

RUSTINGTON PARISH COUNCIL

LEISURE AND RECREATION COMMITTEE

MINUTES: of the Meeting held on 6 March 2008

PRESENT: Councillors G Tyler (Chairman), T Field, Mrs S Lines, D Murphy and M Warrington

1/08 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Rogers (Holiday) and Steward (Business). These apologies were accepted by the Committee.

2/08 DECLARATIONS OF INTEREST

There were no declarations of interest recorded by Members.

3/08 MINUTES

The Minutes of the Meeting held on 8 November 2007 were signed by the Chairman as a correct record.

4/08 WOODLANDS CENTRE - EXTERNAL FACILITIES (RECREATION GROUND)

(a) Donated Tree Planting Scheme

The Clerk referred to Minute 29/07(a) and reported that the third phase of the Scheme had taken place in December 2007.

She said that members of the local community were now being invited to participate in the next phase of the Scheme, by donating trees at an approximate cost of £60.00 per tree, including a commemorative plaque. She reminded Members that the Scheme was advertised on a regular basis in the Council's Quarterly Newsletter and, to date, there had been a good response with five donors currently on the list. Once again, the planting in respect of the fourth phase would take place towards the end of the year.

(b) Charges for Sports Facilities

The Clerk referred to Minute 29/07(e) and said that she had previously circulated a letter received from Mr B Norris, Honorary Secretary, Rustington Cricket Club.

Following a further discussion, the Committee RECOMMENDED that the Cricket Club should be charged £28.00 for friendly games with effect from 1 April 2008.

(c) Footpath Lights - Possible Replacement

The Clerk reported that the footpath lights were now becoming more of a financial drain on the Committee's external maintenance budget, as faults were being suffered on a regular basis, which were often costly to repair, with lights being out for a long period of time. She said that she had approached the Council's Electrical Contractors in this regard, and they were in the process of obtaining a quotation for an alternative lighting system, whereby all external lighting would be attached to the Woodlands Centre and Youth Centre.

She said that this would probably prove to be a fairly expensive exercise, particularly as the existing columns would have to be removed. She was, therefore, requesting the Committee to consider making provision, in principle, for a new lighting scheme in its 2009/2010 Estimates later in the year.

Following a brief discussion, the Committee RECOMMENDED that, prior to any further action being taken in this regard, two alternative estimates should be obtained from other Companies for suitable lighting schemes for the footpath on the eastern boundary of the recreation ground, which could then be considered at the next Meeting.

5/08 WOODLANDS CENTRE - INTERNAL

(a) Current Lettings

The Clerk gave a progress report on the current lettings against budget and said that the income was now running slightly above the recently revised 2007/2008 budgeted figure of £44,000.00. She said that the current income was £41,593.00, which represented 94.5% of the annual estimated figure. She said that it was anticipated that the income would be in excess of the targeted figure at the end of the current financial year.

The Committee was pleased to NOTE this information.

(b) Roger Montgomeri Room - Possible Replacement of Chairs

The Clerk referred to Minute 30/07(f) and said that she had previously circulated sample designs and a revised estimate received from Action Office Furniture, together with a sample design and estimate received from Office Reality for the replacement of 17 of the chairs, primarily for use by Council Members in the Roger Montgomeri Room as follows:-

Action Office Furniture

Mars compact stackable 4 leg chrome frame armchair with shaped seat and back

£114.00 each excluding VAT

Surf chrome cantilever armchair with generous seat size

£179.00 each excluding VAT

Office Reality

Guest Meeting Room chair

£52.00 each excluding VAT

Following a further detailed discussion, the Committee RECOMMENDED that no further action be taken in respect of the replacement of the chairs in the Roger Montgomeri Room at the present time.

(c) John de Bohun Room - Possible Replacement of Chairs

The Clerk referred to Minute 30/07(e) and said that she had previously circulated a revised estimate received from Action Office Furniture for the replacement of all of the chairs in the John de Bohun Room, together with single row trolleys and storage straps, in the sum of £4,714.40 excluding VAT.

108 No. Steel folding chairs with deep contoured back rest and top hand hold upholstered seat pad in Burgundy fabric

4 No. Upright chair carrying trolley

4 No. Storage restraint straps

Total £4,714.40 excluding VAT

Following a brief discussion, the Committee RECOMMENDED that the revised estimate received from Action Office Furniture in the sum of £4,714.40 excluding VAT be accepted.

(d) Village Memorial Hall - Stage Steps

The Clerk referred to Minute 30/07(g) and reported that the first set of stage steps had been purchased and were in situ in the Village Memorial Hall.

She said that it had now become evident that the provision of a second set of steps on the right hand side of the stage would not be practical, as this area was often used for siting the piano, and there was no storage space available for the steps when not in use.

Following a brief discussion, the Committee agreed to take no further action in respect of the provision of a second set of stage steps at the present time.

(e) Village Memorial Hall - Chair Storage Facility

The Clerk referred to Minute 30/07(i) and reported that the construction of the chair storage facility, which now included the part wood/part polycarbonate backing panel on the northern side, was now complete and in use for the storage of all of the Village Memorial Hall chairs.

She said that further representations had been received requesting the extension of the roof of the storage facility to the furniture store, to form a covered area from the side exit of the Hall to both the furniture store and the chair storage area. She said that she had obtained a quotation from Chris Rowbotham Construction in the sum of £1,100.00 which she planned to place on the Agenda for consideration at the next full Council Meeting.

Following a further discussion, the Committee asked the Clerk to obtain a further quotation in this regard, prior to placing this item on the full Council Agenda for consideration.

(f) Richard Covert Room - Replacement of Defective Heating Boiler

The Clerk reported that the heating boiler located in the Richard Covert Room which serviced the room itself, the Village Memorial Hall Front Foyer and Toilets, had recently been condemned and disconnected by the Council's Heating Contractors, Paine Manwaring, during their Annual Service visit.

She said that she had now received an estimate for the replacement of the boiler, with a new gas-fired condensing combination boiler, which would also supply the toilets and bar with hot water, to provide a more efficient supply for both of the aforementioned areas. The estimate received was as follows:-

Isolate gas, electric and cold water supply to Ideal Elan Boiler. Drain down the system, disconnect the existing boiler and remove from the wall along with its balanced flue assembly, clear from site along with all redundant materials as necessary

To brick up redundant flue opening, leave suitable opening for new fan flued assembly

Supply and fit a Vailant gas-fired condensing combination boiler connecting to the existing flow and return heating pipework, modifying pipework as necessary, to suit the new installation

Total £3,153.35 excluding VAT

Following a discussion, the Committee RESOLVED that the estimate received from Paine Manwaring in the sum of £3,153.35 excluding VAT be accepted.

6/08 **WOODLAND PARK SPORTSFIELD**

(a) **Risk Assessment - Rabbits and Moles**

The Clerk referred to Minute 31/07(a) and reported that the service provided by the Council's new Contractor, Absolute Pest Control on a quarterly basis, had commenced in respect of the Sportsfield.

She said that at the present time the situation in respect of the pest control management of rabbits and moles at the Sportsfield was most satisfactory.

The Committee was pleased to NOTE this information.

(b) **Future of Pavilion**

The Chairman referred to Minute 31/07(c) and said that the Clerk had previously circulated a letter received from the Client Services Manager, West Sussex County Council.

The Chairman then reported on a recent Meeting with representatives from Rustington Otters Football Club and Rustington Park Youth Football Club. He said that both Clubs were now working together to establish their requirements as far as facilities in the Pavilion were concerned, with a view to coming back to the Council to enable estimates to be obtained, for use in any future grant funding applications that the Clubs might make.

The Committee NOTED this information.

(c) **Pavilion - Electrical Improvement Works**

The Clerk referred to Minute 31/07(c) and reported that she had now received confirmation from Owen Electrical Limited, that their estimate dated 12 February 2007, to carry out all of the necessary electrical works at the Pavilion, in the sum of £2,760.00 excluding VAT, was still valid.

The Committee was pleased to NOTE this information, and the Clerk said that she would be making arrangements for the aforementioned works to be carried out as soon as practicably possible.

7/08 **RUSTINGTON YOUTH CENTRE**

(a) **Situation Report**

The Clerk reported that the Centre was continuing to operate well, and within its budget for 2007/2008. She said that further redecoration works would be carried out in the new financial year, to ensure that the Centre was maintained at as high a standard as possible.

She confirmed that the Centre was now being used to its maximum capacity from Monday to Friday, with weekend hirings for parties and other such events increasing.

8/08 **DATE OF NEXT MEETING**

The Clerk reminded Members that the date of the next Meeting would be Thursday 10 July 2008.

Chairman: **Date:**