Easebourne Parish Council
Community & Environment Committee
Minutes of a Meeting Held at
6.00pm on Wednesday 7th October 2026
At Easebourne CE Primary School

Present – M Noble (MN) - chairman, J Macdonald-Lawson (JML), D Pack (DP), I Milne (IM), J Green (JG), D Kilty (DK), F Davies (FD)

In attendance – E Tremaine (ET) – Parish Clerk, T Baker (TB) – Hub Team Member

1. **Public Question Time –** No members of the public were present.
2. **Apologies and Reasons for Absence** – none.
3. **Code of Conduct**
    a. No declarations of interest
    b. No dispensation requests
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 5th August were agreed as a correct record and signed. Proposed by DK, seconded by IM.
    a. MN to ask the shop about removal of signs now that they have the new one - complete
    b. IM to speak to WSCC about overlapping works on the Hub roof - complete
    c. DK will run new weed killer policy by the Climate Action Network – DK has received feedback and IM will make edits and present to Council at the next meeting – **ACTION IM**.
    d. ET will make some preliminary enquiries about PWLB loans with SALC – complete, to discuss under Community Hub item
    e. Bark – ET to get quotes – complete, to discuss under park
    f. MN to chase Wildwood to confirm the actions for the dens and trails as this may impact timelines – complete, Lawrence booked in to visit the park
    g. Need 2 more footpath wardens – JML will draft something for ET to put on website – complete
    h. JML will ask WSCC for notices about picking up dog mess for footpaths – JML will send suggestions of signs via email – **ACTION.** It was also raised that the bin at the ruins is overflowing, ET to report to CDC – **ACTION**.
    i. DK will investigate area for proposed bench on Dodsley Lane – photographs sent, next actions to be discussed – ET to email parish enquiries email address to enquire about a license – **ACTION.**
    j. MN to email for more volunteers for FC Community Day – complete, cancelled as there were not enough volunteers**.**

5. **Verbal/Written Panel & Project Group Reports –**
    a. **Communications (Volunteers and Staffing)**
        i. The noticeboard in the park is looking a little tatty. It was discussed and agreed that any tatty looking notices on the public side should be removed.
    b. **Community Hub Project**
        i. There was a discussion about how to handle Hub Team meetings, decided that regular online meetings are too complex and to have them as ad-hoc.

ii. Team meetings will then report back to C&E with a separate action log.
iii. DK commented that a project plan is required. TB noted that accurate costings are still required before that.
iv. JG asked about the amount that has already been charged by the project manager as the project is still to reach a tangible stage. IM has received a report from Chris, he is still waiting on designs from the architect (hold up around the number of toilets). Those designs are to be sent to building control imminently. Services – concerns about the electricity supply, looking at options. Headline timescales nailed down, should see costings in the early part of the new year.
v. CIO set up – there was a conversation about trustees, structure. More to come on this once the sub-committee has met with Angela (ACRE)
vi. IM is attending the village halls conference this weekend where some of the points on the CIO can be scoped out.
vii. JML expressed that she was concerned about whether there would be enough users, she has sent some emails out to groups and is not encouraged by the results. MN & IM has spoken to some other halls and Sharon at MTC and are quietly confident that there will be users. JML also noted that people in the park have said to her that they think there will be a café in the hub, this is not the case at the moment.
viii. TB suggested looking at costings for if the hall is not used.
ix. It was agreed that there should be a project manager for the overall project, to direct all of the work streams. IM will ask Chris if he can recommend anyone – **ACTION**.
x. IM believes a risk register is required, DK to send template and IM to set up – **ACTION**.

c. **Easebourne Park**
   i. Play Bark quotes – it was felt that the quotes provided by ET were excessive and the accuracy of the volume calculation was questioned. Revisit and get quotes for bags – **ACTION ET**. ET advised that the PC is exposed to risk if they do not top the play bark up to the recommended volume set by RoSPA.
   ii. Rospa remedial actions – quote received, to go forward to finance for approval.
   iii. Wildwood booked in to come and carry out a survey and quote for remedial works on the timber of the dens and trails.
d. **Emergencies and Winter Planning**
   i. JG raised that the recent rain has caused a build up of debris in the stream on Easebourne Street which needs to be cleared – ET to check if this is scheduled and request if not - **ACTION**
e. **Footpaths –** nothing to discuss
f. **Highways**
   i. Both active TROs are through to the next stage, awaiting updates.
g. **Greenheal**
   i. Swift tower due to be delivered and installed in mid-October. Looking at a formal opening.
   ii. In talks with Energize South Downs to nail down a date for a talk.

6. **Proposals to Full Council –** ROSPA quote to go to Finance Committee.
7. **Matters of Report**

a. Community Allotment – still in progress, JML following up with Cowdray. To be added as a permanent agenda item from next meeting.

8. **Date of Next Meeting –** 6.00pm Tuesday 8th December 2026.

Meeting Closed at 19.27.

Signed: _____ Date: _____

Chairman