

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 30 May 2019

PRESENT: Councillors Mrs K Callaghan, Mrs A Cooper, A Cooper, D Rogers, J Street and P Warren

In attendance: Mr J Burch (Recreational Facilities Assistant)

17/19 ELECTION OF CHAIRMAN

It was proposed that Councillor Mrs Cooper be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Mrs Cooper be elected Chairman for the ensuing year.

18/19 ELECTION OF VICE-CHAIRMAN

It was proposed that Councillor Street be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Street be elected Vice-Chairman for the ensuing year.

19/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Other Associated Business), Mrs Broomfield (Personal Commitment), Mrs Gregory (Holiday) and Tyler (Personal Commitment). These apologies were accepted by the Committee.

20/19 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

21/19 FAMILIARISATION OF LEISURE AND AMENITIES FACILITIES

The Clerk reminded Members that the Committee had agreed, in previous years, that a physical tour to familiarise Members with the Committee's areas of responsibility was not necessary, but that any new Members could make arrangements to meet with the Clerk regarding the Committee's areas of responsibility, if they so desired.

The Committee NOTED this information.

22/19 MINUTES

The Minutes of the Meeting held on 7 February 2019 were signed by the Chairman as a correct record.

23/19 APPOINTMENT OF REPRESENTATIVES ON SUB-COMMITTEES

The Clerk advised that Representatives should now be appointed on the following Sub-Committees and the Committee AGREED:-

(a) **Rustington Museum Sub-Committee**

Councillors Bennett, Mrs Callaghan, Mrs Cooper, Mrs Gregory, Rogers and Warren, together with two representatives of the Rustington Heritage Association in a non-voting capacity

(b) **Rustington Youth Centre Sub-Committee**

Councillors Bennett, Mrs Callaghan, Mrs Cooper, Street and Warren
(plus two representatives from the Arun Community Church in a non-voting capacity)

(c) **Sports Facilities Sub-Committee**

Councillors Bennett, Mrs Cooper, Cooper, Street and Tyler

24/19 APPOINTMENT OF REPRESENTATIVES ON WORKING PARTY

The Clerk advised that Representatives should now be appointed on the following Working Party and the Committee AGREED:-

(a) **Woodlands Centre Rolling Programme of Works**

Councillors Bennett, Mrs Cooper, Rogers and Warren

25/19 WOODLANDS RECREATION GROUND

(a) **Weed Management Programme**

The Clerk referred to Minute 5/19(a) and said that the Weed Management was continuing with excellent results. She said that a number of complimentary representations had been received from users of the Recreation Ground and, in particular, members of the Football Clubs and the Cricket Club.

She said that the most recent visit in April 2019, had been to supply and apply a selective weed killer and fertilizer at both the Woodlands Recreation Ground and the Woodland Park Sportsfield.

She then reminded the Committee that the initial Contract covered the period from August 2018 to November 2019. She said that, in view of the excellent results to date, she would be requesting a further quotation from Weed Management to cover a further one and three-year period, for consideration at the next Meeting.

The Committee was pleased to NOTE this information.

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

The Clerk referred to Minute 5/19(c) and said that the re-lining of the Car Park had been carried out by Landbuild most successfully, as previously agreed by the Committee.

The Committee was pleased to NOTE this information.

(c) **Re-painting of Basketball Court/Kickabout Area**

The Clerk referred to Minute 119/19 (Monthly Council Meeting - 29 April 2019 refers) and said that the re-painting of the lines on the Basketball Court/Kickabout Area had been completed. She said that Parkmarks (Southern) Limited had advised that they would be able to remove the boundary fencing, which was in dire need of refurbishment, and re-powder coat it. She advised the Committee that as soon as she had received this quotation/estimate, she would place it on the Full Council Agenda for consideration.

The Committee NOTED this information.

(d) South & South East in Bloom 2019

The Clerk referred to Minute 159/19 (Annual Council Meeting - 13 May 2019 refers) and reminded the Committee preparations were being progressed by the In-Bloom Committee for the entry of the Village Centre into the South & South East in Bloom Competition.

She reminded the Committee that the judging date had now been set for the morning of 9 July 2019 from 10.00 am. She said that the judging route in respect of the Village Centre entry, would again be from Abbotswood Corner along Ash Lane and The Street to the Parish Church and The Lamb Public House. She said that any Members who were prepared and able to help with the clean up early on the morning of the judging day would be most welcome and appreciated.

She then reminded the Committee that the Woodlands Recreation Ground had been entered into the Competition, following an absence for a number of years.

The Committee was pleased to NOTE this information.

26/19 WOODLANDS CENTRE

(a) Current Lettings

The Clerk gave a progress report on the Lettings against the Budget and said that the income for the period from 1 April 2019 to 30 May 2019 was currently above the 2019/2020 Estimate of £56,000.00 by approximately 2%.

She said that the total income to the aforementioned date was approximately £9,524.50, which represented approximately 17% of the estimated figure.

She then advised the Committee that the final income figure for Lettings for the year ended 31 March 2019 was above the Revised Estimate of £56,000.00 by approximately 12%, at £62,909.00.

The Committee was pleased to NOTE this information.

(b) Review of Charges for Layouts' Service

The Clerk referred to Minute 5/18(h) and reminded the Committee of its previous decision to review the existing arrangements and charges following a 12 month period.

She said that the current charges seemed to have been accepted well by those hirers using the facility and she saw no reason to increase the charges, as these were covering 50% of the cost of the service provided by the Council's Security Contractor, who had indicated that he would not be making any changes to his charges.

Following a brief discussion, the Committee RECOMMENDED that no change be made to the following charges for regular hirers at the present time, with other ad hoc hirings being charged based on size and time demands of the layout required:-

Hirer	Layout	Charge
Arts Society Arun (NADFAS)	Full Hall Layout	£30.00
Arun East U3A - Choir	Full Hall Layout	£30.00
Arun East U3A - Monthly Meeting	Large Layout, approx. 130 Chairs	£25.00
Rustington Society of Floral Art	Large Layout, approx. 80 Chairs, 10 Tables	£25.00
Rustington WI	100+ Chairs, 17 Tables	£30.00
Weight Watchers	50 Chairs, 5 Tables	£12.50

The Committee further RECOMMENDED that the above arrangements and charges should be reviewed in 12 months' time.

(c) Reconfiguration and Redecoration of Council Offices

The Clerk reported that the reconfiguration and redecoration of the Council Offices, to provide the necessary accommodation for the new Assistant Clerk, was now almost complete. She said that the total cost was in the region of £2,500.00, as all of the works had been undertaken by local Contractors and Council Personnel. She advised the Committee that the cost would be borne from the Building Improvement Fund Vote.

The Committee was pleased to NOTE this information.

(d) Possible installation of Air Conditioning Units in Council Offices and Roger Montgomeri Room

The Clerk advised the Committee that the reconfiguration of the Reception area had resulted in the desk being moved forward quite considerably. She said that the Reception was an area, due to the large amount of glazing, which became extremely hot and sun-drenched during the Summer months, in particular, and moving the desk forward would only make this more unbearable/unworkable for the personnel members working in that area. With this in mind, she had obtained three estimates from SMC Air Conditioning for the installation of Air Conditioning Units, for the Reception area, plus all of the Council Offices and the Roger Montgomeri Room, which had been previously circulated to all Members.

The estimates received were as follows:-

Reception	£1,131.15 excl. VAT
Roger Montgomeri Room	£1,900.72 excl. VAT
All Other Rooms in Council Offices (excluding Corridor, Kitchen and Toilets)	£5,417.61 excl. VAT

Following a detailed discussion, the Committee RECOMMENDED that the estimate received from SMC Air Conditioning for the installation of an Air Conditioning Unit for the Reception area only, in the sum of £1,131.15 excluding VAT, be ACCEPTED. It was AGREED that no further action should be taken in respect of the estimates for the Roger Montgomeri Room and the remaining rooms in the Council Offices at the present time.

27/19 SAMUEL WICKENS CENTRE

(a) Current Lettings

The Clerk gave a progress report on the Lettings against the Budget and said that the income for the period from 1 April 2019 to 30 May 2019 was currently above the 2019/2020 Estimate of £8,000.00 by approximately 56%.

She said that the total income to the aforementioned date was approximately £2,084.41, which represented approximately 26% of the estimated figure.

She then advised the Committee that the final income figure for Lettings for the year ended 31 March 2019 was above the Revised Estimate of £6,500.00 by approximately 6%, at £6,888.21.00.

(b) Major Hirer Review

The Clerk referred to the Report from the Future of the Museum/Village Information Centre/Samuel Wickens Centre Working Party and Museum Sub-Committee, which was considered by the Full Council on 21 May 2018.

She said that one of the issues addressed in the aforementioned Report was the charges to be made, and the number of 'paid' sessions being allocated, to the major hirer of the Samuel Wickens Centre, namely the Rustington Platinum Club. She advised that it had been agreed, at that time, that the allocation of sessions should be confirmed for an initial period of one year, at the 'Rustington Community Group Hiring Charges', and accordingly, the Committee now needed to review this arrangement for the future.

Following a further discussion, the Committee RECOMMENDED that the current arrangements with the Rustington Platinum Club should remain the same for the next twelve-month period with a review at that time.

(c) **Polycarbonate Protective Panelling and Redecoration**

The Clerk referred to Minute 7/19(b) and said that the protective polycarbonate panelling had now been ordered, with an estimated delivery date being 3 June 2019. She said that as soon as the panelling had been delivered, arrangements would be made for the Community Hall to be redecorated, and the panelling installed as soon as practicably possible. She said that the same arrangement would apply to the John de Bohun Room at The Woodlands Centre.

The Committee was pleased to NOTE this information.

28/19 RUSTINGTON YOUTH CENTRE SUB-COMMITTEE

(a) **Meeting - 4 April 2019**

The Committee considered and RECOMMENDED that the Report of the Sub-Committee Meeting held on 4 April 2019 be APPROVED.

(b) **New Lighting**

The Clerk said that Owen Electrical and Lighting Limited had recently advised that they had been replacing the ballasts in the fittings in the Youth Centre for a number of years, but were now having difficulty sourcing these, and they were costing somewhere in the region of £55.00 each. It was also now evident that the lamp holder fittings were brittle. As a result, it had been suggested that the lights in question should all be replaced with high impact led versions for the future, which would prove to be more energy efficient and economical in the longer term.

She said that in accordance with this advice, she had previously circulated an estimate received from Owen Electrical and Lighting Limited for new lighting as follows:-

18 x LED vapour proof light fittings	£1,799.70
Labour	£ 416.47
Tower Hire	£ 62.50
Total:	£2,278.87 excluding VAT

Following a brief discussion, the Committee RECOMMENDED that the estimate received from Owen Electrical and Lighting Limited for New LED vapour proof lighting fittings in the sum of £2,278.87 excluding VAT be ACCEPTED.

(c) **Boiler - New Flue Gas Collector**

The Clerk said that she had previously circulated an explanatory email from the Senior Administrative Officer, together with a quotation received from Paine Manwaring as follows:-

'As a result of its recent annual service, the electrodes in the Youth Centre boiler were replaced on Monday. Whilst replacing these parts, the Engineer noted that further works were required but how much would be dependent on what his Manager thought was necessary, from the Report he had to write.

The Engineer who replaced the parts above spoke to me afterwards about the works, saying that they could be major or minor, dependent on the review of his Report. He also advised about the state of the boiler, as there was an obvious water leak which needed tending to, as the water is sitting on the bottom casing of the boiler unit, which is now very rusty. What has stopped it from rotting through, so far, is that when the boiler is on, the heat is drying up the water. Bill has spoken about this for some time but, it was being checked regularly and nothing urgent needed to be done. The Engineer said it could now be a major problem, as, with the amount of water, it could cause an electrical fault, so there was a possibility that the boiler may need replacing.

The Engineer had taken a photograph to go with his report.

The quote below is for the supply and installation of a new flue gas collector. I have spoken to Adam, a Senior Engineer at Paine Manwaring, who said that a bulk of the costs was due the boiler having to be stripped right down to get to the flue. He said, once the boiler was stripped back, it may reveal further faults, one being that the heat exchanger would need replacing. If so, as the boiler was already stripped down, the parts would be the main cost, at approximately £400.00, making the entire job about £1,000.00.

I spoke to Adam about the state of the boiler and he said that, as parts were still available, Paine Manwaring's policy always had to offer to repair rather than replace the entire boiler. The parts being replaced should keep the boiler going for, at least, another year, if nothing else fails. The cost of a new boiler, which would come with a 7 to 10 year warranty, would be approximately £3,000.00.

I said that the Council would discuss the way forward and get back to Paine Manwaring, as soon as practicably possible, with its decision to either replace the parts or the boiler.

*To supply and install new flue gas collector
Test on completion*

Total: £493.94 + VAT'

Following a detailed discussion, the Committee RECOMMENDED that, taking account of the information received, a quotation should now be obtained from Paine Manwaring for a replacement boiler, and then placed before the Full Council for consideration and anticipated approval.

29/19 RUSTINGTON MUSEUM SUB-COMMITTEE

The Committee considered and RECOMMENDED that the Report of the Sub-Committee Meeting held on 4 April 2019 be APPROVED.

Councillor Mrs Cooper reported that the Museum Project was progressing in accordance with the timetable, with a date at the end of October being worked towards for the Official Opening Event.

The Committee was pleased to NOTE this information.

30/19 WOODLAND PARK SPORTSFIELD

(a) Extension of Lease

The Clerk referred to Minute 10/19(a) and said that she had nothing further to report in this regard at the present time.

The Committee NOTED this information.

(b) A259 Widening/Site Clearance

The Clerk referred to Minute 10/19(b) and said that the felling of the trees along the southern boundary had been completed, with a very small bund being built and temporary chestnut paling fencing being installed. She said that this was obviously now an area of concern in respect of security, but the County Council had made it very clear that “the installation of a chestnut paling fence between the pitches and the road, together with an 0.5m ditch and 0.5m bund installed along the carriageway edge, would help to prevent unwanted vehicular access”.

She also advised the Committee that the aged and diseased conifers that were located inside the Sportsfield, behind the Rustington Otters Youth Football Club’s storage containers, had been felled as part of the above-mentioned works free of charge.

She then referred to the clarification that had been requested in respect of whether or not the Sportsfield was deemed as Educational Land, and she had been advised that this was not deemed as such.

She concluded by advising that she was still awaiting receipt of the Deed of Variation in respect of the highway, gas governor and access over the site.

The Committee NOTED this information.

(c) West Sussex County Council - (A259 Littlehampton Corridor Improvement) - Compulsory Purchase Order 2019

The Committee NOTED letters received from Gail Rowley, Chartered Legal Executive, together with associated documentation, which were serving notice of the making of a Compulsory Purchase Order which was required to enable the A259 Littlehampton Corridor Improvements to go ahead.

(d) Arun District Council - Planning Application A/57/19/PL - Erection of 2.5m high wire mesh security fencing with entrance gates to form a secure compound to contain a pre-fabricated GRP kiosk to house a new gas pressure regulator (governor)

The Clerk advised the Committee that a Planning Application had been submitted to the Local Planning Authority in respect of the gas governor, securing fencing and entrance gates to form a secure compound to be constructed on the Sportsfield.

The Committee NOTED this information.

31/19 PUBLIC CONVENIENCES - CHURCHILL CAR PARK TOILETS

The Clerk reported that Store Property Investments Limited, the owners of the Churchill Car Park Toilet Unit, had notified the Council that they would be undertaking a mini-refurbishment (external decorations and re-render) in the near future, which would require the toilets to be closed for a period of one-week.

She also advised the Committee that Store Property Investments Limited had also agreed that their own industrial cleansing contractors would be undertaking a monthly steam clean of the toilets, to enhance the maintenance regime, at their own cost with immediate effect.

The Committee was pleased to NOTE this information.

32/19 REFURBISHMENT OF BUS SHELTERS AND BEACH SHELTER

The Clerk referred to Minute 12/19 and reported that the programme of refurbishment was ongoing, weather permitting. She said that Mr Burch was in the process of painting the shelters in the east of the Village, with the Council’s maintenance contractor painting those from Ash Lane through the remainder

of the Village. She said that she hoped that the majority, if not all, of the wooden bus shelters would be refurbished by the end of the Summer months.

The Committee was pleased to NOTE this information.

33/19 PUBLIC SEATS

The Clerk referred to Minutes 13/19 and advised the Committee that the World War One Memorial Bench which had been donated by the In-Bloom Committee, had been installed at the end of March 2019.

She said that the replacement seat that had been installed at the junction of Walnut Avenue and The Street had yet to be offered to the sons of Councillor Ceiriog-Hughes, but this would be done in the very near future.

She also reported that the annual programme of refurbishment of public seats was ongoing, with the emphasis being placed on those in the centre of the Village. She asked Members of the Committee to report any seats that they observed were in need of refurbishment/repair to the Council Offices, as the current personnel resources did not permit regular inspections throughout the Village.

The Committee NOTED this information.

34/19 ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS - CENTENARY OF WW1 THEMED FLORAL BEDS - SILENT SOLDIERS

The Clerk referred to Minute 14/19(a) and said that, in accordance with the decision by the Committee at its last Meeting:-

- The small metal poppies were in the process of being relocated to the War Memorial
- The Silent Soldiers had been removed, with three being given to the Primary Schools. She said the fourth one was to be installed in the planted area of the garden at the rear of the Samuel Wickens Centre imminently, and she hoped the Committee would agree for the fifth one to be sold privately
- The flags at 'Abbotswood Corner' had been removed and were soon to be replaced with 2 Sussex flags, 2 Rustington flags, 2 Rustington-In-Bloom flags and 2 Union Jack flags, with the remaining flagpoles being removed
- The 'Lest We Forget' flag in the 'Soldier Bed' had been removed
- The large metal poppies in the 'Abbotswood Corner' display remained in situ for the foreseeable future.

Councillor Cooper left the Meeting at this juncture.

Following a brief discussion, the Committee AGREED that:-

- (a) The fifth Silent Soldier should be offered to an interested party for a donation of £50.00
- (b) The Lest We Forget Flag in the 'Soldier Bed' be reinstated.

35/19 FUTURE OF WAR MEMORIAL AND SURROUNDING AREA

The Clerk referred to Minute 15/19 and said that she had previously circulated quotations received from Marks of Respect, Minters Paving and David Grace, in respect of the possible replacement of the War Memorial and the re-design and reconstruction of the area surrounding the Memorial.

She said that she would now be able to complete the obligatory Pre-Application Form and submit it to the War Memorials Trust, to establish whether the Project to replace the War Memorial and the associated works would be eligible for funding.

She said that she would report back to the Committee as soon as she had received a response from the War Memorials Trust.

She also confirmed that she had mentioned the possible Project to the Rustington Methodist Church, and would be meeting with a representative to discuss this further, together with some other associated matters in the next month or so.

A further discussion then ensued during which Councillor Rogers suggested that the low-level wall around the Memorial could be removed, to leave an 'open plan' area, which could be completely surrounded by new paving, with the grass and floral display being removed. This would provide far easier public access.

The Committee NOTED all of the above information, and AGREED to consider the finer details of the Project further, once a response had been received from the War Memorials Trust as to whether it was eligible to apply for grant funding.

36/19 PUBLIC NOTICEBOARDS

(a) Monitoring and Servicing Public Noticeboards - 'Trial' by Councillors

The Clerk reported that a 'trial' of Councillors monitoring and servicing the Public Noticeboards on a weekly basis around the Village, had been taking place over the past few months, and the Councillors who decided to take on the role, namely Councillors Mrs Callaghan and Mrs Gregory, were of the opinion that it was working well and would like to continue with this for the foreseeable future.

The major benefit of this service, was that the size of the Notices was able to be monitored closely, and 'abuse' of the displays in each Noticeboard was able to be prevented.

She said that if any 'urgent' Notices were received either in the Information Centre or the Council Offices, then arrangements would be made for these to be put up by either a member of personnel or the Council's Maintenance Contractor.

She confirmed that there was a Notice in each Noticeboard directing people wishing to display Posters, etc., to the Information Centre, and advising of the new procedure.

She then said that she was most grateful to Councillors Mrs Callaghan and Mrs Gregory for assuming responsibility for this. This sentiment was echoed by the Committee.

The Committee was pleased to NOTE this information.

(b) Possible Replacement Programme and Proposal to Dedicate Section of Noticeboard at Churchill Court for Community Groups' Special Events

Councillor Mrs Callaghan referred to a possible replacement programme for the wooden Noticeboards in the Village, and also the dedication of one section of the Public Noticeboard at Churchill Court for Community Groups to advertise special events, projects, launches, etc.

Following a further discussion, the Committee AGREED that:-

- (i) Funding for a Replacement Programme of the wooden noticeboards in the Village should be considered when the 2020/2021 Estimates were considered by the Committee in November 2019

- (ii) Councillor Mrs Callaghan should meet with the Clerk to discuss and agree the best way forward in respect of a possible dedicated section of the Public Noticeboard at Churchill Court for Community Groups' Special Events' advertising.

37/19 REMEMBRANCE SUNDAY PARADE AND SERVICE - 10 NOVEMBER 2019

The Clerk referred to Minute 82/19 (Monthly Council Meeting - 25 March 2019 refers) and said that at the Meeting of the Group held on 23 May 2019, it had been agreed that this years' Service and Parade should revert to a similar format to the years prior to 2018, with more active involvement by the Scouts and Guides in the Service at the War Memorial. She said that a draft of the proposed Act of Remembrance had been circulated to all Members of the Group and it was now hoped that it would be agreed unanimously.

She said that once agreed, it was hoped that the Chairman of the Council and Councillor Bennett would arrange to meet with the Reverend Bob Sneddon to advise him of the Group's decision and ask him if he would, once again, participate as detailed in the Act of Remembrance.

She said that she hoped that the Committee would, once again, agree to bear the costs involved with hiring a suitable PA system for the day, which would not exceed £500.00.

The Committee was pleased to NOTE this information and AGREED to bear the costs of hiring a suitable PA system for the day, up to a maximum cost of £500.00.

38/19 REPLACEMENT LITTER BIN - METHODIST CHURCH GARDEN

Councillor Street reported that he had been advised that one of the litter bins in the Methodist Church Garden had been 'burnt out' and, following liaison by the Clerk with the Arun District Council Cleansing Department, a new bin had been ordered, the cost of which would be being borne by the Methodist Church. He said that he would be fitting the bin on the next day, on a voluntary basis, to ensure that it was installed prior to the South and South East in Bloom Judging Day.

The Committee was pleased to NOTE this information and expressed its appreciation to Councillor Street for his kind assistance in this regard.

39/19 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next scheduled Meeting would be held on Thursday 1 August 2019 at 6.00 pm.

There being no further business the Meeting concluded at 7.20 pm.

Chairman:

Date: