

# **RUSTINGTON PARISH COUNCIL**

## **LIGHTING AND AMENITIES COMMITTEE**

**MINUTES:** of the Meeting held on 9 October 2008

**PRESENT:** Councillors T Field (Chairman), A Akbar, Mrs F Harrison, Mrs S Lines, S Perry and M Warrington

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### **29/08        DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest recorded by Members.

### **30/08        MINUTES**

The Minutes of the Meeting held on 5 June 2008 were signed by the Chairman as a correct record.

### **31/08        PUBLIC CONVENIENCES**

#### **(a)        Situation Report/Monthly Inspections**

The Clerk referred to Minute 19/08(a) and reported that the programme of regular inspections was continuing. She said that the standard of cleansing was still most satisfactory and, apart from a number of complaints being received from service users regarding the general poor condition of The Street toilets, in respect of the décor and sanitary ware, no other representations had been received since the last Meeting of the Committee.

She then reported that new Wallgate Handwash Units in both the ladies and gentlemen's external toilets at The Woodlands Centre, had now been installed. She said that the Committee might wish to consider making provision for the replacement of the remaining sanitary ware, coupled with some refurbishment works, when it considered it's 2009/2010 Estimates later in the Meeting.

The Committee NOTED this information.

#### **(b)        Broadmark Lane**

The Clerk referred to Minute 19/08(b) and reported that an application for Planning Permission had now been submitted to the local Planning Authority. She also reported that the fencing works to prohibit any public access to the rear of the toilet unit had been completed successfully.

The Committee NOTED this information.

#### **(c)        The Street - Refurbishment**

The Clerk referred to Minute 19/08(c) and reminded the Committee of the Council's recent decision to accept the Tender received from R Rawlins Limited in the sum of £39,265.00 excluding VAT, and use the Council's balances to meet the costs over and above the expenditure of £35,000.00 previously budgeted for by the Committee for this major refurbishment.

She said that she now understood that the works would commence sometime in November 2008.

The Committee was pleased to NOTE this information.

**32/08**      **BUS SHELTERS AND BEACH SHELTER**

**(a)**      **Situation Report/Cleansing**

The Clerk referred to Minute 20/08(a) and reported that the Council's Toilet Cleansing Contractor was continuing to undertake intermittent inspections and cleansing of the Bus Shelters throughout the Village. She said that as soon as the Beach Shelter was rebuilt, he would recommence the additional regular cleansing again.

The Committee NOTED this information.

**(b)**      **Refurbishment/Replacement of Bus Shelters**

The Clerk referred to Minute 20/08(b) and reported that the Council had been successful with its application for grant funding of 40% towards the cost of replacing the Bus Shelter on the eastern side of North Lane. She said that it was now hoped that the replacement of this Shelter could be deferred until the beginning of the next financial year, to ensure that the costs associated with the rebuilding of the Beach Shelter, over and above the anticipated reimbursement figure from the Council's Insurers, could be met from this Budget vote.

She said that she hoped the Committee would make further provision for the replacement of the aforementioned Bus Shelter when it considered its 2009/2010 Estimates later in the Meeting.

The Committee NOTED this information.

**(c)**      **Provision of Additional Bus Shelter - Station Road**

The Clerk referred to Minute 20/08(c) and reported that she had nothing further to report, pending a response from the County Council who, she understood, was in the process of the investigating the possibility of a Shelter being sited at this location.

The Committee NOTED this information.

**(d)**      **Provision of Additional Bus Shelter - The Street**

The Clerk referred to Minute 20/08(d) and reported that she had now received notification from the West Sussex County Council, that having considered the location, with only 2.4 metres of available footway width, permission would not be granted to site a Shelter in such close proximity to a private property.

The Committee NOTED this information and asked the Clerk to advise Mrs Hunter accordingly.

**(e)**      **Bus Shelter - South side of The Street - Replacement of Seats**

The Clerk reported the receipt of a representation from a member of the local community regarding the need to replace the existing seating in the above mentioned Bus Shelter, with higher level seating. She had previously circulated an Estimate received from Neptune Outdoor Furniture for replacement seats.

Following a further detailed discussion, the Committee RECOMMENDED that no further action be taken in this regard at the present time.

**(f)**      **Beach Shelter Replacement**

The Clerk referred to Minute 283/08 (Monthly Council Meeting - 22 September 2008) and reminded the Committee that the Quotation received from Above All Roofing for a replacement Shelter in the sum of £15,108.75 excluding VAT had been accepted.

She confirmed that the Council's Insurers' liability for the replacement of the Shelter was limited to £12,633.00 and, therefore, any costs over and above this would be the Council's responsibility. She also advised the Committee that the works had now commenced.

The Committee was pleased to NOTE this information.

### **33/08        PUBLIC SEATS**

#### **(a)        Situation Report**

The Clerk referred to Minute 21/08(a) and reported that the programme of refurbishment had been continuing throughout the Spring and Summer months, with seats being refurbished at a number of locations throughout the Parish and, in particular, throughout the Village Centre.

The Committee was pleased to NOTE this information.

#### **(b)        Provision of Additional/Replacement Seats**

The Clerk reported that a new Seat had been installed adjacent to the three floral beds at the Southern Water Pumping Station in Broadmark Lane, but that there were no plans for the provision of any other additional/replacement seats in the current financial year.

She then advised the Committee that a seat at the northern end of Broadmark Lane had recently been damaged beyond repair, but that an insurance claim had yet to be made in this regard. She said that as the policy excess in respect of vandalism damage was £500.00, there would be little reimbursement from the Council's Insurers in this regard. She suggested that in view of the financial constraints being faced by the Committee at the present time, it might be the case that the replacement of this particular seat might need to be deferred until the beginning of the next financial year.

The Committee NOTED this information and RECOMMENDED that unless sufficient funding was available, the replacement of this seat should be DEFERRED until the beginning of the next financial year.

### **34/08        ANNUAL MAINTENANCE OF AMENITY AREAS**

#### **(a)        Situation Report**

The Clerk referred to Minute 22/08(a) and reminded the Committee of the Council's recent decision to award a three year Contract to Ferring Nurseries with effect from 1 April 2009. She said that this decision had been made in view of the outstanding success of the existing Contract, which was particularly evident from the Village's tremendous achievements in the 2008 South and South East in Bloom and Britain in Bloom Competitions, together with the specialist and specific nature of the works.

She then reported that complimentary comments had continued to be received from numerous members of the public and, indeed, Members and Officers from other Councils in respect of the Summer floral displays around the Village. She said that no adverse comments had ever been received in respect of the quality of floral displays and cost to the Parish Council since the Council had first entered into a Contract with Ferring Nurseries.

The Committee was pleased to NOTE this information.

#### **(b)        Future Floral Enhancement of other areas in the Village**

The Clerk referred to Minute 22/08(b) and said that no further action had been taken in this regard to date. She said that in view of the current economic climate, the Committee might wish to defer any major enhancements in other areas of the Village at the present time.

The Committee NOTED this information and RECOMMENDED that whilst no further major enhancements should be planned at the present time, the Chairman of the Committee and the Clerk should still meet with Ferring Nurseries to discuss future possibilities.

### **35/08            POSSIBLE ENHANCEMENT OF PUBLIC OPEN SPACES IN RUSTINGTON**

#### **(a)        Progress Report**

The Clerk referred to Minute 23/08 and said that she had received confirmation from the Community Parks Officer, Arun District Council, that the Senior Legal Officer dealing with this matter had, unfortunately, left the employ of the District Council. The Community Parks Officer said that she would now be liaising with the District Council's Solicitor to determine what, if any, progress had been made in this matter and would contact the Council at such time as this information was to hand.

The Committee NOTED this information.

#### **(b)        Conbar Avenue Enhancement**

The Clerk referred to Minute 288/08 Council Meeting Minutes (22 September 2008) and reminded Members that she had previously circulated a letter received from Mrs J Wyatt.

She said that she had subsequently met with Mrs Wyatt to discuss this matter in more detail. She said that it was hoped that a Residents' Association would be set up in the very near future, as a most encouraging response had been received from the residents. She said that Mrs Wyatt was hoping that the Council might provide a planter complete with soil for the residents to plant up and maintain at no cost to the Council.

Following a discussion, the Committee RECOMMENDED that, as soon as formal notification had been received from Mrs Wyatt that a Residents' Association had been formed and was actively operating, the Council's Groundstaff should be asked to clear the area, with one of the wooden planters purchased from Neptune Outdoor Furniture earlier in the year, being installed and filled with soil by Ferring Nurseries, ready for planting.

The Committee also AGREED that a condition should be attached to any permission subsequently granted, that Ferring Nurseries should be approached for assistance in providing advice on suitable plants.

### **36/08            DOG BINS/LITTER BINS**

#### **(a)        Arun District Council - Dog and Litter Bin Review 2008/2009**

The Committee considered a letter received from the Cleansing Manager, Arun District Council, advising that the Council was about to commence a complete Asset Management Review of all dog/litter bins in the Arun area, from August 2008 to December 2009.

Following a brief discussion, the Committee RECOMMENDED that a response be made to the District Council expressing the Council's appreciation for the service currently being provided and also advising that the Council was happy with the provision level of litter and dog bins within the Parish.

#### **(b)        Additional Litter Bin - Footpath between Windmill Bridge and Focus DIY**

The Clerk referred to Minute 24/08 and said that this bin had now been installed and was being well used.

The Committee was pleased to NOTE this information.

(c) **Additional Dog Bin - Windmill Drive**

The Clerk referred to Minute 24/08 and said that this bin would be being installed at the above location in the very near future.

**37/08 2009 GARDENS COMPETITION**

The Committee considered arrangements for the 2009 Gardens' Competition and RECOMMENDED that:-

- (a) 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 (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 Garden

- (b) Entries should be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices and Village Information Centre, as well as being included with the Council's Annual Newsletter mail-out in May
- (c) 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), two representatives from the East Preston and Kingston Horticultural Society and a representative from Ferring Nurseries
- (d) 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

- (e) The closing date for nominations to be set as 24 June 2009, the short-list to be produced on 26 June 2009, with judging taking place during week commencing 29 June 2009
- (f) 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 each year.

The Committee again asked the Clerk to make the necessary arrangements for notices to be placed in the participating shops in February/March 2009, advertising the fact that a Gardens' Competition would be 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 in each of the Classes for the 2009 Competition, to ensure a good response in respect of nominations received.

### **38/08            RUSTINGTON-IN-BLOOM/BRITAIN-IN-BLOOM**

#### **(a)        Progress Report**

The Clerk reminded the Committee of Rustington's outstanding success in the 2008 South and South East in Bloom Competition.

She then referred to the Britain in Bloom Awards and said that she was pleased to advise the Committee that Rustington had been presented with a Silver Gilt Award in the Town Category.

She said that she had received an Invitation from South and South East in Bloom for Rustington to, once again, enter the Britain in Bloom Competition in 2009. She said that the In-Bloom Committee had yet to meet to discuss the 2009 Campaign, but provision of £1,500.00 had been made in the Committee's 2009/2010 Draft Estimates to ensure that the 2009 Campaign retained the level of success achieved in 2008.

The Committee was pleased to NOTE this information and, following a further discussion, RECOMMENDED that the invitation to enter the 2009 Britain in Bloom Competition should be accepted, subject to the agreement of the Council's Personnel and the In-Bloom Committee.

### **39/08            DONATED TREE PLANTING SCHEME - PUBLIC HIGHWAY**

The Clerk said that the possibility of donated trees being planted at other locations around the Village, in addition to the Woodlands Recreation Ground, had been referred to the Committee for consideration by the Leisure and Recreation Committee.

The Clerk said that she had contacted the County Council to gauge its views on this possibility and the Area Highway Manager has advised that the preferred option would be for a donation per tree (currently £75.00 per tree), to be included in its annual planting programme for replacement trees, but there were, unfortunately, restrictions on the number that could be undertaken annually. She said that the other option was for the County Council to grant the Parish Council Licenses to plant and maintain the donated trees, with the Parish Council being responsible for all works and long term maintenance.

Following a detailed discussion, the Committee RECOMMENDED that the County Council be advised that the Council would like to proceed with the first option, and enter into further discussions in this regard.

### **40/08            TREE WARDEN SCHEME**

The Clerk referred to Minute 27/08 and said that she had now received five expressions of interest from Members of the local community to participate in a Tree Warden Scheme for the Village.

Following a further discussion, the Committee RECOMMENDED that West Sussex County Council should now be approached and asked to assist in progressing the introduction of a Tree Warden Scheme in Rustington.

It was further RECOMMENDED that if this course of action proved to be unsuccessful, the Council should investigate the possibility of setting up a local Scheme, whereby interested persons could be appointed as Village Tree Wardens, reporting directly to the Parish Council alone.

**41/08**            **POSSIBLE PROVISION OF CYCLE RACKS - STATION PARADE CAR PARK**

The Clerk reported that a request had been received from Councillor Ceiriog-Hughes, for cycle racks to be installed in the Station Parade Car Park.

Following a detailed discussion, the Committee RECOMMENDED that an approach should be made to the Freeholder of Station Parade, in the first instance, to establish whether or not they would be prepared to grant permission for cycle racks to be installed at an appropriate location in the Car Park. If the response was of a positive nature, then this location could be added to the Council's rolling programme for the replacement/installation of cycle racks at various locations in the Village.

**42/08**            **INCOME AND EXPENDITURE FOR 2007/2008, 2008/2009 AND 2009/2010**

The Committee considered a Report previously circulated by the Clerk of the Council.

The Committee RECOMMENDED that the Income and Expenditure requirements for the Lighting and Amenities Committee be as shown in the attached Schedules.

**43/08**            **DATE OF NEXT MEETING**

The Chairman reminded the Committee that the next scheduled Meeting would be held on Thursday 5 February 2009.

**Chairman:** .....

**Date:** .....