

## RUSTINGTON PARISH COUNCIL

### LEISURE AND AMENITIES COMMITTEE

**MINUTES:** of the Meeting held on 7 February 2019

**PRESENT:** Councillors Mrs A Cooper (Chairman), J Bennett, Mrs K Callaghan, A Cooper, Mrs P Gregory, J Street and P Warren

**In attendance:** Mr J Burch (Recreational Facilities Assistant) and Mr M Harwood (Ferring Nurseries)

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#### **1/19 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Jones (Holiday) and D Rogers (Indisposition). These apologies were accepted by the Committee.

#### **2/19 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

#### **3/19 MINUTES**

The Minutes of the Meeting held on 13 November 2018 were signed by the Chairman as a correct record.

#### **4/19 MATTERS ARISING FROM THE MINUTES**

##### **(a) Wildlife Area**

Mr Burch referred to Minute 74/18 and reported that the area had been strimmed down and he was planning to plant a low-level wild flower covering in the next couple of months. He said that a Cherry Tree would be being donated by one of the Rustington Scout Group Beaver Colonies to commemorate their 30<sup>th</sup> Anniversary. He advised that the pathways would be being tidied up then surfaced with wood-chippings, and he was already progressing the re-building of the 'Bug Hotels' and the installation of some Bird Boxes and other wildlife habitats for the future.

Councillors Mrs Callaghan and Mrs Gregory referred to the possibility of asking 'Men in Sheds' to produce some suitable Bird Boxes, and confirmed that the In-Bloom Committee would like to assist Mr Burch with the reinstatement of the Wildlife Area in any way that it could.

The Committee was pleased to NOTE that this Project was now an active 'Work in Progress' and thanked Mr Burch for his continuing hard work and effort in this regard.

#### **5/19 WOODLANDS RECREATION GROUND**

##### **(a) Weed Management Programme**

The Clerk referred to Minute 64/18(b) and said that the Weed Management Programme was continuing and its success was certainly evident from the improved condition of not only the Woodlands Recreation Ground, but also the Woodland Park Sportsfield. She said that the second visit had been delayed and only took place on 9 January 2019, when the worm cast suppressant was applied to both areas.

The Committee was pleased to NOTE this information.

**(b) Family Fun Fair - North Field**

The Clerk reported that she had received a request from Peter Shayler of Showtime Amusements, to once again hold a Family Fun Fair on the North Field at the Woodlands Recreation Ground on the following dates and times:-

Thursday 11 April	6.00 pm - 10.00 pm
Friday 12 April	6.00 pm - 10.00 pm
Saturday 13 April	2.00 pm - 10.00 pm
Sunday 14 April	2.00 pm - 6.00 pm

The Clerk suggested that in view of the fact that Showtime Amusements again intended to arrive three/four days before the Fun Fair was due to operate, a daily charge of £50.00 should be levied, as had been the case in the previous year.

Following a further discussion, the Council RESOLVED that:-

- (a) The request received from Showtime Amusements to use the North Field for a Family Fun Fair be AGREED in principle, subject to the Council's usual terms and conditions in respect of such an event, on the following operational days:-

Thursday 11 April	6.00 pm - 10.00 pm
Friday 12 April	6.00 pm - 10.00 pm
Saturday 13 April	2.00 pm - 10.00 pm
Sunday 14 April	2.00 pm - 6.00 pm

- (b) The hiring charges should be:-

£150.00 per operational day  
£ 50.00 per non-operational day, from date of arrival  
£200.00 refundable deposit

- (c) That Showtime Amusements should be requested, as far as practicably possible, to park any heavy vehicles associated with the Fun Fair on the perimeter of the North Field in an effort to minimise the damage caused to the ground.

**(c) Re-lining of Car Park**

The Clerk referred to Minute 64/18(f) and reminded the Committee of its previous decision that the existing line markings within the Car Park should be relined at the beginning of the next financial year, with the cost being borne from the external Maintenance and Improvements Vote.

She said that Landbuild, who had provided the original estimate of £930.00 excluding VAT, for the above mentioned works, had confirmed that the price, if the order was to be placed on 1 April 2019, would remain the same.

The Committee was pleased to NOTE this information and, again AGREED that this estimate should be accepted with the order for the works being placed on 1 April 2019.

**(d) South and South East in Bloom 2019**

The Clerk referred to Minute 13/19(a) (Monthly Council Meeting - 28 January 2019 refers) and said that the Committee might like to consider entering the Woodlands Recreation Ground into the 2019 South and South East in Bloom Competition.

She reminded the Committee that up until 2015, the Recreation Ground had been entered in the Competition with very successful results for a number of years. She said that, now that the external maintenance Contractor was providing an established service and the Weed Management Programme was providing improved aesthetics, she was hoping that the Committee might agree to, once again, enter the Recreation Ground in the Competition. She said that the entry fee was £55.00.

Following a further detailed discussion, the Committee RECOMMENDED that the Woodlands Recreation Ground should be entered into the 2019 South and South East in Bloom Competition.

**6/19            WOODLANDS CENTRE**

**(a)        Current Lettings**

The Clerk gave a progress report on the Lettings against the Revised Budget and said that the income for the period from 1 April 2018 to 31 January 2019 was currently above the 2018/2019 Revised Estimate of £56,000.00 by approximately 9%.

She said that the total income to the aforementioned date was approximately £50,952.00, which represented approximately 91% of the estimated figure.

The Committee was pleased to NOTE this information.

**7/19            SAMUEL WICKENS CENTRE**

**(a)        Current Lettings**

The Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 8 May 2018 to 31 January 2019 was currently below the 2018/2019 Revised Estimate of £6,500.00 by approximately 0.4%.

She said that the total income to the aforementioned date was approximately £5,296.46, which represented approximately 81.5% of the estimated figure.

**(b)        Polycarbonate Protective Panelling**

The Clerk reported that the walls of the Samuel Wickens Community Hall were being badly damaged by chairs and tables being placed against them. She said that whilst the Hall could be redecorated, the same damage would occur fairly quickly. She said that with this in mind, a quotation had been obtained from Sunlight Plastics in the sum of £1,460.00 plus VAT for panels to be attached to the walls as a means of protection from chair and table damage. This quotation also provided for the same panels to be supplied for the John de Bohun Room at The Woodlands Centre, which suffered severely from the same damage.

Following a further discussion, the Committee RECOMMENDED that the quotation received from Sunlight Plastics should be accepted, with an order being placed as soon as practicably possible, but at the latest on 1 April 2019.

**8/19            RUSTINGTON YOUTH CENTRE SUB-COMMITTEE**

The Committee considered and RECOMMENDED that the Report of the Sub-Committee Meeting held on 10 January 2019 be APPROVED.

**9/19            RUSTINGTON MUSEUM SUB-COMMITTEE**

The Committee considered and RECOMMENDED that the Report of the Sub-Committee Meeting held on 10 January 2019 be APPROVED.

## **10/19      WOODLAND PARK SPORTSFIELD**

### **(a)      Extension of Lease**

The Clerk referred to Minute 68/18 and said that, together with the Chairman of the Committee, Chairman of the Council and representatives from the Rustington Otters Youth Football Club, she had attended a Meeting with Officers from the County Council in respect of the proposed extension of the Lease and the A259 Road Widening/Site Clearance works.

She said that the County Council was happy to offer an Agreement for Lease to the Football Club, in the hope that this would be sufficient for the requirements of all/any funding sources they might be approaching. The Club was asked to make enquiries with their preferred funders to establish whether or not this would suffice. The Club would now be corresponding directly with the County Council in this regard, with the Council being copied in for information.

The Committee NOTED this information.

### **(b)      A259 Widening/Site Clearance**

The Chairman referred to the above-mentioned Meeting and said that a detailed discussion had taken place in respect of the proposed site clearance works, which involved the felling of all of the trees on the southern boundary of the Sportsfield. She said that it had been agreed that, in the interests of security, a small bund would be being built along the entire boundary, in an attempt to prevent any illegal entries and possible traveller encampments on the land. She confirmed that a tree planting scheme was proposed, but obviously it would take time for any trees/bushes/hedges to mature sufficiently to provide a security barrier as well as an aesthetically pleasing landscape.

The Clerk said that she had also had several conversations with the Contractor that would be undertaking the tree felling works, and Mr Burch had subsequently met with a representative from the Company to discuss the works in more detail. She said that the Company had agreed to fell the aged and diseased Council's conifers that were located inside the Sportsfield, behind the Football Club's storage containers, free of charge. She advised the Committee that these trees were used by youngsters for a number of anti-social behaviour activities, including drug taking, and provided a 'hidey hole' for these purposes.

She concluded by reminding the Committee that the County Council had re-claimed its 'ransom strip' on the northern side of the Sportsfield which was a condition of the Lease that the Council had on the land.

The Committee NOTED this information.

## **11/19      PUBLIC CONVENIENCES - LOO OF THE YEAR AWARDS**

### **(a)      2018 'Washroom Cleaner of the Year'**

The Clerk referred to Minute 69/18(c) and said that she had now received Certificates from the Loo of the Year Awards for Washroom Cleaner of the Year Awards at all of the Council's Public Convenience Units.

The Committee was pleased to NOTE this information and the Clerk was asked to thank the Council's Cleansing Contractor, for all of his hard work in respect of the Public Conveniences in the Village.

### **(b)      2019 Competition**

The Clerk reported the receipt of an invitation to, again, enter the Loo of the Year Awards and reminded the Committee of the outstanding results received in the 2018 Competition in respect of all of the four

Public Toilet Units in the Village, as well as the Washroom Cleaner of the Year Awards. She said that the cost was £137.00 per entry, which would equate to a total expenditure of £548.00.

Following a brief discussion, the Committee RECOMMENDED that the four Public Toilet units should again be entered in the 2019 Loo of the Year Awards.

## **12/19      BUS SHELTERS AND BEACH SHELTER**

The Clerk referred to Minute 70/18 and reported that periodic cleansing of the Beach Shelter, together with inspections and rubbish clearance in the Bus Shelters throughout the Village was continuing to take place, as was the quarterly power washing of the Beach Shelter and two Interpretation Boards on the Greensward.

She then reported that, in accordance with a question raised on two occasions at Monthly Full Council Meetings, a programme of refurbishment of the Wooden Bus Shelters and Beach Shelter would commence in the next financial year. She said that due to the budget constraints, the programme would probably have to be spread over a two-year period, with those Shelters in most need of refurbishment taking precedent in the first year of the programme.

The Committee NOTED this information.

## **13/19      PUBLIC SEATS**

The Clerk referred to Minutes 71/18 (b) and (c) and reported that the replacement seat at the junction of Walnut Avenue and The Street, together with the two donated seats located at Broadmark Parade and on the North Field at the Woodlands Recreation Ground respectively, had all recently been installed.

She then referred to the replacement seat that had been installed at the junction of Walnut Avenue and The Street and said that she was now proposing to offer this as a possible donated seat, to the sons of Councillor Ceiriog-Hughes.

The Committee was pleased to NOTE this information and RECOMMENDED that this seat should now be offered to Councillor Ceiriog-Hughes' sons.

## **14/19      ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS**

### **(a)      Centenary of World War One Themed Floral Beds**

The Clerk advised the Committee that now that the Centenary of World War One had come to an end, consideration needed to be given to the future of the structures, poppies and flags in the themed planted displays around the Village, and in particular, at the 'Abbotswood Corner' Display.

Following a detailed discussion, during which Mr Harwood's advice was sought in respect of the future of the aforementioned displays and structures the Committee RECOMMENDED that:-

- The small metal poppies, currently incorporated in the Ashwood Drive display, should be relocated to the War Memorial to enhance the 'Remembrance' Theme even further
- The Silent Soldiers should be removed, with one being offered to each of the Primary Schools, and one being installed in the planted area of the garden at the rear of the Samuel Wickens Centre
- The flags at 'Abbotswood Corner' should be removed and replaced with 2 Sussex flags, 2 Rustington flags, 2 Rustington-In-Bloom flags and 2 Union Jack flags (if permissible), with the remaining flagpoles being removed
- The 'Lest We Forget' flag in the 'Soldier Bed' should be removed
- The large metal poppies in the 'Abbotswood Corner' display should remain in situ, as they had now become an established and most popular feature at this site.

**(b) 2019 Gardens Competition**

The Committee considered arrangements for the 2019 Gardens' Competition and RECOMMENDED that:-

- (i) The Competition should be divided into six Classes:-

Class 1 - Window boxes, balconies, patio tubs etc. (residential)\*

Class 2 - Window boxes, balconies, patio tubs etc. (commercial)\*

Class 3 - Front Gardens of any size (including paved Gardens with Patio Tubs) (residential)\*

Class 4 - Front Gardens of any size (commercial)\*

\*(All entries to be clearly visible from the road)

Class 5 - Schools' Competition

Class 6 - Community Gardens

- (ii) Entries should be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices and the Samuel Wickens Centre
- (iii) Following the production of a short-list by the Rustington In-Bloom Committee, the judging to be by the Chairman of the District Council (if available), a representative from both the Littlehampton Allotments Leisure and Gardens Association and the East Preston and Kingston Horticultural Society (if available), together with a representative from Ferring Nurseries
- (iv) The prizes should be:-

Class 1 Winner	£ 50.00 plus The Brand Trophy
Class 1 Runner Up	£ 25.00
Class 2 Winner	£ 50.00 plus The Taylor Trophy
Class 2 Runner Up	£ 25.00
Class 3 Winner	£100.00 plus The Championship Cup
Class 3 Runner Up	£ 25.00
Class 4 Winner	£ 50.00 plus The Menage Trophy
Class 4 Runner Up	£ 25.00
Class 5 Winner	£ 50.00 plus The Michael Harwood Cup
Class 5 Runner Up	£ 25.00
Class 6 Winner	£ 50.00 plus The Rustington Resident's Association Trophy
Class 6 Runner Up	£ 25.00

In addition, each prize winner to receive a small shield for retention

- (v) The closing date for nominations to be set as 12 July 2019, the short-list to be produced on 18 July 2019, with the final judging taking place on Thursday 25 July 2019 (subject to the availability of judges)
- (vi) The Cups and Trophies to be awarded on an annual basis and returned each year to the Council for the next Competition. The Presentations of the Awards to be made at the Reception following the Annual Civic Thanksgiving Service, in September 2019.

The Committee again asked the Clerk to make the necessary arrangements for notices to be placed in the participating shops in March 2019, advertising the fact that a Gardens' Competition would be being held later in the year and encouraging participation.

The Committee further RECOMMENDED that each Member of the Council be again asked to nominate an entry for the 2019 Competition, to ensure a good response in respect of nominations received.

**FUTURE OF WAR MEMORIAL AND SURROUNDING AREA**

The Clerk said that she had been advised by the Stonemason who had carried out maintenance and cleaning of the War Memorial in the middle of 2018, that the composition of the War Memorial stone was disintegrating quite significantly and the Council should really be considering the possibility of replacing it in the fairly near future.

She said that with this in mind, she had downloaded all of the grant information from the War Memorials Trust and was in the process of completing the obligatory Pre-Application Form to establish whether or not the replacement of the Memorial would be eligible for funding. She said that she understood that the application process could be fairly lengthy, with many ‘hoops to jump through’, so it might be a couple of years before any major progress could be made.

Mr Harwood said that he would very much like to organise some fundraising events, one of which was already being progressed for later in the year, so that the area surrounding the War Memorial could also be redesigned and restructured, as it was now deteriorating year on year and the boundary walls housing the floral display were in a poor state of repair. He suggested that the grass area should be removed and replaced with a possible grit tarmac surface.

The Committee NOTED all of the above information and AGREED that the Clerk, in liaison with Mr Harwood and Marks of Respect (Stonemason), should discuss a possible design specification for the Memorial and its surrounding area, obtain estimated costs and progress a grant application with the War Memorials Trust.

Councillor Cooper said that he would very much like to see the area around the War Memorial illuminated, if this was practicably possible, and the Clerk said that she would ensure that illumination of the area in question was included in the above-mentioned design specification and total estimated costs.

The Clerk also confirmed that she would be contacting the owner of the land leased by the Council on which the War Memorial was sited, namely the Rustington Methodist Church, to ensure that it was happy for the Council to enhance the area and replace the War Memorial, in due course, but certainly before a formal application was made to the War Memorials Trust.

The Committee was pleased to NOTE this information.

**16/19      DATE OF NEXT MEETING**

The Chairman reminded the Committee that the next scheduled Meeting would be held on Thursday 30 May 2019 at 6.00 pm.

**There being no further business the Meeting concluded at 7.26 pm.**

**Chairman:** .....

**Date:** .....