

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the (remote) Meeting held on 6 August 2020

PRESENT: Councillors Mrs A Cooper (Chairman), Mrs K Callaghan, 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 and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) 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.

37/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bennett (Work Commitment) and Councillor Street (Personal Commitment). These apologies were accepted by the Committee.

38/20 DECLARATIONS OF INTEREST

Councillor Mrs Partridge declared a personal interest in Minute 48/20(b). She remained in the Meeting during consideration of this item but took no part in the discussion or vote thereon.

39/20 MINUTES

The Minutes of the Meeting held on 28 May 2020 were signed by the Chairman as a correct record.

40/20 WOODLANDS RECREATION GROUND

(a) Safety Surfacing - Play Area

The Assistant Clerk referred to Minute 24/20(a) and advised that following the previous Meeting of the Committee, the chosen Contractor UK Bonded Surfacing Limited had ceased trading. However, she confirmed that this had happened prior to the Order being placed. She said that she had previously circulated a revised quotation from Playground Facilities Limited, in the sum of £10,698.54 excluding VAT, for the replacement of the Safety Surfacing around all of the nine pieces items of play equipment, as opposed to the three key pieces of equipment previously identified.

Following detailed consideration of the quotation received, the Committee RECOMMENDED that the quotation received from Playground Facilities Limited in the sum of £10,698.54 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) Suspension of Weed Management Programme

The Assistant Clerk informed the Committee that the Leisure and Amenities Officer had contacted Weed Management Limited to confirm the suspension of the Weed Management Programme, due to the financial constraints faced by the Council as a result of the impact of the Covid-19 crisis.

She explained that the Council had received confirmation from the Sales Director that the remaining treatments for 2020 would be cancelled and that discussions would resume in early 2021 to discuss the Council's future requirements. She confirmed that no visits/works had taken place under the new Contract which began in January 2020.

The Committee NOTED this information.

(c) Labour and Material Costs incurred in the preparation of Sports Pitches

The Assistant Clerk referred to Minute 65/19(c) and said that she had previously circulated a Report detailing the costs incurred in the preparation of the Football Pitch at the Woodlands Recreation Ground, the Football Pitches at the Woodland Park Sportsfield, plus the Cricket Wicket and outfield at the Woodlands Recreation Ground. She further explained that, as had been the case in previous years, a full Report regarding comparative hiring costs of Sports Pitches in the local area would be presented to the November Meeting of the Committee.

Following a detailed discussion, the Committee stated that the Council should be mindful of the rental income generated by the Rustington Sports and Social Club when considering the costs incurred for the preparation of Sports Pitches. It was AGREED that the Report should be referred to when considering the 2021/2022 charges for the hire of Sports Pitches at the November Meeting of the Committee. A copy of the Report is attached and forms a part of these Minutes.

41/20 WOODLANDS CENTRE - CURRENT LETTINGS

The Assistant Clerk advised the Committee that due to the Government Lockdown in March all hirings had been cancelled and, to date, there was very little income. Approximately £1,240.00 had been generated by the Woodlands Centre and £42.00 by the Youth Centre.

She explained that the Little Explorers Pre-School had returned on 8 June 2020, for five weeks, at five sessions per week instead of ten. This had been divided, with two days in The Woodlands Centre and three days in the Youth Centre. The Pre-School had now finished for the Summer Holidays. She added that it was anticipated that when the Pre-School returned in September it would be for ten sessions per week, using both facilities every weekday morning.

The Assistant Clerk stated that Weight Watchers had returned on 8 July 2020 for their weekly session in The Woodlands Centre and Age UK and Concordia (Youth Project) had booked a total of 11 sessions in the Youth Centre during August. She added that there had been several enquiries from new hirers and that some of the Regular Hirers were looking, at the earliest, to return in September, whilst others had cancelled their bookings until February 2021.

The Clerk advised the Committee that applications for Grant Funding, to attempt to offset the hiring income losses incurred by the Council, had been made to the District Council by the Finance Manager/RFO and the outcome was awaited.

The Committee NOTED this information.

42/20 SAMUEL WICKENS CENTRE - CURRENT LETTINGS

The Assistant Clerk advised the Committee that due to the Government Lockdown in March all hirings were cancelled and, to date, there was no recorded income.

She said that the Rustington Platinum Club was holding a weekly picnic in the Samuel Wickens Centre garden, as part of its 'drop-in' activities for senior members.

The Committee NOTED this information.

43/20 RUSTINGTON YOUTH CENTRE

(a) Report from Arun Youth Projects

The Assistant Clerk referred to a Report, previously circulated, from the Arun Youth Projects (AYP) Service Manager, Emma Biffi. She highlighted that continued efforts had been made to engage with young people during such unprecedented times and the online support and engagement being offered had been adapted and re-configured to meet their emerging needs. She also advised that the AYP Team had resumed their Outreach Service in June whilst being very mindful of the current Government Guidance in relation to social distancing and public gatherings and added that Emma Biffi had now confirmed that these sessions would continue throughout the Summer Holidays on Thursday and Friday afternoons. Regular visits had been made to the Woodlands Recreation Ground where engagement with young people had been positive. The Assistant Clerk confirmed that a new form of weekly engagement had begun, at the Woodlands Recreation Ground, on the 6 August 2020 called "AYP Outside". She added that she was in regular contact with Emma Biffi regarding any concerns relating to the Woodlands Recreation Ground and surrounding areas and that AYP were keen to assist and respond where possible.

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.

(b) Major Roof Repairs

The Assistant Clerk stated that she had previously circulated a Quotation received from Edmends Lead Roofing for extensive repairs that were required to all elevations of the Youth Centre roof. She explained that much of the guttering had been damaged due to Anti-Social Behaviour over many years and the proposed works would re-strengthen these areas, and would include the addition of anti-climb paint. She said that an alternative flashing material called Masterform would be used to provide a long-term waterproof weathering solution to areas where lead would normally have been used, therefore making the roof less prone to criminal theft.

Following a detailed discussion, the Committee RECOMMENDED that the quotation received from Edmends Lead Roofing in the sum of £8,404.17 excluding VAT, be ACCEPTED.

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

44/20 **RUSTINGTON MUSEUM**

The Assistant Clerk referred to a Report, previously circulated, from the Museum Manager. She explained that the Museum had re-opened to the Public on Monday 13 July 2020, and that there had been 27 visitors to date. She advised that the compulsory wearing of a face covering in Museums would come into effect from 8 August 2020 and said that the Museum Covid Secure Risk Assessment had been adjusted, with additional signage being created to inform the Public of the new requirement.

She confirmed that the final payment from the Heritage Lottery Fund (HLF) had now been received by the Council.

The Committee was pleased to NOTE this information and Members requested that the Council's appreciation be conveyed to Sonia Rasbery for her assistance in the completion of the final report to the HLF.

45/20 **WOODLAND PARK SPORTSFIELD**

The Clerk reminded the Committee that the Travellers had been removed by the Police from the Sportsfield on 20 June 2020, and the County Council had now installed concrete barriers at the 'access point' that had been used to enter the land, which was along the A259. She said that the security of the Sportsfield following the road widening works was also going to be reviewed, taking account of the ease with which, the Travellers had accessed the land.

She then referred to the Rustington Otters Youth Football Club's plans to have a new changing room block on the Sportsfield and said that whilst she had nothing further of any substance to report, she had been advised by the Club during the 'Covid-19 Lockdown' that it now planned to scale back its original plans for which planning approval had now lapsed. She said the Club proposed to replace the building with two purpose built container units on a solid base which could be taken off site at a later date if necessary, and these would, therefore not be permanent structures. She understood that contact had been made with the local Planning Authority in this regard. She then reported that the Club had also subsequently advised her that the proposed units were manufactured by a Company call MAC Containers, and as soon as she was in receipt of a photograph of the design, she would place it before the Committee or Full Council for consideration.

She concluded by advising that the cost of these containers was likely to be in the region of £25,000.00, and added that she understood that the Club was still in contact with the County Council in respect of it providing an 'in principle' agreement to extend the Lease on the Sportsfield, to enable the necessary funding to be applied for from appropriate grant sources.

The Committee NOTED this information.

46/20 **PUBLIC CONVENIENCES**

(a) Cleansing Contract

The Clerk reported that, unfortunately, the current Cleansing Contractor, Sigma Plumbing, had formally given notice that he would be terminating his Contract with the Council early on 30 September 2020.

She said that the Committee would now need to consider and decide whether it wished to put this Contract in its entirety out to Tender, or whether it would like to consider an alternative way forward.

At this point, the Committee expressed its wholehearted thanks and appreciation to Mr Twine of Sigma Plumbing for his unceasing hard work and effort in maintaining the Public Toilets in the Village to such a high quality standard which was clearly evidenced by the fact that all units had received excellent awards in the Loo of the Year Competition for many years.

Following a detailed discussion, the Committee RECOMMENDED that a Review of the Council's Public Toilet Provision should take place prior to the proposed tendering and re-letting of the Contract.

It was also RECOMMENDED that interim arrangements for the cleansing of the Public Toilets should be made until the Review had been completed, which should be prior to the end of the current financial year.

(b) Loo of the Year Awards

The Clerk reported that whilst the closing date for the 2020 Loo of the Year Awards was officially 31 July 2020, she had spoken to the Organisers who had agreed that an entry from the Council would be accepted up to 7 August 2020.

She reminded the Committee of the outstanding results received in the 2019 Competition in respect of all of the four Public Toilet Units in the Village. She said that the cost was £143.00 per entry, which would equate to a total expenditure of £572.00.

Following a brief discussion, the Committee AGREED that the four Public Toilet units should again be entered in the 2020 Loo of the Year Awards, with retrospective approval of this decision being sought from the Council, or delegated Committee (Finance and General Purposes Committee), as soon as practicably possible.

47/20 REFURBISHMENT OF THE BEACH SHELTER AND BUS SHELTERS

The Clerk referred to Minute 12/19 and reported that the Beach Shelter was still in the process of being completely refurbished. She said that this refurbishment would equate to most of the budgeted expenditure for the Beach Shelter and Bus Shelters in the current year, so there would only be minor necessary repair works carried out for the remainder of the financial year 2020/2021.

The Council NOTED this information.

48/20 PUBLIC SEATS

(a) Annual Maintenance Programme

The Clerk reported that 50 public seats had now been repainted as part of the Council's Annual Maintenance Programme. The works had received positive feedback from the public both verbally and via Social Media.

She then confirmed that an inspection of all of the remaining seats in the Village would be being undertaken in the near future to ascertain the maintenance requirements, beyond painting, and the possible need to replace some public seats. She said that once this had been undertaken, a Report would be produced for consideration by the Committee.

(Prior to consideration of the following item Councillor Mrs Partridge had declared a personal interest as her son was an occupier of a property adjacent to the southern boundary of the Recreation Ground)

(b) Request for Additional Public Seats

The Clerk reported the receipt of requests from members of the public for the Council to consider siting an additional public seat on the southern side of the Woodlands Recreation Ground between the Outdoor Fitness Equipment and the Wildlife Area, and for the replacement of the seat that was removed due to excessive damage beyond repair, in the vicinity the bus stop outside of No. 94 North Lane.

Following a brief discussion, the Committee AGREED that provision for the purchase of two additional public seats at the aforementioned locations should be addressed when the Committee considered its 2021/2022 Estimates at its next Meeting in November 2020.

49/20 **RUSTINGTON POPPY APPEAL DISTRIBUTOR**

The Clerk referred to Minute 32/20 and advised the Committee that she had nothing further to report at the present time in respect of the potential new Distributor for the Poppy Appeal in Rustington.

The Committee NOTED this information.

50/20 **REMEMBRANCE SUNDAY PARADE AND SERVICE**

The Clerk referred to Minute 33/20 and reminded the Committee of her report to the Council at its Meeting on 27 July 2020, following an approach from Mrs Jean Bulley, in that whilst a commemoration of some form would hopefully take place, it was unlikely that there would be a Parade and Church Service, taking account of the current Government Guidance.

She said that Councillor Bennett, in his capacity as the Organiser of the Remembrance Sunday Parade and Service Group would be reviewing the situation, in liaison with herself, in the middle of September, with a view to 'meeting' with the Group to make a final decision on the most realistic and acceptable way forward in this regard.

The Committee NOTED this information.

51/20 **ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS**

(a) **2020 Gardens Competition**

The Assistant Clerk reported that a draft Press Release containing details of the declared winners and runners-up in the Gardens Competition had been sent to all Members as follows:-

Class 1 - Window Boxes, Balconies and Patio Tubs etc. (Residential)

Winner 99 The Martlets

Runner-Up 6 Shaftesbury Court

Class 2 - Window Boxes, Balconies and Patio Tubs etc. (Commercial)

Winner The Lamb Public House

Class 3 - Front Gardens of Any Size inc. Paved Gardens with Patio Tubs (Residential)

Winner 16 Goodwood Close

Runner-Up Oakdene, 18A Broadmark Lane

Class 4 - Front Gardens of Any Size (Commercial)

Winner Rustington House

Class 5 - Schools' Competition

Winner Georgian Gardens Community Primary School

Runner-Up Summerlea Community Primary School

Class 6 - Community Gardens

Winner The Hidden Twitten (Rear of Herne Gardens/Orchard Gardens Garage Compound)

Runner-Up Rustington Methodist Church Garden

She concluded that the entries in the Competition had been judged by Councillor Street, Councillor Mrs Cooper and Mr Michael Harwood of Ferring Nurseries, and reminded the Committee of the Council's decision at its Meeting on 27 July 2020 (Minute 174/20 refers), that the Annual Civic Thanksgiving Service and Presentation Reception should be cancelled, with the Chairman and Vice-Chairman of the Council should be tasked with presenting the Gardens Competition Trophies and associated prizes, to the individuals concerned at their home addresses, if they were agreeable to this course of action.

The Committee was pleased to NOTE this information.

(b) Relocation of Floral Displays

The Assistant Clerk referred to Minute 35/20 and stated that no further Meetings had been held with the Council's Contractor Ferring Nurseries due to the ongoing Covid-19 crisis. An initial Meeting had taken place prior to the Lockdown and Ferring Nurseries had agreed to look at the costs and viability of relocating some of the existing floral displays. The Assistant Clerk stated that this matter would receive attention with a Report detailing the options to be presented for consideration by the Committee as soon as practicably possible.

The Committee NOTED this information.

52/20 THE WAR MEMORIAL CONSERVATION PROGRAMME

The Assistant Clerk referred to Minute 34/20 and confirmed that the Contractor, the War Memorial Restoration Conservation Company, had now completed the works which were already the subject of many complimentary comments on social media, in particular.

She stated that Michael Harwood had subsequently been contacted to discuss the next stage of the project and, specifically the replacement of the grassed areas within the Memorial Garden.

The Clerk confirmed that she had also made contact with the local Company who had previously offered to install resin flooring at the site free of charge and said that he had responded saying that he was still prepared to install the resin flooring on the basis previously offered. He had also said that he would very much like to produce a design to improve the area even further.

Following a brief discussion, it was AGREED that the Chairman and Vice-Chairman of the Committee, together with the Assistant Clerk, Clerk and Mr Harwood, should meet with the above-mentioned Company to discuss and obtain suitable design options for consideration by the Committee at its November Meeting.

53/20 STREET LIGHTING - PARISH MAINTENANCE AND ENERGY **1 APRIL 2019 - 31 MARCH 2020**

The Assistant Clerk referred to a recently received Invoice and Street Lighting Inventory, previously circulated, from the Streetlighting Monitoring Team at the West Sussex County Council.

She explained that the total cost for the 44 Units owned by the Parish Council would be £2,509.84 for the 2019/2020 Financial Year which included the cost of maintenance and energy used.

The Committee NOTED this information.

54/20 **RUSTINGTON SPORTS AND SOCIAL CLUB - REQUEST FOR ADDITIONAL PAVED AREA AND PERMANENT FENCING**

The Clerk reported that a request had been received from John Virgoe, on behalf of the Sports and Social Club, for the Council to consider giving permission for a slight extension to the paved area in front of the Club, together with the installation of some low-level boundary fencing.

She explained that the installation of both would enable the Club to further adhere to the requirements of achieving a Covid Secure venue. She added that temporary fencing had been in situ since the Club re-opened in early July and had been beneficial in terms of a reduction in the amount of litter, as well as clearly defining the segregation between the Club's Members and the Recreation Ground users, to ensure the safety of all.

Following a discussion, the Committee RECOMMENDED that the request made by the Sports & Social Club be APPROVED, subject to the Council having no responsibility in respect of any claims that might arise thereon as a result of the installation of the fencing and additional paving, and also that the Council's agreement should be conditional on the paving and fencing being erected on a temporary basis until such time as the Council requested otherwise.

55/20 **THE ANGMERING SCHOOL - SMALL HOLDING PROJECT**

The Assistant Clerk reported that the Clerk and herself had met with Matthew Whatford, Deputy Headteacher at the Angmering School regarding a proposed Smallholding Project at the School. She explained that Mr Whatford had developed a Project Proposal for some uncultivated land at the School which he was proposing could become the basis for a Community Project. She said that Arun Youth Projects had been integral in the development of the Proposal. She added that the Project had great potential for wider community engagement and asked if Members would be interested in receiving a Presentation from Mr Whatford in the near future.

Following a brief discussion, the Committee RECOMMENDED that Mr Whatford should be asked to make a brief Presentation at the next 'virtual' Meeting of the Full Council on 28 September 2020.

56/20 **SUSSEX STEELBAND - REQUEST TO PRACTICE ON WOODLAND PARK SPORTSFIELD**

The Clerk reported that a representative from the Sussex Steel Band had approached the Council to ask if the Band could utilise the space at the Woodland Park Sportsfield for rehearsals on Saturday afternoons. She explained that their current rehearsal space was not available due to the Covid-19 restrictions relating to meeting indoors. She said that a representative from the Rustington Otters Youth Football Club had offered to oversee access and take responsibility for the Sportsfield during the time it was being used by the Steel Band.

She said that a further email had been received as follows:-

Ideally, we would like to rehearse from 12.30 - 5.30 on Saturdays. We would bring 2 bands the first setting up from 12.30-1 and then rehearsing from 1-3, the second band would rehearse from 3-5 and then pack away. Social distancing will be in place throughout and I have attached our risk assessment.

We have not been able to rehearse since March due to Covid. We usually rehearse at the Trades and Labour Club in Littlehampton which is currently closed for bookings. We also feel that an outside space would be much safer for us to rehearse. The Sportsfield would therefore be a great option if it was possible as we would not attract an audience.

Following a detailed discussion, during which the Clerk reported that confirmation of the permitted use of the Sportsfield had recently been received from the County Council which clearly set out in Clause 17.2 that:-

‘Subject to clause 17.3 the Tenant may share occupation of the Property with community groups, voluntary sector organisations and the School and shall be permitted to grant hiring arrangements to community groups, voluntary sector organisations and the School for use of the Property for periods not exceeding 7 consecutive days provided that there is an overnight break at the end of each day’

The Committee AGREED that:-

- The Sussex Steel Band should be granted permission to use the Sportsfield on a temporary basis, subject to the Council not being liable for any claims, as a result of the Band using the site as a rehearsal space, that might arise thereon
- The Clerk, Assistant Clerk and the Leisure & Amenities Officer should monitor this use, particularly in respect of any negative representations that might be forthcoming from the occupiers of residential properties in close proximity to the Sportsfield
- A named representative from the Rustington Otters Youth Football Club would be responsible for overseeing access to and from the Sportsfield during the time it was being used by the Steel Band

It was further AGREED that retrospective approval of the above decision should be sought from the Council, or delegated Committee (Finance and General Purposes Committee), as soon as practicably possible.

57/20 75TH ANNIVERSARY OF VJ DAY - 15 AUGUST 2020

The Assistant Clerk reminded the Committee that the 75th Anniversary of VJ Day would be being marked by a National Two Minute Silence on Saturday 15 August 2020 at 11.00 am.

The Committee AGREED that the Chairman should be asked to lay a Commemorative Wreath at the War Memorial on behalf of the Council on the above-mentioned date.

58/20 VILLAGE NOTICEBOARDS

Councillor Mrs Gregory enquired as to when and if the Noticeboards that had been removed from the Village in 2019 as a result of health and safety concerns, were still going to be refurbished and, if so, when the required works were likely to be completed.

The Clerk confirmed that the volunteer who had agreed to help with the refurbishment of the Village Noticeboards had been unable to commence any work due to the Covid-19 Lockdown. She confirmed that she had been contacted by the individual in question who had confirmed that he would be progressing with the refurbishment project in the near future, once he had established, and ordered, whatever materials were required.

The Committee NOTED this information.

59/20 DATE OF NEXT MEETING

The Chairman reminded the Committee that the next scheduled Meeting would be held on Thursday 12 November 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 7.35 pm.

Chairman:

Date: