

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 6 February 2020

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

In attendance: Ms R Costan (Assistant Clerk), Mrs C Ward (Clerk of the Council) and Mr J Burch (Leisure and Amenities Officer)

1/20 APOLOGIES FOR ABSENCE

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

2/20 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

3/20 MINUTES

The Minutes of the Meeting held on 2 December 2019 were signed by the Chairman as a correct record.

4/20 WOODLANDS RECREATION GROUND

(a) Weed Management Programme

The Assistant Clerk referred to Minute 65/19(b) and reminded Members that a three-year Contract had been entered into with Weed Management Limited. The Leisure and Amenities Officer explained that the most recent application of Worm Cast Suppressant had been delayed, once again, due to the very wet condition of the Recreation Ground, but this would be rescheduled for as soon as practicably possible.

The Committee NOTED this information.

(b) Play Area, MUGA and Outdoor Fitness Equipment

The Assistant Clerk referred to the summary document, which had been previously circulated to Members, in respect of the recent quarterly Operational Inspection by the Play Inspection Company Limited.

She explained that the document illustrated the outstanding works identified during the recent Inspection and detailed which tasks were to be completed by the Leisure and Amenities Officer, and which would require the services of an external contractor.

The Committee NOTED this information.

(c) Safety Surfacing - Play Area

The Assistant Clerk referred to Minute 65/19(d) and the items within the Operational Inspection Report summary document, in respect of the Safety Surfacing within the Play Area.

She advised that the Report had once again highlighted the continued deterioration of the Wet Pour Surfacing within the Play Area which was now beginning to lift and split. The Leisure and Amenities Officer had undertaken minor repairs, however, it was still felt that the overall condition of the play surface would require extensive works within the next 12 months to ensure that the Play Area continued to be a safe area for use by the Public.

Following a brief discussion, the Committee RECOMMENDED that additional provision of £10,000.00 should be made for the replacement of the safety surfacing for three major areas to be undertaken as soon as practicably possible at the beginning of the next financial year commencing 1 April 2020, with this expenditure being borne from the Council's balances.

It was AGREED that up-to-date, detailed estimates for the required works should be obtained and considered at the next Meeting.

(d) 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 23 April 6.00 pm - 10.00 pm
Friday 24 April 6.00 pm - 10.00 pm
Saturday 25 April 2.00 pm - 10.00 pm
Sunday 26 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 Committee RECOMMENDED 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 23 April 6.00 pm - 10.00 pm
Friday 24 April 6.00 pm - 10.00 pm
Saturday 25 April 2.00 pm - 10.00 pm
Sunday 26 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.

(e) South and South East in Bloom 2020

The Assistant Clerk referred to Minute 255/19(a) (Monthly Council Meeting - 23 September 2019 refers) and said that following its Gold Award success in 2019, the Committee might like to consider entering the Woodlands Recreation Ground into the 2020 South and South East in Bloom Competition.

She reminded the Committee that the Village would not be entering into the 2020 Competition.

Following a further detailed discussion, the Committee RECOMMENDED that the Woodlands Recreation Ground should not be entered into the 2020 South and South East in Bloom Competition.

5/20 THE WOODLANDS CENTRE

(a) Current Lettings

The Assistant Clerk gave a progress report on the Lettings against the Revised Budget and said that the income for the period from 1 April 2019 to 31 December 2019 was above the 2019/2020 Revised Estimate of £60,000.00 by approximately 0.5%.

She said that the total income to the aforementioned date was approximately £45,200.00, which represented approximately 75% of the estimated figure.

The Committee was pleased to NOTE this information.

(b) Rustington Short Mat Bowls

The Assistant Clerk referred to Minute 65/18(b) (Leisure and Amenities Committee Meeting - 13 November 2018 refers) and said that this discount arrangement was continuing to operate effectively, with the Club honouring the three hirings per week condition.

She reminded Members that it had previously been agreed that the subject of this discount should again be reviewed for the period from 1 April 2020 to 31 March 2021. She said that the Club's hirings for the previous financial year had totalled just under £7,000.00.

Following a brief discussion, the Committee RECOMMENDED that a 25% discount should continue to be offered to the Rustington Short Mat Bowls Club in respect of its Wednesday evening hiring only, for the period 1 April 2020 to 31 March 2021.

6/20 SAMUEL WICKENS CENTRE

The Assistant Clerk gave a progress report on the Lettings against the Revised Budget and said that the income for the period from 1 April 2019 to 31 December 2019 was currently above the 2019/2020 Revised Estimate of £10,000.00 by approximately 12.5%.

She said that the total income to the aforementioned date was approximately £8,435.00, which represented approximately 84% of the estimated figure.

The Committee was pleased to NOTE this information.

7/20 RUSTINGTON YOUTH CENTRE

(a) Meeting of the Youth Centre Sub-Committee - 6 February 2020

The Chairman of the Sub-Committee reported that the Meeting of the Sub-Committee had been held prior to the Meeting. She explained that the Youth Club had been closed for a period of three weeks as a result of the ongoing and significant behavioural issues of a minority group of young people. She further explained that a series of multi-agency Meetings had now taken place to address the behaviour of the individuals who had been the cause of great distress to the staff and attendees of the Youth Club. It was now hoped that the young people concerned would be in receipt of strict individual interventions. Arun Youth Projects have suggested a further six month ban subject to the support and backing of the Police. The Chairman explained that the Youth Club hoped to re-open on Thursday 27 February 2020 subject to

the required Police support being agreed and actively in place.

The Committee expressed its concern at the impact of the anti-social behaviour upon the personnel and members of the Youth Club. The Clerk referred to Minute 4/20 (Monthly Council Meeting - 27 January 2020 refers) and confirmed that Mr Rookes, Arun District Council's Anti-Social Behaviour Caseworker, had now been asked to convene a Meeting with representatives from the District Council's Anti-Social Behaviour Team, Sussex Police, Arun Youth Projects, East Preston Parish Council, Rustington Parish Council and the District Councillors for both Parishes, to discuss this matter in detail.

She said that she had subsequently spoken to Mr Rookes, who had advised that he would be reporting back to the Council following Meetings with the aforementioned individuals, their parents and other Agencies, prior to making any definite date for a Meeting.

The Committee was pleased to NOTE this information and welcomed the multi-agency Meeting.

(b) Progress Report

The Assistant Clerk said that she had recently met with representatives from Age UK West Sussex who may be interested in relocating some of their regular Services to the Youth Centre and further correspondence was awaited. She further explained that Officers were exploring options for the letting of the Norfolk Lounge as an Office Suite and would pursue the active marketing of this facility to the Voluntary and Community Sector in the coming weeks.

The Committee was pleased to NOTE this information.

8/20 RUSTINGTON MUSEUM SUB-COMMITTEE

The Committee NOTED the Report of the Sub-Committee Meeting held on the 9 January 2020.

9/20 WOODLAND PARK SPORTSFIELD

The Clerk referred to Minute 70/19 and said access over the Sportsfield in respect of the SGN Gas Governor had been agreed and installation works had commenced in December 2019.

The Clerk added that SGN had cleared the area behind the Rustington Otters Football Club's Storage Container and created additional parking bays as a gesture of goodwill.

The Committee was pleased to NOTE this information.

10/20 PUBLIC CONVENIENCES

The Assistant Clerk stated that unfortunately both the Public Conveniences situated in the Churchill Car Park and at the Woodlands Centre had been subject to vandalism. She said that the incidents had been reported to Sussex Police, but no further action would be taken.

The Committee NOTED this information.

11/20 REFURBISHMENT OF BUS SHELTERS AND BEACH SHELTER

The Assistant Clerk referred to Minute 72/19 and reported that the programme of refurbishment had been delayed due to the inclement Winter weather.

She said that a member of the Public had made a complaint regarding the absence of any perspex in the window, and the flooding of, the bus shelter located on the north side of Station Road, near to St. Joseph's Catholic Church. The Assistant Clerk stated that a representation had been made to the County Council

with regard to the condition of the drains on the North and South side of Station Road, which were a large contributory factor with regard to flooding. She added that a positive response had been received from the County Council confirming that the drains would soon be scheduled to be jetted by having a pipe run through and the gully pots cleaned.

She also confirmed that the perspex window had been reinstated by the Council's Maintenance Contractor, and whilst some minor clearance had been undertaken, a major clean of the internal paved area and weed killing would be undertaken once the weather conditions had improved.

The Committee was pleased to NOTE this information.

12/20 PUBLIC SEATS

The Assistant Clerk referred to Minute 73/19(a) and reported that a large number of seats in the Village had been repaired and repainted during the year, but it was anticipated that there would only be minor repairs carried out on a 'need' basis for the remainder of the current financial year.

She said that she would, as always, be most grateful if Members of the Committee could advise her of any seats that they observed to be in need of maintenance and/or repair.

The Committee NOTED this information.

13/20 ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS CONTRACT

(a) Relocation of Floral Displays

The Assistant Clerk referred to Minute 74/19 which made reference to the possibility of the relocation of floral displays to other parts of the Village and, in particular, the northern area, and in the vicinity of the 'Welcome to Rustington' signs at various boundary points.

The Clerk stated that she and the Assistant Clerk had met with Ferring Nurseries to explore the possibility of relocating some of the floral displays and Ferring Nurseries agreed to look at the viability and cost of the possible re-location. She said that a Report would be prepared for detailed consideration by the Committee, as soon as practicably possible.

(b) 2020 Gardens Competition

The Committee considered arrangements for the 2020 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, the Samuel Wickens Centre and the Council Website.
- (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 one or, if

practicably possible, two of the following organisations:-

- Littlehampton Allotments Leisure and Gardens Association
- East Preston and Kingston Horticultural Society
- Angmering-in-Bloom
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 3 July 2020, the short-list to be produced on 9 July 2020, with the final judging taking place on Monday 13 July 2020 (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 2020.

The Committee again asked the Clerk to make the necessary arrangements for notices to be placed in the participating shops in March 2020, 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 2020 Competition, to ensure a good response in respect of nominations received.

14/20 RUSTINGTON POPPY APPEAL DISTRIBUTOR

The Clerk said that a Meeting with a member of the local community, who was interested in the position of Poppy Appeal Distributor in Rustington, and the Poppy Appeal West Sussex Community Fundraiser was being held on 12 February 2020, and she would provide a progress report at the next Full Council Meeting.

The Committee was pleased to NOTE this information.

15/20 TREE WARDEN SCHEME

The Assistant Clerk reported that a cost exercise for tree planting by Parish Council Personnel had been undertaken. An approximate cost of £197.00 per planting of a tree had been estimated, which did not allow for the additional required Officer time in obtaining the relevant County Council Highways Licences, or the ongoing maintenance of the newly planted tree.

She stated that the County Council's 'Donate a Tree' Scheme was still available at a cost of £150.00 per tree, which included the supply and planting of a tree, a three year annual visit programme by the County Council's Young Tree Maintenance Team and the replacement of the tree if it were to become unviable as a result of damage or vandalism in the first twelve months.

Following a detailed discussion, the Committee RECOMMENDED that no further action be taken by the Council at the present time in respect of planting trees on the Public Highway.

It was further AGREED that the Council should further promote the County Council's 'Donate a Tree' Scheme via its Social Media account and the Council Website.

16/20 FUTURE OF WAR MEMORIAL AND SURROUNDING AREA

The Assistant Clerk referred to Minute 77/19 and said that she had previously circulated a Condition Report which had been prepared by the War Memorial Conservation Company. She explained that the Report gave an overview of the conservation issues concerning the Memorial and estimated costs. The Report also outlined options for the Memorial in respect of cleaning, reinstatement of the carved wreath feature and the letter inscription. In addition, the Report included costs for the cleaning and repair of the boundary wall.

The Committee NOTED this information.

The Assistant Clerk explained that she and the Clerk had also met with Michael Harwood of Ferring Nurseries to explore options for a possible "face-lift" to the landscaping surrounding the Memorial and possible options were being explored.

Following a brief discussion, it was AGREED that Officers would once again meet with Mr Harwood to draw up a proposal for a 'face-lift' Project, for consideration at the next Meeting.

17/20 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next scheduled Meeting would be held on Thursday 28 May 2020 at 6.00 pm.

There being no further business the Meeting concluded at 6.46 pm.

Chairman:

Date: