costings have now been received from the Transport Monitoring Team, estimated at approximately £1,000. It has been confirmed that CIL funding can be used to support this project.
- ii) **Temporary Road Safety Posters** - they were installed in agreed locations on 20 March 2026. The three-month display period will conclude on 20 June 2026. It is proposed that we ask the East Sussex County Council at the next SLR Meeting on 29th June whether the same posters may be reused in alternative locations.
- iii) **Meadowburne Bins** - Locations have previously been agreed, and the bins are provisionally booked. They cannot be installed until all works have been completed. Payment has not yet been made. Installation will be carried out by WDC.
- iv) **Bridge at The Triangle** - no further update has been received from ESCC Asset and Licensing Team. It has previously been indicated that this matter may take approximately 6–9 months due to staffing constraints.
- v) **Turning Strip of Land – Willingdon Windmill** The legal paperwork is currently being progressed by Wealden District Council. We are awaiting completion of this before proceeding with payment.
- vi) **Floral Planting** has now been done.
- vii) **Bus Shelters** - The insurance claim has been approved, and arrangements are now in hand for the contractor to replace the broken glass. A further update will be provided once the works have been scheduled.

Agenda Item 6. Dog Waste Bin – Mill Lane

- i) A formal complaint has been received regarding the dog waste bin on Mill Way, dating back to 2022. Concerns raised include odour, overflow and obstruction of access, and the resident has requested relocation or removal. We have contacted ESCC Highways regarding relocation and WDC regarding emptying frequency, awaiting a response.

Agenda Item 7. Library Hub

- i) **Updates** –the glass on the bottom of the front door has been damaged; a new door is on order.
- ii) **Minutes of the last Hub Trust Meeting** – Minutes are attached for March and April 2026.

LW – Linda Wilkinson, JF – Jo Fitzpatrick, AM – Anne Mandy, DL – Di Lyon, LF – Lesley Fryer.

Agenda Item 8. Allotments

Allocation of allotments is ongoing.

Update from Dave Miles (Contractor) – Woodchip has been laid using material obtained free of charge. Following the reallocation of plot sizes, a number of sheds now need to be moved, together with the oak sleeper bases on which they stand. Water butts have also been installed on cement footings, some of which will need to be repositioned. To date, 17 bases have been laid, the sheds have been sprayed twice, and slabs for the water butts have been installed. The remaining work involves relocating nine sheds, together with their oak sleeper bases, water butts, and cement footings. Estimate for materials on the Agenda and included in the pack.

The tap from behind the gate has now been moved.

Two drop holes are required behind the swing fences to allow bars to be fitted and prevent the fences from swinging. Dave Miles has confirmed that he will undertake this work, although we think it should be completed by Barratt.

Agenda Item 9. Budgetary Controls - Income and Expenditure to date – see attached.

Agenda Item 12. Closed Session

- i) **Easement** – solicitor advise concerning the easement request



Alexandra Security Limited
Whetsted Road
Five Oak Green
Tonbridge Kent TN12 6PZ
United Kingdom

Estimate
#EST0063097
1/6/2026

Willingdon and Jevington Parish Council

Bill To
Willingdon and Jevington Parish Council
The Parish Office
The Triangle
Lower Willingdon E Sussex BN20 9PJ
United Kingdom

Ship To
Willingdon and Jevington Parish Council
The Parish Office
The Triangle
Lower Willingdon E Sussex BN20 9PJ
United Kingdom

Contact
Suzy Standen-Payne

PO #
Customer Reference
Parish Council
Sales Rep
Katrina Joyce

No	Quantity	Item	Item Colour	Rate	Amount
1	103.32	103.32m - 1.2m Protek 656 Clip Fencing system @ 2.52m centres * £16.22/m	RAL 6005 - Moss green		
	41	Mesh Panel 1.2m Protek 656 (1230mm x 2506mm) for fencing system - Green RAL 6005	RAL 6005 - Moss green	£27.25	
	41	Inter/End post Set 1.2m Protek 656 60x60 Dig In Metal Clip Type - Green RAL 6005	RAL 6005 - Moss green	£13.63	
	2	Fourtress Double Ended Drive Bit for fencing system	None	£0.00	
					£1,676.08
6*	11	Inter/End post Set 1.2m Protek 656 60x60 Dig In Metal Clip Type - Green RAL 6005	RAL 6005 - Moss green	£13.63	£149.93

7 Gates

8	6	Protek P656 Gate	RAL 6005 - Moss green	£512.83	£3,076.98
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* Gate Type: Single LH Gate
* Gate Height: 1.2m
* Gate Width: 1400mm
* Lock Type: Standard
* Posts Type: Dig-in
* Posts Size: 80X80
* Colour: RAL 6005
--- OPTIONS ---
* Drop Bolt(s)



EST0063097



Alexandra Security Limited
Whetsted Road
Five Oak Green
Tonbridge Kent TN12 6PZ
United Kingdom

Estimate
#EST0063097
1/6/2026

No	Quantity	Item	Item Colour	Rate	Amount
9	3	Protek P656 Gate * Gate Type: Single RH Gate * Gate Height: 1.2m * Gate Width: 1400mm * Lock Type: Standard * Posts Type: Dig-in * Posts Size: 80X80 * Colour: RAL 6005 --- OPTIONS --- * Drop Bolt(s)	RAL 6005 - Moss green	£512.83	£1,538.49
10	2	Mixed Aerosol S/Gloss - RAL 6005 - 400ml		£12.95	£25.90

Subtotal	£6,467.38
Shipping Method	Multi drop & offload
Shipping Cost	£265.00
Total	£6,732.38

All prices subject to VAT at current rate.
The price above **DOES NOT** include VAT.

Prices are valid for 7 days from date of quotation.
Please quote the Alexandra reference on any communication.
The price quoted is for supply only.
All goods are supplied in accordance with Alexandra terms and conditions.



EST0063097

For bins we install, we currently use the Glasdon Topsy Royale litter bin, and the Glasdon Retriever 35 litre dog bin (See images below). Both of these are currently £909 plus vat. This is valid for orders up to 31st March 26. After this date there is the annual uplift although we have tried to keep this to a minimum it goes up to £944 plus vat per bin. Where we install the bin, we then take on future maintenance responsibility for the bin, so you would just pay the emptying cost. If you install the bin, it is just the emptying cost that you would be charged.



The emptying cost is currently £300 plus vat per bin, this will increase to £305 plus Vat from 1st April.

Detailed Income & Expenditure by Budget Heading 02/06/2026

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 General Amenities								
1084 Grass Cutting Contribution	5,805	0	6,000	6,000			0.0%	
1088 Memorial Seats	730	0	0	0			0.0%	
1200 Allotment income	0	200	510	310			39.2%	
General Amenities :- Income	6,535	200	6,510	6,310			3.1%	0
4037 Grounds Maintenance	0	0	4,600	4,600		4,600	0.0%	
4039 Dog Bin Emptying	3,487	0	3,400	3,400		3,400	0.0%	
4041 New Equipment	14,277	1,600	1,000	(600)		(600)	160.0%	
4043 Litter & Waste Removal	0	0	500	500		500	0.0%	
4044 General Maintenance	2,412	8	5,000	4,992		4,992	0.2%	
4047 Grasscutting Contract	33,061	7,990	45,000	37,010		37,010	17.8%	
4048 Allotment Maintenance	0	9,976	0	(9,976)		(9,976)	0.0%	9,195
4050 Trees and Hedges	1,113	0	2,000	2,000		2,000	0.0%	
4342 Memorial Seats Maintenance	1,296	94	1,300	1,206		1,206	7.2%	
4344 Jevington Pond - Green Lane	450	42	450	408		408	9.3%	
4345 Footpaths	1,965	246	2,000	1,754		1,754	12.3%	
4346 Jubilee Gardens	1,176	232	1,200	968		968	19.3%	
4347 Glen Close Land	225	21	225	204		204	9.4%	
4349 Willingdon Memorial Hall	744	64	765	701		701	8.3%	
4361 Flowers around the Village	4,122	0	3,000	3,000		3,000	0.0%	
4700 Library contribution	3,158	0	3,158	3,158		3,158	0.0%	
4710 Library contingency	0	13	7,000	6,988		6,988	0.2%	
General Amenities :- Direct Expenditure	67,485	20,286	80,598	60,312	0	60,312	25.2%	9,195
Net Income over Expenditure	(60,951)	(20,086)	(74,088)	(54,002)				
6000 plus Transfer from EMR	12,864	9,195	0	(9,195)				
Movement to/(from) Gen Reserve	(48,087)	(10,891)	(74,088)	(63,197)				
301 Street Furniture								
4341 Notice Boards - Maintenance	0	0	500	500		500	0.0%	
4343 Bus Shelters - Maintenance	0	28	1,500	1,473		1,473	1.8%	
Street Furniture :- Direct Expenditure	0	28	2,000	1,973	0	1,973	1.4%	0
Net Expenditure	0	(28)	(2,000)	(1,973)				
302 Street Lighting								
4014 Electricity	0	0	8,000	8,000		8,000	0.0%	
4041 New Equipment	16,355	0	6,500	6,500		6,500	0.0%	
4042 Maintenance Contracts	27,561	0	10,500	10,500		10,500	0.0%	

Detailed Income & Expenditure by Budget Heading 02/06/2026

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4044 General Maintenance	98	0	3,000	3,000		3,000	0.0%	
Street Lighting :- Direct Expenditure	44,014	0	28,000	28,000	0	28,000	0.0%	0
Net Expenditure	(44,014)	0	(28,000)	(28,000)				
6000 plus Transfer from EMR	1,935	0	0	0				
Movement to/(from) Gen Reserve	(42,079)	0	(28,000)	(28,000)				
Grand Totals:- Income	6,535	200	6,510	6,310			3.1%	
Expenditure	111,499	20,313	110,598	90,285	0	90,285	18.4%	
Net Income over Expenditure	(104,965)	(20,113)	(104,088)	(83,975)				
plus Transfer from EMR	14,799	9,195	0	(9,195)				
Movement to/(from) Gen Reserve	(90,166)	(10,918)	(104,088)	(93,170)				

