

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the (remote) Meeting held on 28 May 2020

PRESENT: Councillors J Bennett, Mrs K Callaghan, Mrs A Cooper, A Cooper, Mrs P Gregory, Mrs S Partridge, D Rogers 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)

Prior to the commencement of the formal business of the Meeting, the Assistant Clerk advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. She said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at its next Monthly Meeting.

The Assistant Clerk also reminded the Committee that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

She then advised the Committee that the Chairman would manage the Meeting with clear instructions and requests to Members. She said that Members should indicate their desire to speak on any item, by clicking on the 'raised hand' icon in Teams. This would ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

18/20 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.

19/20 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.

20/20 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Street (Personal Commitment).

This apology was accepted by the Committee.

21/20 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

22/20 MINUTES

The Minutes of the Meeting held on 6 February 2020 were signed by the Chairman as a correct record.

23/20

APPOINTMENT OF REPRESENTATIVES ON SUB-COMMITTEES

The Assistant 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 Cooper, Cooper, Mrs Gregory, Mrs Partridge, 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 together with two representatives from the Arun Church in a non-voting capacity

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

Councillors Bennett, Mrs Cooper, Cooper and Street

24/20

WOODLANDS RECREATION GROUND

(a) **Safety Surfacing - Play Area**

The Assistant Clerk referred to Minute 4/20(c) and stated that she had previously circulated a Report detailing four quotations which had been received for the replacement of the Safety Surfacing around three key items of play equipment.

Following detailed consideration of the quotations received, the Committee RECOMMENDED that the quotation received from UK Bonded Surfacing Limited in the sum of £8,000.00 excluding VAT, be ACCEPTED.

It was further RECOMMENDED that as no provision had been made for this work in the Committee's 2020/2021 Budget, this expenditure should be borne from the Council's balances.

(b) **Replacement of Cradle Swings**

The Assistant Clerk informed the Committee that an Order had been placed for the supply and installation of two new cradle swing seats and chains at a cost of £460.00 excluding VAT. This equipment had been highlighted as worn in excess of 40% in the January Operational Inspection Report.

The Committee NOTED this information.

25/20

WOODLANDS CENTRE

(a) **Total Hiring Income - 1 April 2019-31 March 2020**

The Assistant Clerk advised the Committee that the final income figure for Lettings for the year ended 31 March 2020 was below the Revised Estimate of 60,000.00 by approximately 1.66%, at £59,006.09.

The Committee NOTED this information.

At this point, the Clerk advised the Committee that the Little Explorers Pre-School would be re-opening with effect from Monday 1 June 2020, albeit on a limited scale in order to comply with current Government Guidance, as follows:-

Monday and Friday Mornings - John de Bohun Room, The Woodlands Centre
Tuesday, Wednesday and Thursday Mornings - Kilhams Hall, Rustington Youth Centre

She said that whilst there were a number of enquiries being received from both regular hirers and potential hirers of The Woodlands Centre, Youth Centre and Samuel Wickens Centre, any hirings would be subject to adherence to Government Guidance.

The Committee was pleased to NOTE this information.

(b) Replacement Boiler

The Clerk gave a progress report with regard to the purchase of a new boiler for The Woodlands Centre. She advised the Committee that she had been in further communication with Paine Manwaring with regard to the option to install two boilers as requested by the Council at its Annual Meeting on 18 May 2020 and that the Order had now been placed.

The Committee NOTED this information.

(c) Redecoration of the Woodlands Centre

The Clerk reported that a substantial amount of re-decoration had taken place during the lockdown period. This included the full internal re-painting of the Youth Centre and areas to the rear entrance of The Woodlands Centre building.

She said that further redecoration works in the Village Memorial Hall and Foyer would also be being undertaken in the next couple of weeks, as this was the most convenient time to carry out this type of ongoing maintenance in the Centre.

The Committee was pleased to NOTE this information.

**26/20 SAMUEL WICKENS CENTRE - TOTAL HIRINGS INCOME -
1 APRIL 2019-31 MARCH 2020**

The Assistant Clerk advised the Committee that the final income figure for Lettings for the year ended 31 March 2020 was above the Revised Estimate of £10,000.00 by approximately 8.82%, at £10,882.40.

The Committee was pleased to NOTE this information.

27/20 RUSTINGTON YOUTH CENTRE

The Assistant Clerk referred to a Report, previously circulated, from the Arun Youth Projects (AYP) Service Manager Emma Biffi. She highlighted that great efforts had been made to continue to engage with young people during such unprecedented times. She also advised that the AYP Team were now exploring options to undertake Outreach Sessions but were very mindful of the current Government Guidance in relation to social distancing and public gatherings.

The Committee was pleased to NOTE this information and Members expressed their gratitude to the Arun Youth Projects Team for their continued hard work during such difficult circumstances.

The Assistant Clerk then advised the Committee that the final income figure for Lettings for the year ended 31 March 2020 was below the Revised Estimate of 15,000.00 by approximately 6.6%, at £14,012.00.

The Committee NOTED this information.

28/20

RUSTINGTON MUSEUM SUB-COMMITTEE

The Assistant Clerk referred to a Report, previously circulated, from the Museum Manager. She explained that a variety of work was being undertaken during the lockdown period including an extensive Social Media campaign which had helped to maintain public awareness of the Museum's services. She also explained that notification from Arts Council England had been received regarding the recent Accreditation submission for the Museum. The correspondence confirmed that Rustington Museum would not be assessed until 2021 due to the Covid-19 crisis but that the current Accredited status would be extended for a further twelve months.

The Committee was pleased to NOTE this information and Members asked that their appreciation be conveyed to the Museum Manager for her concerted efforts to maintain public engagement during the Covid-19 lockdown period.

29/20

SECURITY CONTRACT

The Committee considered a Report from the Clerk of the Council, together with a quotation received from Mr Keith Anscombe in respect of a 36 Month Contract with effect from 1 September 2020 for Keyholding/Alarm Response and Nightly Patrol Visits in respect of all of the Council's premises as follows:-

3 Year Contract:-

Year 1	-	£12,000.00
Year 2	-	£12,000.00
Year 3	-	£12,000.00

Following a further discussion, during which the Clerk advised the Committee that the Internal Auditor had been approached in respect of the possibility of waiving of the Council's Financial Regulations in this connection, the Committee RECOMMENDED that, in accordance with the advice received from the Council's Internal Auditor:-

- (a) The Council's Financial Regulation 11.1(b), referred to in Standing Order No. 18 (Financial Controls and Procurement), namely:-

Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations."

be waived, in view of the proven success of the current and previous Contract, coupled with the standard of service received, and also in the interests of Best Value

- (b) The Quotation received from Mr Anscombe in the sum of £12,000.00 per annum for a three year Contract with effect from 1 September 2020, be ACCEPTED.

30/20

**WOODLAND PARK SPORTSFIELD - EXTENSION OF LEASE/A259
LITTLEHAMPTON CORRIDOR IMPROVEMENT**

The Clerk provided a progress update and stated that the Council had recently been issued with a Notice to Treat and Notice of Entry by the West Sussex County Council, which had to be served on all owners, lessees and occupiers of land included within the Compulsory Purchase Order.

She said that as the tenant of Woodland Park Sportsfield, it could be that the Council was entitled to claim compensation in respect of a reduction in the market value of the leasehold interest or for the diminution in value of the retained land, but she did not feel that any of these reasons applied to the Council.

Councillor Mrs Cooper advised that the A259 widening scheme was still anticipated to begin in Autumn 2020.

Following a brief discussion, the Committee agreed to take no further action in this regard.

31/20 PUBLIC CONVENIENCES

The Assistant Clerk reported that all four Public Convenience Units were now open following the lockdown period and, in the case of the Woodlands Recreation Ground Unit, following extensive repair works, due to the unit being vandalised earlier in the year.

She also advised the Committee that anti-bacterial hand gel units were in the process of being installed in all of the units, and a number of seat sanitisers which had been previously stolen or had suffered irreparable damage had now been replaced.

The Committee was pleased to NOTE this information.

32/20 RUSTINGTON POPPY APPEAL DISTRIBUTOR

The Clerk referred to Minute 14/20 and advised the Committee that she understood from the West Sussex Community Fundraiser, The Poppy Appeal, that a further Meeting had been held with the potential new Distributor for the Poppy Appeal in Rustington, who was still very keen to take on the role. She had advised that this could not be progressed much further at the present time given the current Covid-19 Restrictions. She said that The Poppy Appeal would also look very different this year to what it traditionally did, but there was a Contingency Planning Team looking at multiple delivery options.

She had also stated that as far as The Poppy Appeal was concerned, it was important that Remembrance was still honoured with an Appeal of some description being delivered, but exactly what this would be was unknown at the present time, as most of the volunteers fell into the vulnerable category and it was imperative that those individuals were not put at risk by asking them to collect in public spaces or be involved in counting the cash collected afterwards.

The Committee NOTED this information.

33/20 REMEMBRANCE SUNDAY PARADE AND SERVICE

The Assistant Clerk reported that Remembrance Sunday would fall on Sunday 8 November 2020. She added at this time it was unknown if and what level of social distancing measures may still be in place. With this in mind, it was likely that a Meeting (possibly virtual) of all the key stakeholders should be arranged for late July or early August 2020, but it was presumed that this would be led by Councillor Bennett, in his capacity as the Organiser of the Group. Councillor Bennett confirmed that he would be organising a Meeting as soon as there was further clarity from the Government regarding social gatherings.

The Committee NOTED this information.

34/20 FUTURE OF WAR MEMORIAL AND SURROUNDING AREA

The Assistant Clerk referred to Minute 16/20 and said that unfortunately it had not been possible to progress the design aspect of the War Memorial surrounding area since the last Meeting of the Committee. However, the Assistant Clerk explained that the Memorial itself was in need of repair and maintenance regardless of the final re-design project and she asked that Members re-consider the Condition Report and quote provided by the War Memorial Conservation Company.

Following a discussion, the Committee RECOMMENDED that the quotation received from the War Memorial Conservation Company for the major repair works to the War Memorial and surrounding area in the sum of £4,650.00 excluding VAT be ACCEPTED. It was further RECOMMENDED that as no provision had been made for this work in the Committee's 2020/2021 Budget, this expenditure should be borne from the Council's balances.

35/20 RELOCATION OF FLORAL DISPLAYS

Councillor Rogers referred to Minute 13/20(a) and asked for clarification of any further progress being made in this regard. The Assistant Clerk stated that due to the Covid-19 crisis no further Meetings had been held with the Council's Contractor Ferring Nurseries but she confirmed that there would be an update included within the August Meeting of the Leisure and Amenities Committee Agenda.

36/20 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next scheduled Meeting would be held on Thursday 6 August 2020 at a time to be agreed nearer to the date in consultation with the Chairman of the Committee.

There being no further business the Meeting concluded at 10.45 am.

Chairman:

Date: